

January 18, 2008

TO: Interested Parties

FROM: Karen Seitz, Director of Business and Development,  
Northwest Autism Center

RE: Request for Qualifications for Evaluation Services



Northwest Autism Center (NAC), is a 501(c)3 non-profit organization located in Spokane, WA. NAC's mission is to support, facilitate, and build comprehensive, community asset-based approaches to serving the growing number of children and adults with Autism Spectrum Disorders (ASDs) in the region. Since its inception in 2002, NAC has affected thousands of individuals, organizations, and agencies through its programs and services.

### **Project Description**

NAC seeks a consultant to help create and implement an evaluation program that is fully integrated throughout NAC's programs and operations. The evaluation program will build upon NAC's strategic and business plans to provide guidance for the development of measurement indicators. Goals and objectives identified in the strategic plan are:

#### Goal 1: Build Internal Operating Capacity

- Engage a broad array of expertise on the Board of Directors and advisory committees.
- Hire highly qualified staff to develop and implement programs.
- Maintain a fiscally sound organization.
- Increase NAC's visibility
- Design and implement an organizational evaluation program.

#### Goal 2: Increase Support for Families

- Provide information, referral, and training programs.
- Provide supportive services to families.
- Develop social skills programs for adolescents.

#### Goal 3: Improve the Quality of Health Care

- Develop care management support for primary care providers to help build "medical homes" for children with ASD.
- Provide regularly occurring opportunities for education and consultation for the health care community.
- Develop a patient-centered approach to treatment.

#### Goal 4: Increase the Quality of Education

- Expand support and education services available at Domino Project.
- Provide education and training programs for teachers and therapists.
- Provide consultative services to school districts.
- Provide work study, internship, and/or practicum support for higher education students.

#### Goal 5: Increase Public Awareness and Investment

- Educate and engage parents, key community leaders, and public policy makers.
- Increase and/or realign public resources to support care for those with ASD

#### **NAC Staff Support**

This project will be directed by NAC's Director of Business and Development. NAC staff will provide specific knowledge and information needed to help thorough this project. Additional information regarding staff support is included in the scope of work and timeline.

#### **Minimum Qualifications**

- Five years experience in organizational and program evaluation systems design and implementation.
- Excellent communications, writing, listening, facilitation, and interpersonal skills.

#### **Time Frame**

All work is to be completed by October 24, 2008

#### **Compensation**

The maximum available is \$5,000. Project funding is provided by a grant from the Inland Northwest Community Foundation of Spokane, WA

#### **Statement of Qualifications should include:**

- Specific list of qualifications and experience of the individual(s) that will carry-out this project (not more than two pages).
- A brief proposal for how you would approach and carry-out this project (Not more than three pages).
- Three references, including name, address and phone number.
- Two samples of related work done.

#### **Submit Proposals and Qualifications by February 08, 2008 to:**

##### **By mail to:**

Karen Seitz  
Northwest Autism Center  
127 W. Boone Ave.  
Spokane, WA 99201

##### **By email to: (Note: All email documents should be in a .pdf format)**

kseitz@nwautism.org

#### **For questions**

Please email Karen Seitz at [kseitz@nwautism.org](mailto:kseitz@nwautism.org)

