**Bid # 2023-SA-9100**

**Partners in Policymaking Curriculum 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.***

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

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| 1. Appoint an advisory committee that will minimally include two people with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, two family members of people with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, two special educators who serve students with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, and one speech-language pathologist and/or professional with an expert literacy background relating to people with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below.
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| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Select advisory committee members with input from FDDC staff.
 | May 1, 2023-June 2, 2023 |  |  |
| 1. Hold virtual advisory committee meetings at least once each deliverable period.
 | May 1, 2023-September 30, 2024 |  |  |
| 1. Develop meeting minutes and document input from advisory committee members.
 | May 1, 2023-September 30, 2024 |  |  |
| 1. Submit minutes of advisory committee meetings with each deliverable.
 | July 3, 2023; September 29, 2023; January 2, 2024; April 1, 2024, July 1, 2024; September 30, 2024 |  |  |
| 1. Develop a draft curriculum strand and associated activity materials which would serve a target audience of people with cognitive disabilities, requiring support at moderate-to-severe functional levels, at a Grade 2-3 reading level or below.
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| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Review the PIP Core Competencies (Appendix A) and associated materials (to be provided to the winning bidder by FDDC), the Florida Partners in Policymaking six-session schedule (Appendix B), as well as the Minnesota Governor’s Council on Developmental Disabilities’ Partners in Policymaking curriculum (Appendix C).
 | May 1, 2023-July 3, 2023 |  |  |
| 1. Provide a detailed outline of the curriculum for sessions 1-6.
 | May 1, 2023-July 3, 2023 |  |  |
| 1. Participate virtually as a passive observer in the 2023-2024 Florida PIP Program via Zoom or provide documentation of past successful completion of the Florida PIP program. Appendix B includes a general schedule for these 6-sessions.
 | September 2023-February 2024 |  |  |
| 1. Prepare initial draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP sessions 1-2, engaging in PIP sessions 1-2, and completing follow-up homework after PIP sessions 1-2.
 | July 3, 2023-September 29, 2023 |  |  |
| 1. Prepare initial draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP sessions 3-4, engaging in PIP sessions 3-4, and completing follow-up homework after PIP sessions 3-4.
 | September 29, 2023-January 2, 2024 |  |  |
| 1. Prepare initial draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP sessions 5-6, engaging in PIP sessions 5-6, and completing follow-up homework after PIP sessions 5-6.
 | January 2, 2024-April 1, 2024 |  |  |
| 1. Revise the draft curriculum and associated activity materials consistent with FDDC staff input received.
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| Scope of Work Prescribed Tasks  | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Submit the revised draft curriculum and associated activity materials incorporating FDDC staff input for PIP Sessions 1-2.
 | November 15, 2023 |  |  |
| 1. Submit the revised draft curriculum and associated activity materials incorporating FDDC staff input for PIP Sessions 3-4.
 | February 15, 2024 |  |  |
| 1. Submit the revised draft curriculum and associated activity materials incorporating FDDC staff input for PIP Sessions 5-6.
 | May 15, 2024 |  |  |
| 1. Conduct structured interviews with minimally two people with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, two family members of people with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, two special educators who serve students with moderate-to-severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, and one speech-language pathologist and/or professional with an expert literacy background relating to people with moderate-to- severe cognitive developmental disabilities who are at a Grade 2-3 reading level or below, to obtain input on the curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP sessions 1-6, engaging in PIP sessions 1-6, and completing follow-up homework after PIP sessions 1-6. Structured interviews would begin following integration of all FDDC staff revisions and with FDDC staff approval and after sufficient time has been allowed for curriculum review by these seven identified individuals. Structured interview participants may include the same individuals identified as advisory committee members, but the seven structured interview participants are not required to be the same individuals. For those completing structured interviews, their time reviewing the curriculum itself in preparation for the structured interviews could be paid on a consultant basis. Structured interviews should be conducted individually for all seven required participants. (January 2, 2024-September 30, 2024)
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| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Conduct structured interviews with each of the seven individuals identified based on the criteria identified above to obtain input on draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP Sessions 1-2, engaging in PIP sessions 1-2, and completing follow-up homework after PIP Sessions 1-2.
 | January 2, 2024 |  |  |
| 1. Conduct structured interviews with each of the seven individuals identified based on the criteria identified above to obtain input on draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP Sessions 3-4, engaging in PIP Sessions 3-4, and completing follow-up homework after PIP sessions 3-4 which incorporate all FDDC staff directed revisions.
 | April 1, 2024 |  |  |
| 1. Conduct structured interviews with each of the seven individuals identified based on the criteria identified above to obtain input on draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for PIP sessions 5-6, engaging in PIP Sessions 5-6, and completing follow-up homework after PIP Sessions 5-6 which incorporate all FDDC staff directed revisions.
 | July 1, 2024 |  |  |
| 1. Incorporate structured interview input, in close collaboration with FDDC staff, into draft curriculum and associated activity materials which would support someone with cognitive disabilities in preparing for each of the 6 PIP sessions, engaging in each of the 6 PIP sessions, and completing follow-up homework after each of the 6 PIP sessions.
 | January 2, 2024-September 30, 2024 |  |  |
| 1. Participate in curriculum evaluation activities designed by the Council’s evaluation consultant and any related curriculum evaluation activities conducted by Council staff. (January 2, 2024-September 30, 2024)
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| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| 1. Provide an analysis report relating to the curriculum evaluation activities.
 | September 30, 2024 |  |  |
| 1. Submit final curriculum and all associated activity materials in an editable format, inclusive of all FDDC staff revisions and agreed upon revisions arising from structured interviews. (September 30, 2024)
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| 1. Fulfill Council programmatic requirements.
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| 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.
 | July 3, 2023; September 29, 2023; January 2, 2024; April 1, 2024, July 1, 2024; September 30, 2024 |  |  |
| * 1. Participate in a mid-term review of the project.
 | No later than January 15, 2024 |  |  |
| * 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)
 | September 30, 2024 |  |  |