

## **Addendum**

RESEARCH AND MANAGEMENT DIVISION OFFICE OF AGING AND ADULT  
SERVICES DEPARTMENT OF HEALTH AND HOSPITALS

**INDEPENDENT PROFESSIONAL EVALUATOR  
FOR ADMINISTRATION OF  
THE CONSUMER EXPERIENCE SURVEY TO  
HOME AND COMMUNITY BASED SERVICE PARTICIPANTS  
Request for Proposal**

**305PUR-DHHRFP-EVALCES-OAAS**

## **II. SCOPE OF WORK**

### **B. Deliverables**

#### 4. Staffing Requirements / Qualifications

Contractor shall assign a designated highly qualified project manager who will be responsible for all aspects of the administration of the survey that meets the required educational requirements:

- a. ~~Educational Doctorate in Curriculum and Instruction~~ Ph.D in educational or social sciences.
- b. Minimum of ~~25~~ 10 years experience in selected evaluation/assessment activities including but not limited to areas of education, statistical analysis, quality assurance, strategic planning, needs assessment and evaluation.
- c. **Experience performing in-home, in-person surveys with older adults and people with adult onset disabilities.**

Contractor shall assure that staff is adequately trained. The staff shall have an understanding of the OAAS HCBS programs, as this is essential to effectiveness of the process.