



STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION

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JANE GRUNER
Administrator

**Facilitation Services for the Development of the Five-Year Strategic Plan
Nevada Commission on Autism Spectrum Disorders
July 2014**

Aging and Disability Services Division (ADSD) will be responsible for establishing and overseeing facilitation services related to the development of a strategic plan by the Nevada Commission on Autism Spectrum Disorders.

This support will be available from **July 1, 2014 through June 30, 2015**.

The total budget allocated to this effort includes payment for:

- Facilitation services by an acknowledged Master Services Agreement (MSA) vendor for the State of Nevada

The **total budget** is **\$50,000**.

Fiscal management of these funds will follow state administrative directives and will be managed by appropriate **ADSD staff**. This would include the development of a spending plan for the year.

BASIC SCOPE OF SERVICE

Contracted Facilitation Services

ADSD will work with the **Commission to draft a scope of work** for the development of the Five-Year Strategic Plan and process a request for MSA services. This **selection of the MSA will be completed by August**. ADSD will supervise the MSA agreement.

Facilitation services will be available as agreed upon in the scope of service established with the selected MSA or as funding allows.

Definition of Facilitation is notes as below:

- Act as a neutral facilitator in meetings to ensure assignments and task allocations related to the activities, resources, and timelines, in order to achieve common goals and objectives.

- Vendor to utilize quality improvement processes to ensure meetings run well and achieve a high degree of consensus in areas of strategic planning, action planning program improvement/and or conflict resolution activities for and within the Department/Division.
 - Design and plan the process and select tools;
 - Guide and control the event;
 - Ensure outcomes, actions, and questions are recorded and auctioned.

Awarded Vendors:

UNLV – Nevada Institute of Children’s Research
Quantummark, L.L.C.
Social Entrepreneurs, Inc. [SEI]
Turning Point, Inc.

ADSD Support

Aging and Disability Services Division will:

- Appoint a staff person to develop and oversee the MSA agreement
- Obtain assistance and resources to support objectives that are not otherwise addressed by the MSA as appropriate
- Process fiscal matters as it relates to the approved budget.