



# Office for the Prevention of Domestic Violence

## REQUEST FOR PROPOSAL

### Gender-Based Violence and Developmental Disabilities Training and Resource Development Services

RFP Issued: February 28, 2024

Proposal Due: April 9, 2024

**Kathy Hochul, Governor**

**Kelli Owens, Executive Director**

New York State Office for the Prevention of Domestic Violence

Alfred E. Smith Office Building

80 South Swan Street

Albany, NY 12210

# REQUEST FOR PROPOSAL SPECIFICS

## A. IMPORTANT DATES

RFP Release Date:	February 28, 2024
Applicant Webinar (attendance discretionary):	March 12, 2024
Deadline for Submission of Questions:	March 19, 2024
Response to Questions:	March 26, 2024
Submission Deadline:	April 9, 2024
Sample Training Presentation at the NYS OPDV Offices or by Virtual Meeting:	April 16, 18, and 19, 2024
Anticipation Notification of Award:	April 29, 2024
Contract Start Date:	May 6, 2024

## B. Introduction to OPDV

The New York State Office for the Prevention of Domestic Violence (OPDV) was created as a state agency in 1992. It remains the sole government agency in the country with a mission to address the issue of domestic violence. **Our mission is to improve the state's response and prevention of domestic violence with a goal of enhancing the safety of all New Yorkers in their intimate and family relationship.** We have a vision to create a State in which communities and systems are committed to supporting and promoting equality, dignity, and respect so that individuals can feel safer in their relationships. Under the law that created the agency, OPDV's role is to advise the Governor and the Legislature on policies and best practices, train professional across the state and to serve as a resource on the issue of domestic violence.

For the past several decades, New York State has worked to protect survivors through public policy, education, and programming. From the establishment of the first domestic violence shelter in NYS, to the development of the new text and chat feature of the Domestic Violence and Sexual Violence Hotline; we've evolved to meet the needs of survivors of domestic violence, sexual assault, and gender-based violence. **OPDV believes that survivors of all forms of gender-based violence deserve support that is survivor centered, trauma informed, and culturally responsive.**

Our major initiatives and priorities are expansive and evolving and include:

- **New York State Domestic and Sexual Violence 24/7 Hotline**

- Victims, survivors, and allies can access confidential support services. These services are key to establishing victim safety. The Hotline is a statewide resource with trained counselors who provide services such as crisis intervention, confidential counseling, information and referral services and technical support to providers and system stakeholders.

- **Enough is Enough**

- College students deserve a safe, healthy, and nurturing environment, free from discrimination and violence. In July 2015, New York established the Enough is Enough program to address sexual assault, dating violence, domestic violence and stalking on college campuses.
- The law also created the Enough is Enough funding program for rape crisis programs to support colleges and universities' response to these issues and related prevention needs. Today, NYS OPDV oversees the Enough is Enough funding program, funding 52 rape crisis programs across the state to help provide services to student survivors of sexual assault, dating violence, domestic violence and stalking, as well as support colleges' implementation of the Enough is Enough law. Funded programs work to prevent campus sexual violence via education programming that considers the root causes of gender-based violence, promote bystander intervention, and promote healthy relationships. They provide student survivors and those at-risk of victimization with trauma-informed advocacy, counseling, case management and safety planning services.

- **Public Awareness**

- Educating the public about domestic violence, and New York State's efforts to combat the problem, is a priority for OPDV. Our public education initiatives include a variety of campaigns and outreach efforts to reach different populations about these important issues.

- **Professional Education**

- Many professional disciplines come in contact with victims of domestic and sexual violence. Increased knowledge of these complex issues means that more survivors can get the help they need. To ensure that they can offer support and resources to survivors, we offer voluntary and mandated trainings to a variety of professions.

- **Training and Community Awareness Presentations**

- Training and technical assistance promote positive change in institutional responses to domestic violence. NYS OPDV offers these services on a variety of topics and intersecting issues to professionals and the community.
- **Fatality Review and Technical Assistance**
  - When a domestic violence fatality occurs, both the victim and offender may have come into contact with different systems prior to the death. The NYS Domestic Violence Fatality Review Team conducts a confidential analysis of deaths or near-deaths that result from domestic violence. The goal is to learn from these cases and identify ways to improve overall response to domestic violence. The Team contains a combination of representatives from state and local agencies and systems. To help communities learn from the Fatality Review Team, NYS OPDV provides technical assistance to community groups. Assistance includes helping communities analyze the Team's findings as it relates to their local domestic violence response and providing training and technical assistance on specific issues.
- **New York State Domestic Violence Dashboard**
  - The annual New York State Domestic Violence Dashboard details trends and key indicators across various systems related to the prevalence of, and response to, domestic violence within the state. The Dashboard aims to inform policy and practice by providing information from a range of systems about the availability of resources and programs statewide.

## C. Needs Statement

The New York State Office for the Prevention of Domestic Violence (OPDV) is seeking a qualified entity to work collaboratively with OPDV on the project, **Creating Purposeful Connections: Building Capacity for Gender-Based Violence Survivors with Developmental Disabilities**. OPDV is working in partnership with the Council on Developmental Disabilities (CDD), formerly known as the Developmental Disabilities Planning Council (DDPC), to develop and implement capacity building for Developmental Disability (DD) service providers, Domestic Violence (DV) service providers and Rape Crisis Programs (RCPs) working with survivors with developmental disabilities. The goal of this project is to build capacity of both the DV/SV and DD systems to effectively develop cross-system solutions for increased access to services for people with developmental disabilities who experience domestic and/or sexual violence.

## D. RFP Goals

OPDV is seeking an organization to partner with in the creation of training curriculum, facilitation of training, and technical assistance for DD providers and DV/RCP providers in all regions of New York State. Ideal organizations are those who have proven experience in both the DD and DV/RCP systems and can demonstrate they are survivor-centered, trauma-informed, and culturally responsive.

- Develop initial training curriculum for a series of three, two-hour trainings and co-facilitate initial trainings for DD/DV/RCP providers that align with survivor-centered, trauma informed, and culturally responsive concepts, on topics, including, gender-based violence (GBV), developmental disabilities, the social model of disability, risk factors that lead to high rates of victimization for people with disabilities, potential barriers to accessing DV/SV services, and reasonable accommodations to increase accessibility of DV/SV services;
- Collaborate on curriculum development and co-facilitation of trainings with the OPDV Project Coordinator, along with consultants with lived experience as a gender-based violence survivor with a developmental disability;
- Develop follow-up training curriculum and co-facilitate ongoing trainings based on needs that arise as the DD and DV/RCP systems begin to fully interact with one another, including, co-facilitating 5-10 topic specific webinars;
- Provide initial and ongoing technical assistance for DD providers to ensure that services are survivor-centered, trauma informed, and culturally responsive, such as, development of a resource guide about DV/SV services, risk assessment/assessment of violence tool, conversation scripts, model for annual staff training and support around the intersection of GBV and disability;
- Provide initial and ongoing technical assistance for DV/RCP providers to ensure that services are survivor-centered, trauma informed, and culturally responsive, such as, guidance on converting written materials to plain language and/or a visual format, modifying policies/practices/environment to increase accessibility, model for staff training around effective practices for working with survivors with disabilities and the intersection of GBV and disability;
- Develop a plan for future capacity building for this project, such as a statewide initiative to empower and equip DD providers in offering sexuality education and violence prevention programming for people receiving services; listening sessions for survivors with disabilities; region-specific training for DD/DV/RCP providers on local resources and topics/issues that relate to that region in particular; and an annual event that brings DD/DV/RCP providers together to network and collaborate;
- Participate in advisory council meetings and implement feedback provided;

- Attend meetings as needed with the OPDV/CDD team.

## **E. Terms**

The contract resulting from the RFP will be for a period of one (1) year. OPDV reserves the right to extend the contract for a second year. The contract will begin May 6, 2024 and end no later than April 30, 2024. Funding for these services will be up to \$66,000 for each year for services outlined in this RFP.

## **Vendor Responsibility Requirements**

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the NYS VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. OPDV will review the information provided before making an award.

OPDV reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and the determination can be revisited at any point up to the final approval of the RFP contract by the NYS Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract. Enrolling and completing the questionnaire online through the NYS VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated. If the vendor is using the hard copy questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors opting to complete a paper questionnaire, can access the questionnaire by clicking the following link: [Paper Questionnaire](#). Please note that there are separate questionnaires depending on the contractor status. Not-for-profit vendors must use the Vendor Responsibility Questionnaire Not-For-Profit Business Entity form. For-profit vendors must use the Vendor Responsibility Questionnaire For-Profit Business Entity form.

Vendors must provide their NYS Vendor Identification Number when enrolling. To request a Vendor Identification Number or for direct VendRep System user assistance, contact the OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov).

The NYS VendRep System offers the following benefits:

- Ease of completion, filing, access to, and submission of the questionnaire; efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy, where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to reenter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery, and filing.
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms

used in the questionnaire.

Note: The vendor responsibility questionnaire must be dated within six months of the proposal due date. Confirmation of completion of the vendor responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep System.

### **Charities Registration (not-for-profit corporations only)**

Not-for-profit vendors must be registered with the NYS OAG as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact:

[https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

### **Federal Requirements**

See Attachment A-2, Federal Assurances and Certifications, which is in the Master Contract for Grants and is referenced in SECTION 8.0 CONTRACT DOCUMENTS.

## **F. Eligible Bidders**

Any bidder authorized to conduct business in the State of New York that can provide services outlined in this RFP, has the ability to fulfill all deliverables outlined above, and has demonstrated experience in the creation of training curriculum, facilitation of

training, and technical assistance for DD and DV/RCP providers can bid on this proposal.

Members of the OPDV/CDD Project Advisory Council are not eligible to bid on this RFP.

## **G. Proposal Format and Contents-First Round and Scoring**

### Proposal Format

- Printed on 8.5x11 paper;
- Numbered pages;
- No longer than 25 pages single sided, exclusive of cover letter;
- Required documents must be uploaded to SFS in PDF format.

### Proposal Contents

- Cover letter must include the person who will be the primary point of contact(s) handling this project;
- Technical Proposal.
- Proposed budget
  - See allowable and non-allowable expense section.
  - Expenditure-Based [Budget Template](#)
- Required documentation
  - [Non-Collusive Bidding Certification](#);
  - [Vendor Responsibility](#);
  - [Sexual Harassment Statement](#);
  - [Executive Order 177 Certification](#);
  - [Executive Order 14](#) (Prohibiting State Agencies and Authorities from Contracting with Businesses with Russia Supporting Entities);
  - [Executive Order 16](#) (Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia);
  - Gender-Based Violence and the Workplace Policy, if applicable.

### Submission

- All documents must be submitted to [opdvgrprfpinfo@opdv.ny.gov](mailto:opdvgrprfpinfo@opdv.ny.gov) by no later than 4 pm (local time) on April 9, 2024.

### Technical Proposal (80 points)

1. Follow directions on proposal format, contents, and submission protocol (3 points);
2. Experience and resumes of key personnel;
  - a. Detail the personnel designated to provide training and technical assistance for gender-based violence providers and developmental disability providers:
    - i. Name and title of each staff person;



- ii. How many years each staff person has been providing training and technical assistance AND how long each person has worked for the applicant; and
  - iii. A brief description of each staff persons' primary job responsibilities (8 points);
3. Describe relevant experience comparable to the services contemplated within the RFP (10 points);
4. A proposed workplan to meet the identified deliverables (see sample workplan attached) (10 points);
5. Relevant background and experience working with the DD and DV/RCP provider community (10 points);
6. Demonstrate an understanding of how DD and DV/RCP systems function in New York State (5 points);
7. Brief description of your experience implementing a staff training curriculum, including quantifiable and qualitative measures of success (12 points);
8. Demonstrate an understanding of the complex intersection of gender-based violence and disability and an understanding of the social model of disability (12 points);
9. Bidder is one of the following: Certified Woman Owned Small Business (WOSB), Service-Disabled Veteran-Owned Business (SDVOB), Certified Minority and Women's Business; or New York State Small Business<sup>1</sup> (4 points);
10. Bidder attests the organization has in place a Gender-Based Violence and the Workplace Policy (please see [OPDV's website](#) for more information regarding these policies) and provides a copy of such policy (3 points);
11. Consistent with [EO 190](#), where appropriate in the response to this RFP, bidder must briefly describe how their proposal can improve community health and wellness through alignment and coordination with the [NYS Prevention Agenda](#) priorities and the [WHO Eight Domains of Livability](#) (3 points).

---

<sup>1</sup> As defined in Executive Law § 310.

## **Presentation (20 points)**

Bidders whose proposals score 40 points or above will be asked to provide an in-person or virtual presentation for the OPDV team. If more than three proposals score 40 points or higher, OPDV may limit presentations to the top three scoring proposals. The bidder should demonstrate how they will work with OPDV to achieve the goals as outlined in the RFP. They should clearly demonstrate a mastery of training delivery and an understanding of the intersection of gender-based violence and developmental disabilities through a survivor-centered, trauma informed, and culturally responsive lens.

The presentations will be evaluated as follows:

1. Demonstrate a mastery of training delivery (7 points)
2. Describe how the RFP goals will be met (6 points)
3. Demonstrate an understanding of the intersection of gender-based violence and developmental disabilities through a survivor-centered, trauma informed, and culturally responsive lens (7 points)

The highest scoring presentation will be the winning bidder.

**OPDV will conduct an optional webinar session where interested parties may learn more about this project.** The interactive webinar will be held on the date and time specified in the Calendar of Events. Offerors should attend the Applicant Webinar if they intend to bid, which will be in the form of a WebEx interactive webinar. The webinar will provide important information to organizations intending to submit applications in response to the RFP.

**Note: Participants should read the RFP in full before the webinar.**

### **Procurement Contact:**

All inquiries about this solicitation must be sent to [opdvgrprfpinfo@opdv.ny.gov](mailto:opdvgrprfpinfo@opdv.ny.gov).

## **H. OPDV Reserved Rights**

OPDV reserves the right to:

1. place a monetary cap on the funding amount made in each contract award;
2. change any of the schedule dates stated in this RFP;
3. reject any or all proposals received in response to the RFP;
4. withdraw the RFP at any time at the agency's sole discretion;

5. make an award under the RFP in whole or in part;
6. disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
7. reject any proposal if, in the sole discretion of OPDV, it determines the bidder is not a responsible vendor;
8. seek clarification and revisions of proposals. Request bidders to present supplemental information clarifying their proposals either in writing or by formal presentation. Other than the requested clarification and supplemental information, submission of new information is not permitted;
9. require that bidders demonstrate, to the satisfaction of OPDV, any feature(s) present as a part of their proposal, which may include an oral presentation of their proposal. Any such demonstration or presentation may be considered in the evaluation of the proposal;
10. amend any part of this RFP before opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by OPDV;
11. make funding decisions that maximize compliance with and address the outcomes identified in this RFP;
12. fund only one portion, or selected activities, of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
13. eliminate any RFP requirements that cannot be met by all prospective bidders upon notice to all parties that submitted proposals;
14. waive procedural technicalities or modify minor irregularities in proposals received after notification to the bidder involved;
15. correct any arithmetic errors in any proposal or make typographical corrections to proposals with the concurrence of the bidder;
16. negotiate with the selected bidder(s) before contract award.
17. conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against OPDV arising from such actions;
18. award contracts to more than one bidder or to other than the lowest bidder;
19. require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
20. fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit OPDV to fund any proposals. OPDV can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
21. use the proposal submitted in response to this RFP as part of an approved

contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract;

22. utilize any and all ideas submitted in the proposals received where an award is ultimately made;
23. require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
24. make additional awards based on the remaining proposals submitted in response to this RFP and/or provide additional funding to awardees if such funds become available;
25. make inquiries of third parties, including but not limited to, bidder's references, with regard to the applicants' experience or other matters deemed relevant to the proposal by OPDV. By submitting a proposal in response to this RFP, the applicant gives its consent to any inquiry made by OPDV;
26. require contractors to participate in a formal evaluation of the program to be developed by OPDV. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information;
27. consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals;
28. rescind awards for failure of awardees to meet time frames that OPDV is required by statute to meet for contract development and approval;
29. cancel this RFP, in whole or in part, at any time and to reject any and all proposals when appropriate in the best interests of the state;
30. make adjustments to the funding amount requested based on program need and based on the total dollar value of the applications submitted; and
31. reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their proposal(s). This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

## **I. Allowable & Non-Allowable Expenses**

The following list contains examples of allowable and non-allowable contract expenditures.

1. Travel Expenses: Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state guidelines and per diem and mileage rates. Travel outside the State of New York must have prior approval. To find up to date per diem rates visit: U.S General Services Administration.

2. Dues and Fees: Costs for dues, attendance at conferences, or meetings of professional organizations are not allowed, unless attendance is necessary in connection with the project, and must have prior approval.

3. Equipment and Supplies: Please see Technology Guidelines.

Equipment/Supplies may be purchased or leased only with prior approval, when comparison information has been provided indicating reasonableness, best value and pricing, along with adequate justification for the purchase.

- Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Unallowable costs examples include equipment to support entrepreneurship or given to launch a small business, motor vehicles, etc.

- Supplies are all tangible personal property other than those described in Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, regardless of the length of its useful life.

4. Information Dissemination: Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.

5. Capital Expenditures: Acquisition, construction, or structural renovation of facilities are not allowable expenses.

6. Food and Refreshments: For any event lasting under 3.5 hours, funds shall not be used to purchase food for participants at grantee-sponsored advisory meetings, focus groups, etc. Funds cannot be used for bottled water.

7. Incentives and Giveaways: Funds shall not be used to purchase incentives (gift cards) or giveaways (pens, water bottles, trinkets, note pads, etc.) for participants at any grantee-sponsored event.

8. Childcare Vouchers: "Participant Support Costs" are allowable, when the program participants would not otherwise be able to attend grant-supported activities. For example, if childcare is necessary for a participant to join in grant-funded activities, those costs are allowable

9. Purchased services: Costs that include essential services are allowed when they cannot be met by the grantee. These include consultant contracts, project advisory committee travel, maintenance agreements, audit services, personal assistance services, job coaches, printing, etc.

10. Staff Time: No staff person can be committed to more than 100% of that person's time. NYS CDD reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.

11. Miscellaneous Unallowable Items: •Alcoholic beverages; •Bad debts; •Capital expenditures for land or buildings; •Contingency funds; •Entertainment, including

amusements, social activities, and related incidentals;•Federal employee compensation or travel expenses;•Interest, fines, and penalties;

- Fundraising;•Lobbying;•Memberships;•Ongoing organizational activities;•To purchase furnishings;•Organization costs such as incorporation fees, brokers' fees, attorneys, accountants, or investment counselors in connection with the establishment or reorganization of an organization;•Direct services for individuals with developmental disabilities (unless these services are part of a model demonstration);
- To duplicate or replace existing services provided to individuals with developmental disabilities and family members;
- To supplant existing private, state, or federal funding sources.

#### 12. Additional Cost Categories Requiring Approval:

- Advertising: radio, TV, and printed matter for public information, or recruitment of project staff.

Please note: The information provided in this section is for guidance purposes only and should not be considered exhaustive. Please check with OPDV if any questions arise.

**DDPC Collaborative Project- Sample Work Plan for Learning Exchanges**

Action Description	Owner/Responsible Employee (Who is the MOCHA team?)	Other Resources. Required: Internal Budget Approval/DOB or Chamber Approval, Staff Capacity	Anticipated Date of Implementation or Executive: Dates calendered meetings, trainings, events, etc	Potential Barriers	Anticipated Outcome	Describe Evaluation of the Action
DD provider outreach-email addresses for CEOs/EDs not listed on websites			One day after OPWDD letter is sent by DDPC	Resistance to provide email addresses of CEOs/EDs.	Gather all needed email addresses.	All contacts on DD provider list will have an email address, phone number, and physical address listed.
Submit Learning Exchange questions for approval			Send to Shannon/Jara by 3/17/23. Send to DDPC by 3/20/23 Approval by 3/22/23. Send to Advisory Council by 3/24/23 to review before meeting on 3/27/23.	May not be enough time to get approval from DDPC.	Receive approval from DDPC to present questions to advisory council.	Response questions and learning exchange content questions sent to the advisory council by 3/24/23.
Send intro email to all providers about upcoming learning exchange			One day after OPWDD letter is sent.	Incorrect email addresses	Intro letter is sent to all DD providers in NYS.	Intro letter is received and read by all DD providers in NYS.

Reach out to providers to set up site visits, starting with Capital Region, North Country, Mohawk Valley			3 days after intro email is sent-first round of site visits	Busy schedules, lack of responsiveness, provider buy-in, discomfort with the topic.	Site visit providers have been contacted requesting a visit.	Site visits are scheduled for all regions.
Conduct site visits		Travel expense approval	Start first week of May	Last minute scheduling conflicts, providers forgetting about the site visit.	Visit with providers, tour programs, discuss learning exchange and co-facilitating.	All site visits are successfully executed, plans are in place for the learning exchange, providers agree to be co-hosts.
Send out Doodles by region			One day after site visit.	Providers may not answer the questions/complete the form.	Providers complete the Doodle indicating availability	50% of providers complete the Doodle.
Identify timeframe for each region		NA	One/two weeks after Doodle is sent. Need to give providers time to complete.	Difficulty finding a day/time that works for most.	A definite learning exchange day/time has been established for each region.	Learning exchanges are scheduled for every region during a timeframe that works for most.
Invite providers to Learning Exchange			One day after timeframe has been established	Lack of buy-in, interest in participating in the learning exchange, last minute scheduling conflicts. Day/time listed on Doodle worked then, but not now.	All providers are invited to the learning exchange.	75% of providers invited rsvp that they will attend.



<b>Post/advertise virtual learning exchanges</b>			1 week after invite email is sent.	Not posted where DD providers would see it.	Learning exchanges are advertised in each region.	Posts to all social media platforms and DDPC/Advisory council contact list.
<b>Develop Learning Exchange content</b>			4/21/2023		PPT, questionnaire/survey, supplies.	All content is complete and approved.
<b>Host Virtual Learning Exchanges</b>			Start last week of May/first week of June	Attendees rsvp, but don't attend. Technical difficulties. Difficulty with virtual engagement.	Virtual learning exchanges take place for each region.	All learning exchanges are conducted by the end of July/ August, 75% of providers invited attend, active engagement by participants, surveys completed.
<b>Organize/synthesize data</b>			9/15/2023 or 2 weeks after last learning exchanges are completed.	Incomplete data- participants don't answer all survey questions.	All data has been reviewed, prganized, and synthesized.	Create system of organization so data can be easily retrieved.
<b>Write report of findings/ recommendations for training</b>			10/6/2023 or two weeks after data has been organized.	No common themes emerge. Responses are varied.	Report produced.	Report is comprehensive and clearly identifies training needs.