

Term of proposed contract –Three years

The Tennessee Commission on Aging and Disability (TCAD) hereinafter shall be referred to as the “State” or “Agency”.

The service provider hereinafter shall be referred to as the “Contractor.”

General Scope of Contract:

The Tennessee Commission on Aging and Disability (TCAD) is seeking bids for a third-party evaluator to conduct comprehensive evaluations of the Alzheimer’s Disease Program Initiative (ADPI) grant-funded project aimed at making Tennessee a more dementia-capable state.

Scope:

The selected Contractor will be responsible for the following key tasks:

- 1. Collaboration with the State to create/update a robust program evaluation including anticipated program outcomes and measures to demonstrate program impact on multiple audiences. The Contractor will not be involved in proposed program activities beyond development, implementation and training of the program’s evaluation plan and resulting reports.**
 - a. Program orientation on grant and related requirements.
 - b. Participation in monthly and/or quarterly dementia capable advisory meetings.
 - c. Training/evaluation of professionals, community members, persons living with cognitive decline and/or care partners.
 - d. Program impact on all audiences listed above.

- 2. Development of Evaluation Tools and Pre/Post Training Surveys to include services provided and trainings:**
 - a. In partnership with the State, identify outcomes for all dementia related work activities.
 - b. Develop new measures or identify existing measures for determining the effectiveness of outcomes.
 - c. Adapt any already existing evaluations measures to be Tennessee specific and coordinate with the grant requirements.
 - d. Determine data collection process, including who will collect the data, when the data will be collected, and how data will be collected.
 - e. Deliver training to project staff on administration of measures and data collection process.
 - f. Report results quarterly or at a time frame requested by the State.

- 3. Evaluation of dementia specific OPTIONS counseling and assistance to persons in the community having mild cognitive decline and or dementia.**
 - a. Analyze revised I&A assessment tool for dementia specific OPTIONS counseling and assistance.
 - b. Develop new measures or identify existing measures of outcomes utilizing the revised assessment tool.

- c. Determine data collection process including who, when and how the data will be collected.
- d. Deliver training to project staff on administration of measures and data collection process.
- e. Report results quarterly or at a time frame requested by the State along with other project metrics.

4. STAR-C Program Evaluation:

- a. Collaborate with STAR-C program creator and the State to develop intervention assessments and data collection frequency.
- b. Adapt any already existing interventions assessments to be Tennessee specific and align with grant outcomes/requirements.
- c. Analyze data to quantify program effectiveness.
- a. Report results quarterly, or at a time frame requested by the State, along with other project metrics.

5. Overall program oversight and final comprehensive report:

- a. Conduct overall program evaluation and oversight by reviewing and analyzing collected data for completeness and impact to allow for adjustments as necessary.
- b. Evaluate the effectiveness of all program supported direct services.
- c. Demonstrate the intent to determine the effectiveness and impact of all direct services provided/funded through the program.
- d. At the end of the multi-year grant, provide a detailed report (template provided). The Evaluation Report must provide results of project activities that were included in the evaluation plan, outputs, assessment tools, and outcomes.
- e. Include an appendix with any grantee created data collection tools.
- f. Determine if the proposed intervention achieved its anticipated outcome(s).
- g. Identify key impact areas through training and education dissemination.
- h. Document the "lessons learned" both positive and negative from the project that will be useful to individuals/programs interested in replicating proposed interventions.

6. Invoice Requirements

- a. The Contractor must invoice the State by the 20th of the month with all necessary supporting documentation.
- b. The invoice and documentation must be sent by email to Aging.IFR@tn.gov or by mail to
Tennessee Commission on Aging and Disability
9th Floor Andrew Jackson Bldg.
Nashville, TN 37243-0860
- c. The Contractor understands and agrees that an invoice shall only include reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of contracted for services and shall be subject to the contract budget and any other provision relating to allowable reimbursements.
- d. An invoice must not include any reimbursement for future costs.
- e. The submission of an invoice shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements.

