**Bid # 2024-AS-9200**

**Access to Services through Knowledge: Translating Research into Application**

**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. Collaborate with and support the National Association for the Dually Diagnosed’ “Access to Services through Knowledge (ASK)” research project Steering Committee. Participate in the ASK Steering Committee and/or content advisory committee meetings facilitated by NADD as needed.
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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 |
| Develop meeting presentations/materials, as appropriate, for sharing with the Steering Committee and/or Advisory Content Committee.  | Advisory Meetings: 5/2024; 7/2024; 9/2024; 11/2024Content Committee: TBD |  |  |
| Attend monthly meetings with NADD and the Council’s Director, Programs and Contracts (i.e., contract/agreement manager). | 4/2024; 5/2024; 6/2024; 7/2024; 8/2024; 9/2024; 10/2024; 11/2024; 12/2024 |  |  |
| 1. Develop personas and/or build journey maps for each age group within the lifespan that include scenarios, stories, and embedded links to resources. Use the following age groups for development of the materials:

i. Diagnosis and Early Interventionii. School Ageiii. Adolescents and Young Adultsiv. Adulthoodv. Aging |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| For research completed in Project Year 1 (Sept 2022-Sept 2023): 1. Analyze research results to identify issues relevant to each age group.
2. Identify gaps in information collected through initial research.
3. Create journey maps by identified age groups.
4. Prepare outline for the development of personas including scenarios and stories.
5. Submit sample personas including scenarios and stories.
6. Identify resource links to be added.
 | June 15, 2024June 15, 2024October 15, 2024October 15, 2024December 15, 2024 December 15, 2024 |  |  |
| For research completed in Project Year 2 (Sept 2023-Sept 2024): 1. Analyze research results to identify issues relevant to each age group.
2. Identify gaps in information collected through initial research.
3. Support NADD in conducting additional research if warranted.
4. Create journey maps by identified age groups.
5. Prepare outline for the development of personas including scenarios and stories.
6. Identify resource links to be added.
 | OngoingOngoingDecember 15, 2024December 15, 2024 December 15, 2024December 15, 2024 |  |  |
| 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 workplan with each deliverable.
 | June 15, 2024; September 15, 2024; December 15, 2024 |  |  |
| 1. Participate in a mid-term review of the project.
 | August 1, 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 of future actions).
 | December 15, 2024 |  |  |
| 1. Attend bi-weekly meetings with the Director, Programs and Contracts (i.e., contract/agreement manager).
 | Ongoing |  |  |
| 1. Develop meeting minutes with input from participants for submission.
 |  Ongoing  |  |  |