

Request for Proposal

Veterans Disability Navigator Training Tools Content Development

December 30, 2010



World Institute on Disability

Veterans Disability Navigator Project

Summary:

The World Institute on Disability is accepting proposals to assist in the development of content for Veterans Disability Navigator Training Tools. The Veterans Disability Navigator Project is for the period of December 1, 2010 through August 31, 2011. All deliverables must be completed by the end of the project period.

Please note that WID's prime contract with the California Department of Rehabilitation is currently pending final approval.

Proposal Guidelines:

- This is a competitive process.
- The proposal documents must contain a signature of an authorized officer or agent of the company submitting the proposal.
- The price quote should be inclusive. If your price excludes certain fees or charges, provide a list of excluded fees with a description of those fees.
- If execution of the work to be performed by your company requires the hiring of subcontractors, you must state this in submitting your proposal documents. Please identify the subcontractors and the work they will perform.
- If you wish to submit alternate solutions, you may do so.
- World Institute on Disability will negotiate contract terms upon final selection. All contracts are subject to review by the World Institute on Disability's legal counsel and the California Department of Rehabilitation. A project is awarded upon the signing of an agreement or contract which outlines terms scope, budget and other necessary items.

About World Institute on Disability:

The World Institute on Disability (WID) is a nonprofit public policy center dedicated to promoting independence and full societal inclusion of people with disabilities. Since its founding in 1983, WID has earned a reputation for quality research and public education on a wide range of issues. Over half of the Board of Directors and staff are people with disabilities, as well as respected national leaders in disability rights, business, government, and social services. This enables WID to bring a cross-disability perspective to the policy arena.

Project Description

The World Institute on Disability (WID) will implement a Veterans Disability Navigator Project that will create and develop self-directed learning tools, in order to provide guidance to veterans on the benefits and services most relevant to their situation, and to support their employment decision making.

The project empowers veterans by providing:

- plain-language information on Veterans and disability benefits as well as other public/private benefits across multiple agencies,
- assistance in finding the most relevant benefits programs, and
- calculations to show the effects of earned income on existing benefits.

Deliverables include a comprehensive design for sustainable, maintainable training content, tools, and information services focused on benefits and employment issues. The project will develop self-directed learning tools that help filter information depending on specifics of the user's situation and that support employment decision making for large numbers of veterans, including wounded warriors and other veterans with a disabling or long-term condition. The learning tools will be based on principles of experiential learning (learning by doing) and real-time learning, i.e. tools that support decision making based on a veteran's current life situation. Whether the veteran uses the training resources independently or works with family members,

service providers, or in veterans' communities, the veteran will be able to identify the information and resources suited to his/her unique situation, needs, and plans.

These goals and tasks will be accomplished in coordination with a project Veterans' Advisory Group composed of Veterans, representatives from Veterans' organizations, and members of the California Department of Rehabilitation.

Contractor Requirements:

- Expertise in researching and writing about complex or technical subject matter areas (experience with disability and/or Veterans' benefits preferred)
- Expertise in developing plain-language information and materials for non-professional audiences
- Experience with formatting, layout, and editing of content and informational materials using MS Office Suite

Contractor Services Description:

- Research designated substantive topic areas on Veterans benefits, disability benefits, other relevant programs and their interactions with employment. Content areas include but are not necessarily limited to:
 - Veterans Disability Compensation
 - Veterans Disability Pension
 - Social Security Supplemental Security Income (SSI)
 - Social Security Disability Income (SSDI), VA Health System
 - Department of Defense (DoD) TRICARE
 - Medicaid
 - Medicare
 - Federal Taxes and Credits
 - Interactions between benefits and employment
- Outline, write and edit approximately 80 concise, accurate summary content sections (about 1 to 5 pages each in length) for Veterans Disability Navigator self-directed learning tool (content to be written in plain language with consistent style and formatting for use by diverse groups of Veterans)
- Participate in project meetings in person at WID's offices and/or via teleconference as needed to complete deliverables.

Expected Expenditure: \$100,000

APPLICATION PROCESS:

Send:

- cover letter
- resumés
- examples from portfolio of work
- bid, including hourly rate and other cost requirements
- and references

To:

3075 Adeline Street, Suite 280

Berkeley, CA 94703-2545

Fax: (510) 225-0477

EMAIL: jobs@wid.org

NO CALLS PLEASE

(WID acknowledges receipt of applications by email.)

Application Deadline: January 14, 2011, 5:00 PM PDT

Applications Review: January 14th-20th

**Final Selection: January 21st

**Proposed Start Date: January 31st

****Note:** *These dates may be subject to change depending on the status of the prime contract.*

All persons/organizations, including disabled persons, elders, women, and racial and ethnic minorities, are encouraged to apply.