**Bid # 2022-HCS-9000**

**Researching Provider Solutions Bid Work Plan Template**

**(Must be submitted with bids)**

***Person Responsible, Bidder’s Qualifications to Deliver Planned Scope of Work and Services must be populated by bidder.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Scope of Work Prescribed Tasks** | **Timeline** | **Person(s) Responsible** | **Bidder’s Qualifications to Deliver Planned Scope of Work and Services** |

|  |
| --- |
| 1. Appoint a stakeholder workgroup that will minimally include individuals with intellectual and developmental disabilities (I/DD) and family members/caregivers who are enrolled in the Consumer Directed Care + (CDC+) Waiver, who are on the Agency for Persons with Disabilities (APD) Waiver waitlist, and who are unknown to APD. Other members serving on the stakeholder workgroup should minimally include a representative from the Agency for Persons with Disabilities, Disability Rights Florida, and the Family Care Council.
 |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Select stakeholder workgroup members with input from FDDC staff.
 | January 3, 2023-January 31, 2023 |  |  |
| 1. Hold virtual stakeholder workgroup meetings at least once each reporting period (5 total).
 | February 13, 2023-March 15, 2024 |  |  |
| 1. Develop meeting minutes and document input from stakeholder workgroup.
 | February 13, 2023-March 15, 2024 |  |  |
| 1. Submit minutes of stakeholder workgroup meetings with appropriate quarterly deliverables.
 | March 31, 2023, June 30, 2023, September 29, 2023, December 29, 2023, March 15, 2024 |  |  |
| 1. Issue social validity survey to stakeholder workgroup members
 | June 30, 2023, and March 15, 2024 |  |  |
| 1. Conduct an environmental scan in states that are comparable to Florida in that they have a self-directed waiver similar to the Consumer Directed Care + Waiver and/or a waiting list for waiver services
 |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Conduct environmental scan of states similar to Florida
 | March 1, 2023-June 30, 2023 |  |  |
| 1. Submit draft of environmental scan report with information about procedures and policies other states use to help individuals with I/DD and families procure services and supports at home and in the community
 | June 30, 2023 |  |  |
| 1. Submit final report of environmental scan
 | July 31, 2023 |  |  |
| 1. Conduct a research study including surveys, and focus groups or structured interviews with individuals and family members/caregivers who are on the CDC+ Waiver, those on the iBudget Waiver waiting list, and those who are unknown to APD to gather information about how they find, employ, train, and retain people to provide personal services and supports in their homes and communities (i.e., personal care, companion, respite).
 |
| Scope of Work Prescribed Tasks  | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Develop the research protocol to gather quantitative and qualitative information regarding how these individuals and their families’ services and support needs are met when they are not on the iBudget Waiver.
 | February 13, 2023 |  |  |
| 1. Develop surveys for each of the three conditions: individuals on the CDC+ Waiver, individuals on the iBudget Waiver waiting list, and individuals who are unknown to APD.

Easy Read and Plain Text formats will be translated for use with all reading levels by the Council.  | March 17, 2023 |  |  |
| 1. Develop interview protocols for the six groups: CDC+ individuals with I/DD, CDC+ family members/caregivers; Waiver waitlist individuals with I/DD, Waiver waitlist family members/caregivers; Individuals with I/DD unknown to APD, Family members/caregivers unknown to APD.
 | April 14, 2023 |  |  |
| 1. Obtain Institutional Review Board approval if necessary.
 | May 12, 2023 |  |  |
| 1. Implement survey research activities with the six groups.
 | May 31, 2023-June 16, 2023 |  |  |
| 1. Implement qualitative research methods with the six groups
 | May 31, 2023-July 28, 2023 |  |  |
| 1. Analyze quantitative and qualitative findings and develop a research-study-findings report for distribution with follow up recommendations to increase the pool of people available to provide personal services and supports.
 |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Analyze survey data and present findings through numerical and visual means.
 | June 16, 2023-July 31, 2023 |  |  |
| 1. Analyze qualitative data to identify common themes.
 | July 31, 2023-September 29, 2023 |  |  |
| 1. Triangulate the data to see the relationship between quantitative and qualitative findings.
 | October 2, 2023-October 20, 2023 |  |  |
| 1. Draft a report of the study findings.
 | October 23, 2023-November 10, 2023 |  |  |
| 1. Finalize a report of the study findings for distribution.
 | November 13, 2023-January 26, 2024 |  |  |
| 1. Work with FDDC Consultant to develop a plain text document for families and individuals with IDD that summarizes research findings for distribution through the Council
 | February 28, 2024 |  |  |
| 1. Fulfill Council programmatic requirements.
 |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Complete and submit an updated work plan.
 | March 31, 2023, June 30, 2023, September 29, 2023, December 29, 2023, March 15, 2024 |  |  |
| 1. Participate in a mid-term review of the project.
 | No later than July 12, 2023 |  |  |
| 1. Complete and submit an Executive Summary with the final deliverable that provides all components set forth in the contract (e.g., overview of major activities, outputs, outcomes, summary and analysis of data, recommendations for future action).
 | March 15, 2024 |  |  |