REQUEST FOR PROPOSAL
Submission Deadline: August 23, 2020

Florida Independent Living Council, Inc.
1882 Capital Circle NE, Suite 202
Tallahassee, Florida 32308

Submit proposals to Beth Meyer, Email: beth@floridasilc.org.

Purpose:
The Florida State Independent Living Council (FILC) desires to partner with a qualified consultant to develop and implement a statewide collective impact measurement framework. This framework will help FILC and their partners develop a common agenda, align activities, and consistently measure and communicate their impact and value.

Background:
The Florida Independent Living Council (FILC), formed in 1999, is a not-for-profit statewide planning organization advancing the civil rights of people with disabilities through advocating systemic change. We strive to provide the leadership, research, planning, and education required to support independent living services in Florida. We help identify and reach out to persons currently unserved and underserved by Centers for Independent Living; increase awareness of independent living services and the independent living philosophy; and help existing CILs to better serve persons with disabilities.

The FILC is instructed to manage the SPIL. The SPIL encompasses the activities planned by the state to achieve its specified independent living objectives and reflects the state's commitment to comply with all applicable statutory and regulatory requirements during the three years covered by the plan. A single SPIL is to be submitted for each state, jointly developed by the Statewide Independent Living Council (SILC), and directors of the CILs.

Project Scope:

Services to be Provided:
1. Establish FILC Impact Measurement Framework. Develop a menu of measures local independent living agencies should choose from to effectively measure and communicate their impact. These measures will be developed based on feedback from FILC members regarding their programs and activities. This process ensures the framework captures the best set of measures to guide and communicate FILC impact occurring in Florida.
2. Present the framework to FILC leaders and other interested parties. This training will present the measurement framework and will instruct leaders on how to best implement the framework going forward. Participants will understand how to use the framework to develop a plan for tracking and communicating the impact of FILC members.
3. Establish process for baseline data collection. Consultants will work with FILC leadership to ensure a reliable process to collect data aligned with the measurement framework to establish a baseline.
4. Incorporate existing relevant data into establishing a baseline.
All project activities must be completed by September 30, 2020.

Proposed Activities:

The goal of this project is to provide impact measurement capacity building which will support the work of the FILC and the organizations it represents. The consultant will collaborate with FILC leaders to develop their Measurement Framework and to design and deliver a framework training for its leaders. Project deliverables include:

A. **Project Kick-Off Meeting.** Hold a virtual, project kick-off meeting to fully understand the efforts of FILC leaders and its desired stakeholders.

B. **Review Relevant Research and Documents.** Develop an inventory of efforts, including how other programs are measuring their impact, and outline the specific metrics and questions that are answered by each measure.

C. **Evaluation Framework Logic Model.** Create an FILC Collective Impact Logic Model, which will put all the FILC activities and desired results into an input, output, short-term, medium-term, and long-term outcomes framework.

D. **Measures Selection Workshop.** Conduct a half day virtual meeting with the FILC leaders that are most invested in the measurement framework along with any additional desired key stakeholders. The consultant will facilitate the group through a process to identify the broad measurement categories (which will be actionable and align with the FILC model). The selection of the measures will build upon the following key considerations:

- What methods of measuring performance of independent living program efforts best captures individual benefits and broader population impacts?
- What are the appropriate measures for assessing the quality and impact of the FILC’s activities and investments member organizations receive over time?
- What are the opportunities to build a shared sense of accountability between FILC partners and the greater community?
- How will these measures help with guiding future FILC’s activities and ability to secure more resources for independent living services and programming?

E. **Documentation of the Framework.** Develop a comprehensive report which outlines the impact measurement framework and recommendations for ongoing data collection and analysis.

F. **Develop a hands-on Impact Measurement Training.** Develop a customized two-hour virtual workshop using Zoom technology which will educate FILC leaders and stakeholders on the Measurement Framework. This workshop will walk participants through a series of hands-on exercises which will allow them to identify their impact measure(s) and develop a plan for tracking and communicating these results.

Screening Criteria:
The successful applicant will be an independent consultant that meets the following criteria:

1. Applicant must have experience and a clear understanding of the federal funding under Title VII under the Rehab Act as amended. Please provided appropriate documentation.
2. Documented experience in working with state organizations and leading collaborations.