



Lewis County Autism Coalition

Request for Proposal- Programs Contractor

1. Project Background and Objectives

The Lewis County Autism Coalition (LCAC) Board of Directors has approved a Link Program contract role to design and implement a variety of projects. These projects are funded through the Autism Coalition and its contracts are used to support, provide resources, and maintain relationships for families and individuals with autism and other disabilities. Furthermore, this role will research and develop processes, programs and events around building the Lewis County Autism Coalitions' relationships and impact across local community organizations and businesses.

2. Scope/Description of Services

The Lewis County Autism Coalition is seeking assistance to accomplish the following projects:

- Establish repeatable and effective processes designed around providing individual and family support of those with autism and/or developmental disabilities under the age of 18).
- Establish repeatable and effective processes designed around providing individual and family support of those with autism and other disabilities over the age of 18.
- Provide family support intake and resource referral for programs such as:
 - Medical and Health resources
 - Social resources
 - EIP resources (limited scope)
 - State resources and programs
 - Life skill and sensory resources, such as sensory haircuts, life skill coaching, etc.
 - SMART program referrals
 - Other Community resources
- Research and seek out resources and program options for individuals with autism and/or developmental disabilities. Develop internal processes to utilize new resources as part of the client intake process.

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- Establish, build, and maintain meaningful relationships with local community partners to foster education in the community to best support individuals with autism and other disabilities.
- Attend and represent the LCAC in community events, advocating for resources and partnerships that positively impact clients, and uphold LCAC's mission, vision, and values.
- Review effectiveness of current programs, looking for ways to improve them. Update and deliver new summer programs such as teen/preteen social events, Summer Spectrum camp event.
- Collaborate with LCAC Board of Directors to assist with LCAC Annual Conference.
- Works with and communicates with other LCAC contractors, ensuring consistency across the organization.

3. Deliverables

The following are the project deliverables to be accomplished:

- Research, build, and create a repeatable client intake process for the Link programs. Once the program is implemented, provide ongoing support.
- Create a data tracking system for client intake process, tracking client results linked to funding sources. Establish and maintain a process for client check ins, to create consistency and thoroughness of service experience.
- Research, build and create an annual community outreach plan. Present to the Board of Directors, and with approval, implement annual outreach plan, providing updates as requested.
- Review effectiveness and research resources for teen/preteen community events. Create an event plan and proposal for implementation, and with approval, implement teen/preteen events.
- Review effectiveness and research resources for Summer Spectrum summer program. Create event plan and proposal for implementation, and with approval, implement Summer Spectrum summer program.

4. Experience Requirements

- Some level of higher education preferred.
- 2+ years of experience with program administration preferred.
- Ability to work professionally with a Board of Directors, listening to needs and adjusting project and program work accordingly.
- Ability to work with vulnerable populations and ability to receive sensitive or medical information and keep confidential.
- Ability to anticipate clients' needs and recommend appropriate resources.
- Ability to adjust and be flexible.
- Excellent verbal and written communication skills.
- Proficient in email, calendar, Excel, virtual meetings, and other technology and software.

5. Place of Performance and Resources

This position is a work from home role, pending all work meetings and phone calls can be accomplished in a professional setting, free from distractions.

This scope of work also requires occasional in-person presence at multiple community events, meetings, or other gatherings required to accomplish the deliverables of the project.

The Lewis County Autism Coalition will furnish resources for all outreach and promotional materials. The contractor will be responsible for furnishing basic office supplies, their own laptop, phone, and basic technology.

6. Terms

Contract Length: This will be a six-month contract, with the option to extend an additional six months, at the discretion of the Board. Contract extensions will be reviewed one month prior to the exhaustion of the initial six-month contract.

Hourly Rate and Hours: The range for hourly rate is \$25-35/hour, dependent on contractor experience and skill level. Predicted billable hours range from 10 hours per week to a maximum of 15 hours per week.

Payment: The contractor will submit invoices on a monthly basis. The contractor will be paid by Lewis County Autism Coalition within 15 business days of submitted invoices.

7. Bidding and Selection Procedure

A response to the RFP should include:

- Relevant experience, education, or background.
- Recommended timeline for anticipated completion of project deliverables.
- Proposed hourly rate.
- Availability to begin engagement.
- List of 2-3 professional references who could act as references for similar type of work.
- Please email back your proposal to Nicole Miller at info@lcautism.org.