

## Noonmark Services

28 Howard Street, #203  
Burlington, VT 05401  
802-324-1724

Dr. Jane A. Van Buren  
[janevb@noonmarkservices.com](mailto:janevb@noonmarkservices.com)  
[www.noonmarkservices.com](http://www.noonmarkservices.com)

October 29, 2020

Clare McFadden  
Deputy Director of Payment Reform  
DAIL  
[Clare.McFadden@vermont.gov](mailto:Clare.McFadden@vermont.gov)

Dear Clare McFadden:

Noonmark is please to submit the following proposal for Needs Assessment for Adults with Intellectual/Developmental Disabilities. The proposal represents our best approach to a project that is complicated with many moving parts and deadlines. In the current pandemic we will need to be even more creative and flexible in order to reach individuals in an accessible and non-threatening, confidential way.

Noonmark's experience with assessments has been with nonprofit and public entities and federal grant requirements. We are skilled in individual and group interview techniques, data analysis and reporting. This needs assessment will complement those skills and offer us new challenges.

Thank you very much for your consideration of our proposal. I am available and happy to answer questions or provide you with more information.

With best wishes,

Jane Van Buren, Lead Consultant and Owner  
Noonmark Services

# Vermont Department of Disabilities, Aging and Independent Living Developmental Disabilities Services Division

## Needs Assessment Proposal for Adults with Intellectual/Developmental Disabilities

October 2020

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### INTRODUCTION

In response to the DAIL Developmental Disabilities Service Division (DDSD) request for proposals, Noonmark Services proposes to conduct statewide needs assessments for adults with intellectual and/or developmental disabilities using the SIS-A assessment tool, which aligns with DAIL's mandates to ensure that programs continue to meet the changing needs of people with developmental disabilities and their families.

#### 2.7.1 ORGANIZATION STATEMENT

Noonmark Services is a private Limited Liability Corporation and is not an organization that advocates on behalf of individuals with developmental disabilities in the State and had no direct relationship with any Vermont DDSD HCBS direct services providers. Noonmark is free of conflicts of interest in performing DDSD HCBS assessments. Noonmark has been operating as a private consulting firm since 2006 and is located in Burlington with offices at 28 Howard Street.

#### 2.7.2. BACKGROUND, EXPERIENCE, AND QUALIFICATIONS

Noonmark Services lead consultants, Jane Van Buren, PhD and Rebecca Gurney, MPH each have extensive experience conducting a variety of planning, assessment, evaluation, and organizational development initiatives for organizations in Vermont and elsewhere, including those that address housing, early childhood education and care, sexual assault and domestic violence, and services for adults and youth, including work with organizations serving underserved and at-risk populations.

We will enter into a subcontract agreement with AAIDD and rely on that entity to train fully the Assessors. All direct service staff associated with this project will be trained by AAIDD on the appropriate use of the SIS-A. Training will occur on an annual basis..

#### **Noonmark Experience Conducting Needs Assessments—**

**A. Vermont Department of Health (2019-2020).** Noonmark Services completed two comprehensive needs assessments for the Vermont Department of Health, Division of Maternal and Child Health as mandated by the Federal Title V and Maternal Infant



Early Childhood Home Visiting program. The assessment gathered data from 437 Vermonters – both providers and consumers of health care services, through individual interviews, focus groups and surveys.

- B. **Building Bright Futures (2019 -2020).** In response to a Pre-K Development (PDG) federal grant requirement Noonmark conducted a needs assessment of Vermont's Birth through Five System Improvement Project. Assessment data were collected from mid-July 2019 through March 2020 to highlight how well Vermont is meeting children's early care, education, and health needs, and especially those of children from vulnerable, underserved, and rural populations.
- C. Within her role as the independent evaluator to the **Vermont Rape Prevention Education Program (2014 to present)**, in 2018, Gurney conducted a statewide qualitative assessment of Vermont's sexual violence prevention stakeholders, which encompassed key informant interviews and focus groups with more than forty individuals from direct service practitioners to state agency representatives. Van Buren supported data collection by conducting interviews and focus groups for this project. The assessment was conducted as one element of Vermont RPE's Indicator Readiness Selection Assessment, a process prescribed by the CDC for all RPE grantees across the United States. Gurney also supported the process to develop and contributed evaluation plans to *Vermont's Plan to Address Sexual Violence through Primary Prevention, 2015- 2020*.
- D. **VNA Family Room transition (2016).** Van Buren and Gurney co-facilitated a year-long process to transition the Family Room from a program of the VNA to an independent entity. This strategic transition engaged VNA's leaders, Family Room staff members, families served by the Family Room, and community constituents to examine options to continue the Family Room's mission and unique services for families with young children through collaborative or independent structures. Plans ultimately led leaders to establish a new entity, the Janet S. Munt Family Room.
- E. **Adverse Childhood Experiences (ACES) among incarcerated women in Vermont.** From 2013 to 2015, Gurney was contracted by the Vermont Network Against Domestic Violence as the program administrator for the *Discussing Intimate Partner Violence and Accessing Support (DIVAS)* domestic violence intervention program at the Chittenden Regional Correctional Facility. In 2015, Gurney supported an effort by the Department of Corrections to better understand how ACES effect incarcerated and justice-involved women. Gurney managed a six-month data collection project in which 300 women completed an ACES survey, lending additional support to leading research about the strong connection between high ACES scores and risks including justice system involvement in adulthood. Data analysis was conducted internally by the Department of Corrections.

**Working with diverse stakeholders**—Gurney and Van Buren have extensive experience working with stakeholders in a variety of settings and across diverse missions. In addition to the experiences outlined above, Van Buren and Gurney spent several months in 2018 interviewing students, government officials, donors, board members and community partners as part of two strategic assessments for different organizations located in Port au Prince, and Cap Hatien, Haiti. Noonmark consultants have employed structured and semi-structured interview formats, and conducted interviews in person, by phone and via Skype and Zoom, and have designed, disseminated and analyzed results of surveys. These processes generate summary data that is easily understood, with an aim to

motivate groups and leaders to action. Noonmark's lead consultant Gurney is experienced and highly skilled in the statistical analysis of complex data sets.

***Overall qualifications of lead staff working on the project—***

**Jane Van Buren** is the founder and principal at Noonmark Services and consults with nonprofit organizations and public agencies in New England and internationally. She has more than 30 years of experience in nonprofit management and has assisted a long list of diverse organizations through organizational and system-wide assessment and planning processes. Her strengths lie in board and executive development, detailed and strategic organizational assessment, meeting facilitation, human resources and planning. Jane earned a Doctor of Management from Case Western Reserve University and a Master of Public Administration from Northeastern University.

**Rebecca Gurney** brings 20 years of experience in public health and nonprofit administration and leadership toward the expansive, strategic, efficient fulfillment of mission and vision. Rebecca is skilled in using public health and social change tools to advance community change by working within and across systems, and through diverse stakeholder partnerships to increase visibility, generate new investments, and increase organizational capacity. Rebecca's strengths are in facilitation, public policy advocacy, planning and evaluation, fund development and creating collaborative partnerships. She holds a Master of Public Health from Ohio State University with an emphasis on evaluation and public policy and is a member of the American Evaluation Association and the Vermont Evaluation Network.

Van Buren and Gurneys resumes are Attachment 1

Organizational Chart is Attachment 2

Job Descriptions are Attachment 3

References are Attachment 4



## 2.7.3 Implementation and Management Plan

*Plan for meeting required activities and deliverables*— Noonmark will work with DDS to establish a comprehensive assessment that works with AAIDD SIS-A, and will train, supervise and manage qualified assessors.

### **Creating In-State Assessment Capacity**

1. Noonmark lead consultants Jane Van Buren and Rebecca Gurney will be the overall project managers. They will be responsible for the quality assurance and performance process, ensuring that assessors are vetted fully, trained and supervised by an experienced evaluator. Lead consultants under the contract will manage the subcontract with AAIDD and ensure all timelines are met for the completion of assessments.

Noonmark has deep experience in Vermont and is known in the public and nonprofit sectors for detailed, analytical and effective work. Our ability to create in-state capacity has been demonstrated over the many years we have worked with diverse populations across the State.

In Vermont's rural context, and amid its shifting racial demographics, taking steps to intentionally engage with people whose voices might not otherwise be heard is a critical component of building the capacity for comprehensive needs assessments. Noonmark will begin by working with the DDS team to identify priority populations that may be missed through general needs assessment activities, including those from racial and ethnic minority populations, remote regions of the state, and any other constituencies DDS aims to include. In addition, Noonmark will identify needs for interpreters or other accessibility considerations as needed.

### **Staffing Plan**

1. Staff will be available and proficient in remote assessments until such time as in-person meetings are possible. The team will use Zoom or another telehealth platform, or phone depending on the resources available and required in each situation. Once in-state travel is appropriate, assessors will be responsible for distinct geographical sections of the state. Noonmark will hire assessors who live in locations across the state. Staff will all work remotely, connecting via an online platform for staff meetings and supervision.
2. In the first year, 2.5 FTE qualified assessors will be hired, and will be responsible for 800 assessments over first 12 months (an average of 67 assessments per month). This number will ramp up over the next three years reaching 120 to 140 assessments per month. Assessors will be covering every area of the state where people are receiving DDS HCBS. Assessors will work remotely.
3. In year one a Supervisor skilled in administering, scoring and interpreting standardized educational or psychological assessments will be hired. She/he will be

assisted by a part-time IT/Data analyst who will be responsible for software/hardware and connectivity. The budget and timeline provide details of the staffing.

4. Lead consultants Gurney and Van Buren will be available and will welcome opportunities to meet with the state to discuss performance and challenges.

**Approach to Assessment Process** – Noonmark will be responsible for hiring all project staff and training them on the assessment process. AAIDD will be contracted to train the assessors and the Supervisor annually, or as appropriate, on how to complete the SIS-A assessment tool.

Each assessor will be responsible for scheduling and completing assessments assigned to them by the Supervisor. Noonmark estimates an average of 350 assessments per full time assessor per year, with more experienced assessors conducting an average of 400 assessments per year, and inexperienced conducting an average of 300 assessments per year.

In the first year of the project (2021) in-person assessments will not be possible, and assessments will therefore be conducted remotely based on the dates and times that accommodate the schedule and needs of the individual being assessed. Scheduling will also support the participation of an assessment participant selected by the individual or his/her representative. The assessor will use the remote platform most accessible to the individual, including any accommodation for language translators, deaf and hard of hearing interpreting, facilitated or augmentative communication and cultural understanding.

All assessors hired and trained by Noonmark will be professional, meaning they will approach their role in a manner that is respectful, kind and flexible. Appointments will be re-scheduled as needed. All communication with individuals being assessed, including family members, providers and DAIL/DDS will be professional and positive.

Each Assessor will maintain accurate records, including:

- The date that the referral was received;
- The date that the assessment appointment was made (within 15 days of referral);
- The date that the assessment occurred;
- The date the assessment was completed and entered into the SIS-A platform; and
- The date that the completed assessment is sent to the case management agency or intake specialist (within 20 days of receiving the referral).

These records will be necessary to complete the aggregate monthly report for the State, and for the larger report due every 6 months.



## 2.7.4. Proposed Implementation Timeline

<b>Project Phase</b>	<b>Key Activities</b>	<b>Timing</b>
<i>Start up</i>	<ol style="list-style-type: none"> <li>1. DAIL/DDS and Noonmark meet to discuss contract terms and assessment workplan/timeline</li> <li>2. Noonmark receives background information to study</li> <li>3. Noonmark reviews implementation plan with AAIDD and enters into subcontract with AAIDD</li> <li>4. Recruit and hire 2.5 FTE assessors and experienced assessment analyst to supervise – 4 individuals</li> <li>5. Recruit and hire 0.5 FTE data/IT analyst</li> <li>6. Purchase equipment, licensing fees</li> <li>7. Schedule SIS-A training for all direct service staff</li> <li>8. Determine IT requirements and interface with DAIL</li> <li>9. Establish protocols for timekeeping, data entry and communication</li> </ol>	<i>December 2020 – February 2021</i>
<i>Year One 800 assessments</i>	<ol style="list-style-type: none"> <li>1. Orient new hires to Noonmark and mission of DAIL/DDS</li> <li>2. Staff complete SIS-A training</li> <li>3. Staff trained in-house on project requirements, reporting and IT</li> <li>4. Create work plan to ensure team's capacity to conduct the required number of assessments per month to reach 800</li> <li>5. Train staff on remote interview techniques (tele-health, Hippa compliant Zoom etc)</li> <li>6. Set up communication protocol between Noonmark, AAIDD, DAIL/DDS and project staff</li> <li>7. Assessors conduct assessments per individual and team workplans</li> </ol>	<i>February 2021- January 2022</i>
<i>Year Two 1500 assessments</i>	<ol style="list-style-type: none"> <li>1. Increase Assessors to 4.5 FTE</li> <li>2. Recruit and hire 0.4 finance/admin support</li> <li>3. Schedule and complete SIS-A new or refresher training for assessors</li> <li>4. Start in-person assessments (as public health conditions permit)</li> </ol>	<i>February 2022 – January 2023</i>
<i>Year Three 1550 assessments</i>	<ol style="list-style-type: none"> <li>1. Maintain assessors at 4.5 FTE</li> <li>2. Schedule and complete refresher SIS-A training</li> <li>3. Increase data/IT support to 1 FTE</li> <li>4. Increase finance/admin support to 0.5 FTE</li> </ol>	<i>February 2023 – January 2024</i>
<i>Year 4 1600 assessments</i>	<ol style="list-style-type: none"> <li>1. Maintain assessors at 5 FTE</li> <li>2. Schedule and complete refresher or new SIS-A training</li> </ol>	<i>February 2024 – January 2025</i>
<i>Year 5 1650 assessments</i>	<ol style="list-style-type: none"> <li>1. Increase Assessors to 5 FTE</li> <li>2. Schedule and complete SIS-A training</li> <li>3. Increase finance/admin support to 0.75</li> </ol>	<i>February 2025 – January 2026</i>
<i>Years 6 &amp; 7 1700 assessments</i>	<ol style="list-style-type: none"> <li>1. Increase Assessors to 6 FTE</li> <li>2. Schedule and complete SIS-A training</li> </ol>	<i>February 2026 – January 2028</i>

## 2.7.5. PROPOSED PAYMENT AND COSTS

**Budget Narrative**— Noonmark has developed a budget that reflects our best thinking of the costs associated with this needs assessment project. Our proposed reimbursement rate per completed assessment will average \$499 over the first five years. This reflects \$581,363 in subcontract costs for AAIDD, and \$2,656,704 for staffing, equipment and operations.

### **Staffing & Benefits**—

- Assessors will be recruited at a starting wage of \$20/hour. They will be expected to be self-directed and work remotely, provide their own administrative support, scheduling and transportation.
- One supervisor who is experienced in assessment analysis will be hired at a starting wage of \$35/hour. S/he will also be expected to work remotely.
- IT/Data and Finance/Administrative support will be hired in year 1 and 2 at a starting wage of \$21/hr and \$18/hr respectively.
- All staff will receive annual increases averaging 3%.
- All staff will be hired as employees, appropriate taxes will be deducted and paid and staff over 20 hours a week will be eligible for earned time off and medical insurance.

**Lead Consultants**— Gurney and Van Buren will play an active role in overseeing the project and ensure timely completion of data collection, and report submission including invoicing to the State. They will meet with representative from DAIL and DDS bi-monthly to discuss challenges, successes and proposed changes in approach. They will also train staff in process and hold monthly staff meetings with the entire staff and weekly check-ins with Supervisor.

**Equipment**— Each staff member will receive a laptop computer and a cell phone. These will be expensed rather than depreciated. A printer/copier is leased at a cost of \$1000 in the first year.

**Rent and Office Management**— Because staff will work remotely, we are able to keep office costs down. Noonmark's office is located in Burlington and the rent charged to this project is \$6000/year in the first year, increasing every year to match inflation. Software expenses, including licenses for Hipaa compliant Zoom, telehealth and accounting platforms are budgeted at \$1,270 in the first year. Internet for the office is budgeted at \$840 in the first year.

**Professional Services**— This category includes tax and audit services, legal, professional liability insurance, and advertising. In total, professional services are budgeted at \$6,844 in the first year.

**Transportation**— Given the current COVID-19 pandemic, it is uncertain when assessments will be able to be conducted in-person. The budget for mileage reimbursement in the first year is accordingly small. In the following years, an average of 50 miles per case at a reimbursed rate of 0.58 per mile is budgeted. The rural nature of the state means that



even with assessors physically located across the state, mileage will be one of the largest expenses. Most staff meetings and supervision will be conducted over Zoom.

**Sub-Contract with AAIDD** –AAIDD provided Noonmark with the estimated costs for their involvement with IT, training and licensing. Once we have a clearer idea of our implementation plan these numbers may change, however the estimate is \$581,363 over the first 5 years not including the startup costs of \$89,000. This includes licensing for 10 DAIL staff in addition to the Noonmark staff.

**Five Year Project Budget (not including start up)**

AAID Subcontract	\$581,363
Staffing/Benefits	\$2,076,510
Lead Consultants	\$282,600
Equipment	\$19,650
Rent/software	\$53,165
Mileage	\$182,700
Professional Srv	\$42,080
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Sub Total	\$3,238,067
Admin @10%	\$321,597
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TOTAL	\$3,559,665

**ATTACHMENT 1 Van Buren and Gurney CV's**

JANE A. VAN BUREN, PhD  
 28 HOWARD STREET, SUITW #203  
 BURLINGTON, VT 05401  
[janevb@noonmarkservices.com](mailto:janevb@noonmarkservices.com)  
 802-324-1724

**Owner, Noonmark Services, Burlington, VT 2006 - present**

Noonmark is a private consulting firm located in Burlington, VT which specializes in needs assessment, management, governance and organizational development for mission-driven ventures. Noonmark consults in USA and internationally.

**Areas of Specialization**

- Project Management
- Organization and Program Assessment
- Strategic Planning
- Board/Staff Training in Governance, Roles & Responsibilities
- Workshop Design and Facilitation
- Organizational Development & Management Structures
- Executive Search & Succession Planning
- Interim Executive Leadership

**Selected Recent Assessment Experience**

Vermont Department of Health, Maternal Child Division - Statewide Needs Assessment of TITLE V and MIECHV federal grants – 2019-2020

Building Bright Futures - Statewide Needs Assessment of Pre School Development Federal grant 2020

Ayiti Nexus, a Haitian firm - Comprehensive assessment of operations, management, finance and staffing – 2018-2019

Vermont Psychiatric Survivors – Comprehensive assessment of organization including Board of Directors - 2018

**Executive Experience**

Executive Director (part-time), *Child Care Resource*, Williston, VT January 2018 - present

Executive Director, *Women Helping Battered Women, Inc.*, Burlington, VT January 2010 – May 2013

Executive Director, *Vermont Alliance of Nonprofit Organizations (VANPO)*, Burlington, VT 1998 – 2006

Interim Executive Director, *Vermont Businesses for Social Responsibility*, Burlington VT 1997 – 1998

Chief Operating Officer, *Northeastern Family Institute*, Burlington, VT 1991 – 1997

**Higher Education Teaching Experience**

Adjunct Professor, *Champlain College*, Burlington, VT 2014 – 2017

Adjunct Professor, *University of Vermont*, Burlington, VT 2005 - 2016



Assistant Professor of Business, *American University of Afghanistan, Kabul Fall 2009*

Visiting Professor of Management, *Saint Michael's College, Colchester VT Spring 2009*

## **EDUCATION**

**Doctor of Management**, Case Western Reserve University, Weatherhead School of Management, Cleveland, OH. 2005. Dissertation Topic: *Women Executives in the Nonprofit Sector*

**Master of Public Administration**, Northeastern University, Boston, MA. 1982

**Bachelor of Arts**, University of Wisconsin Madison. 1980

## **PUBLICATIONS**

**Van Buren, J. (2010)** Revenue development for NGOs in Afghanistan, *Counterpart International, Kabul Afghanistan and Washington DC*

**Van Buren, J. (2008, 2010 and 2013)** Annual salary survey of Vermont nonprofits, *Noonmark Services, Burlington VT*

**Van Buren, J. (2007)** Vermont nonprofit compensation & benchmark report, *Noonmark Nonprofit Services, Burlington, VT*

**Long, K & Van Buren, J. (2004)** Not the non-sector: Vermont's nonprofit sector, *Vermont Alliance of Nonprofit Organizations, Burlington, VT*

## **COMMUNITY CONNECTIONS / SERVICE**

**Current Board Service:** Pathways - Vermont, Secretary of the Board. **Recent Board Service:** Center for Media & Democracy, Vice-Chair; People's United Bank Advisory Board on Socially Responsible Banking 2005 - 2011; Greyhound Rescue of Vermont 2007-2008; PH International Community Connections Board of Advisors; Burlington Community Health Center, treasurer, vice-president: 2000-2004.

Founder: **The Burlington Women's Investment Club. 1995 - present.**

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## REBECCA GURNEY, MPH

PHONE: (614) 570-6411  
EMAIL: REBECCA.S.GURNEY@GMAIL.COM

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### SELECT EVALUATION & STRATEGIC PLANNING CONSULTING EXPERIENCE

**VERMONT DEPARTMENT OF HEALTH/ VERMONT NETWORK AGAINST DOMESTIC & SEXUAL VIOLENCE**, 2013-Present: Independent evaluation consultant to CDC-funded Rape Prevention and Education (RPE) program under the Vermont Department of Health Division of Maternal and Child Health. Activities include defining evaluation measures; developing evaluation tools, systems, and instruments for local sub-recipient and statewide activities; collecting and analyzing subrecipient and state-level data; and training staff and project partners to support evaluation activities consistent with public health prevention methods in the field. In 2018 and 2019, I conducted a supplemental independent assessment of Vermont's readiness to select statewide indicators for sexual violence prevention. In 2019, I completed a comprehensive literature review on the roles of adults in reducing youth risk behaviors.

**OUTRIGHT VERMONT**, 2018-2019: Conducted a strategic planning process with the Board of Directors and staff; supported staff team to develop an organizational theory of change, performance measures, and evaluation systems.

**CQ ASSOCIATES**, 2017: Conducted a qualitative assessment of CQ's *We All Belong Program* that looked back over its first seven years. The assessment included two dozen interviews with past participants, facilitators, and stakeholders, and development of a survey to elicit broad feedback from all previous *We All Belong* attendees.

**SPECTRUM YOUTH & FAMILY SERVICES**, 2014- 2019: Supported staff team to develop and implement Results-Based Accountability (RBA) metrics and data collection systems for 10 programs that serve homeless and at-risk youth in northwest Vermont; provide on-going RBA monitoring and consultation on program development and improvement processes.

**VERMONT WORKS FOR WOMEN**, 2016: Supported staff team to develop and implement Results-Based Accountability (RBA) metrics and data collection systems for employment readiness, training, and exposure programs for Vermont women and girls. Worked with data management staff to review systems for on-going data collection and reporting.

**VERMONT NETWORK AGAINST DOMESTIC & SEXUAL VIOLENCE**, 2013- 2015: Contract evaluation, staff supervision, and administration of the *Discussing Intimate Partner Violence and Supporting Survivors* (DIVAS) Program at Chittenden Regional Correctional Facility. Activities includes developing process and outcomes evaluation measures and tools that correlate trauma support and criminogenic risk, collecting and synthesizing data, monthly and bi-annual outcomes reporting, staff support, and managing the Network's collaborative relationship with Vermont Department of Corrections.

### PROJECTS WITH NOONMARK SERVICES

**VERMONT DEPARTMENT OF HEALTH DIVISION OF MATERNAL AND CHILD HEALTH**, 2019-2020: Conducted a statewide health needs assessment to fulfill the State of Vermont's requirement to conduct a community needs assessment every five years for the federal Title V and Maternal, Infant, Early



Childhood Home Visiting (MIECHV) programs. The assessment included gathering data via surveys, focus groups, and interviews from more than 400 individuals including consumers and health, education, and social service providers.

**BUILDING BRIGHT FUTURES**, 2019-2020: Conducted a statewide needs assessment and strategic planning process to fulfill the State of Vermont's requirements under the U.S. Department of Health and Human Services Administration of Children, Youth, and Families— Preschool Development Grant Birth to Five (PDG B-5) grant program. Led planning teams with groups of internal stakeholders; collected and analyzed survey and focus group data; and supported Vermont early childhood leaders from public agencies and community organizations to establish new strategic goals for the next three to five years under Vermont's Early Childhood Action Plan.

**HAITIAN EDUCATION AND LEADERSHIP PROGRAM (HELP)**, 2018: Conducted a five-year strategic planning process with the Board of Directors and executive management staff of HELP, a non-profit educational organization in Port au Prince, Haiti. The planning process supported HELP's plans to double enrollment in its scholarship programs, fundraise for and build a new dormitory, and maintain strong engagement from program alumni, donors, and international stakeholders.

**AYITI NEXUS**, 2018: Supported the staff and managing partners of this Haitian consulting firm located in Port au Prince and Cap Haitien, Haiti to develop a comprehensive 5-year plan that moves the firm to a sustainable future. Led examination of the relationship between Ayiti Nexus and its clients within the context of building a sustainable civil society in Haiti.

**THE JANET C. MUNT FAMILY ROOM**, 2016: Co-facilitated a strategic/ organizational development process. The Family Room, which offers parent education, play time and nutritious meals for children and families had been a program of the Visiting Nurse Association (VNA) for 25 years. Gurney and Van Buren facilitated a year-long process to transition the Family Room from the VNA to an independent entity. This transition engaged VNA's leaders, Family Room staff members, families served by the program, and community members to examine options to continue the Family Room's services through collaborative or independent structures. Plans ultimately led leaders to establish a new entity, the Janet S. Munt Family Room.

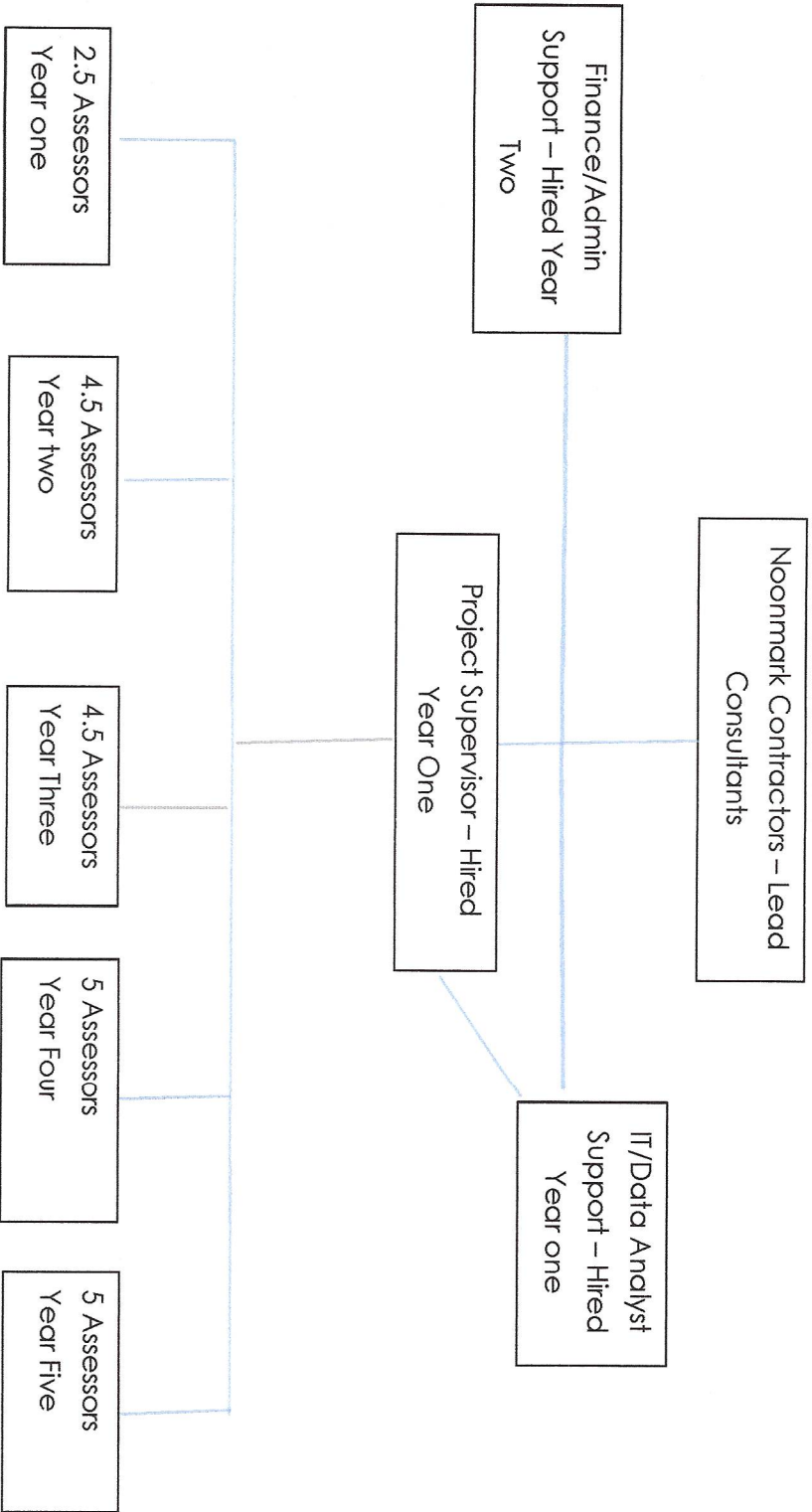
**GRANT WRITING AND GRANTS MANAGEMENT**: Since 2015, more than \$40M in federal, state, and philanthropic grants awarded to community-based organizations, health care systems, and higher education institutions in Vermont and nationally:

- FCC COVID-19 Telehealth, \$1M
- Health Resources and Services Administration—Telehealth Network Grant Program, \$1.1M
- National Science Foundation S-STEM (multiple awards)
- Health Resources and Services Administration Behavioral Health Workforce Education and Training, \$1.4M
- U.S. Department of Justice Office of Juvenile Justice and Delinquency Programs, \$775,000
- U.S. Department of Health and Human Services, Administration for Children, Youth, and Families— Regional Partnership Grant, \$3M
- U.S. Department of Justice, Office of Violence Against Women (multiple awards)

**EDUCATION**: *The Ohio State University, Columbus, Ohio, Master of Public Health, cum laude, June 2005.* Division of Health Behavior & Health Promotion; concentrations in outcomes evaluation and public policy. *Bachelor of Arts in Women's Studies, March 1999; Minor in English.*



Attachment 2: Staffing/Organization Chart for Assessment Project Years 1 – 5



## Attachment 3 – Job Descriptions

### JOB DESCRIPTION – FULL-TIME ASSESSOR

REPORTS TO: Need Assessment Supervisor

FULL-TIME NON-EXEMPT POSITION

DUTIES:

An Assessor is responsible for scheduling, conducting and capturing assessment data using standardized, norm-referenced, and timely American Association and Intellectual development Disabilities (AAIDD) Supports Intensity Scale – Adult Version (SIS-A). The assessments are intended to measure the level of DDSD HCBS supports required by an adult with intellectual/development disabilities to live successfully in community settings.

Assessors will be trained by AAIDD in the SIS-A process and will be expected to complete approximately 300 assessments in the first year, increasing in subsequent years to reach an average of 350 per year. The assessment involves an approximately 3-hour interview with the individual being assessed, planning and scheduling the interview and using an integrated data entry system to capture the answers to the questions posed on the SIS-A.

Assessor will schedule assessments based on dates, times and locations that accommodate the schedule and needs of the individual and also support the participation of a second person who has known the individual being interviewed for at least 3 months.

Assessor will be responsible for loading all completed assessments and narrative into the AAIDD SIS-A platform in a timely fashion.

### QUALIFICATIONS DESIRED

- 3 years' experience in a human services field
- Hold a four- year higher education degree
- Experience in conducting individual assessments, interviews
- Familiarity with Zoom or similar remote meeting platforms

### REQUIREMENTS OF POSITION

- Training with AAIDD prior to conducting any assessment
- Access to transportation; and available to travel around Vermont when appropriate
- Self-directed and comfortable with working remotely and setting schedules



## JOB DESCRIPTION – PART-TIME ASSESSOR

REPORTS TO: Need Assessment Supervisor

### PART-TIME NON-EXEMPT POSITION

#### DUTIES:

An Assessor is responsible for scheduling, conducting and capturing assessment data using standardized, norm-referenced, and timely American Association and Intellectual development Disabilities (AAIDD) Supports Intensity Scale – Adult Version (SIS-A). The assessments are intended to measure the level of DDSD HCBS supports required by an adult with intellectual/development disabilities to live successfully in community settings.

Part - time Assessors will be trained by AAIDD in the SIS-A process and will be expected to complete approximately 200 assessments in the first year, increasing to 250 in subsequent years. The assessment involves an approximately 3-hour interview with the individual being assessed, planning and scheduling the interview and using an integrated data entry system to capture the answers to the questions posed on the SIS-A.

Assessor will schedule assessments based on dates, times and locations that accommodate the schedule and needs of the individual and also support the participation of a second person who has known the individual being interviewed for at least 3 months.

Assessor will be responsible for loading all completed assessments and narrative into the AAIDD SIS-A platform in a timely fashion.

#### QUALIFICATIONS DESIRED

- 3 years' experience in the human services field
- Hold a four- year higher education degree
- Experience in conducting individual assessments, interviews
- Familiarity with Zoom or similar remote meeting platforms

#### REQUIREMENTS OF POSITION

- Training with AAIDD prior to conducting any assessment
- Access to transportation; and available to travel around Vermont when appropriate
- Self-directed and comfortable with working remotely and setting schedules

## JOB DESCRIPTION – ASSESSMENT SUPERVISOR

REPORTS TO: Noonmark Contract Consultants

PART-TIME EXEMPT (Full-time in Year 2 of Contract)

### DUTIES:

The Assessment Supervisor is responsible for supervising the Assessors in scheduling, conducting and capturing assessment data using standardized, norm-referenced, and timely American Association and Intellectual development Disabilities (AAIDD) Supports Intensity Scale – Adult Version (SIS-A). The assessments are intended to measure the level of DDSD HCBS supports required by an adult with intellectual/development disabilities to live successfully in community settings.

The Supervisor will be trained by AAIDD in the SIS-A process and will be expected to oversee approximately 800 assessments in the first year, increasing in subsequent years. The assessment involves an approximately 3-hour interview with the individual being assessed, planning and scheduling the interview that is accessible and using an integrated data entry system to capture the answers to the questions posed on the SIS-A.

Assessor will be responsible for loading all completed assessments and narrative into the AAIDD SIS-A platform in a timely fashion. Assessment supervisor is responsible for scoring and interpreting the assessments once completed and sending an electronic copy of the assessment to the individuals case management agency within 20 working days of receiving an approved referral. Responsible for providing Noonmark managers with monthly statistics so that reports may be submitted to the State.

### QUALIFICATIONS

- Progressively responsible supervisory experience in a human services field
- Master's degree in related field of evaluation and assessment
- Experience administrating, scoring and interpreting standardized educational or psychological assessments
- Familiarity with Zoom or similar remote meeting platforms

### REQUIREMENTS OF POSITION

- Training with AAIDD on SIS-A
- Access to transportation; and available to travel around Vermont when appropriate
- Self-directed and comfortable with working remotely and setting schedules



JOB DESCRIPTION – PART TIME IT/DATA ANALYST

REPORTS TO: Assessor Supervisor

PART-TIME NON-EXEMPT (Possible Full-time in Year 2 of contract)

DUTIES:

Assist the Supervisor in the data monitoring and reporting requirements. Prepare statistical information necessary for reports to the State. Integrate the SIS-A Online with Noonmark IT.

Provide general IT and data support to all project personnel as needed.

QUALIFICATIONS

- 3 years' experience in a human services field
- Experience and skilled in IT platform integration
- Experience in data management and report management
- Familiarity with Zoom or similar remote meeting platforms

REQUIREMENTS OF POSITION

- Training with AAIDD on SIS-A
- Access to transportation and available to travel around Vermont when appropriate
- Self-directed and comfortable with working remotely and setting schedules

JOB DESCRIPTION - PART TIME ADMINISTRATION AND FINANCE ASSISTANT

REPORTS TO - NOONAMRK CONTRACTED CONSULTANTS

NON-EXEMPT

DUTIES

Financial/HR: Assist Contract Manager with:

- Preparing payroll for Paydata
- Invoicing and preparing financial statements
- HR and benefits

Administrative:

- Schedule meetings and keep calendar
- Vendor Communication and negotiation
- Office Management

QUALIFICATIONS/REQUIREMENTS

- Demonstrated experience with basic accounting
- Familiar with accounting and spreadsheet software
- Must be self-directed and able to work independently
- Must have access to transportation



Attachment 4: References

Ilisa Stalberg, MSS. MLSP  
Director, Division of Maternal & Child Health  
Vermont Department of Health  
802-951-4026  
[Ilisa.Stalberg@vermont.gov](mailto:Ilisa.Stalberg@vermont.gov)

Karen Tronsgard- Scott  
Executive Director, Vermont Network Against Domestic and Sexual Violence  
802-578-5368  
[karents@vtnetwork.org](mailto:karents@vtnetwork.org)

Beverly Boget  
Director of Early Childhood Health Care Integration  
Let's Grow Kids  
[beverly@letsgrowkids.org](mailto:beverly@letsgrowkids.org)  
802-355-6334

**Attachment 6.5  
CERTIFICATE OF COMPLIANCE**

**For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

- A. **NON-COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
  
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
  
- C. **FORM OF PAYMENT:** Does Bidder accept the Visa Purchasing Card as a form of payment?  
 \_\_\_ Yes  No
  
- D. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

**Self-Reporting.** Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and

DAIL RFP# DDSD 306

Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.



**E. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
- Energy Star® Certification
  - LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
  - Other internationally recognized building certification:
- 

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:
- 

3. Please Check all that apply:
- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
  - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
  - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
  - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_
  - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
  - Bidder offers employees an option for a fossil fuel divestment retirement account.
  - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:
- 
- 

4. Please list any additional practices that promote clean energy and take action to address climate change:

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**F. Acknowledge receipt of the following Addenda:**

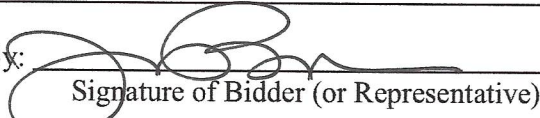
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder Name: NOONmark Services Contact Name: Jane Van Buren

Address: 28 Howard St Fax Number: \_\_\_\_\_

Berlington VT Telephone: 802 324 1724  
05401

E-Mail: jvanerb@noonmotiveservices.com

By:  Name: Jane Van Buren  
Signature of Bidder (or Representative) (Type or Print)

**END OF CERTIFICATE OF COMPLIANCE**

Attachment 6.6

Price Schedule/Response: Bidder's Proposed Pricing

1. Proposed start-up funding and payments:

Contract Year	Proposed first year start-up funding if requesting	Proposed payment per completed assessment
1	\$ 94,000	
2	NA	
3	NA	
4	NA	
5	NA	
6 Optional extension	NA	
7 Optional extension	NA	

2. Proposed total payments for estimated number of completed assessments by Contract Year:

Contract Year	(A) Proposed first year start-up funding if requesting	(B) Estimated number of completed assessments	(C) Proposed payment per completed assessment	Proposed total payments =A+(B*C)
1	\$ 94,000	800	\$ 516	506,800
2	NA	1500	\$ 478	717,000
3	NA	1550	\$ 487	754,850
4	NA	1600	\$ 504	806,400
5	NA	1650	\$ 514	848,100
6 Optional extension	NA	1700	\$ 585	994,500
7 Optional extension	NA	1750	\$ 585	\$1023750

Name of Bidder: Noonmark Services / Jane VanBuren

Signature of Bidder: 

Date: 10/29/2020



Attachment 6.7

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT

RFP/PROJECT:

DATE:

Self-Reporting Form

This form must be completed in its entirety and submitted as part of the bid response for the proposal to be considered valid.

The State of Vermont in accordance with Act 54, Section 32 of the Acts of 2009 and for total projects costs exceeding \$250,000.00, requires bidders comply with the following provisions and requirements.

Bidder is required to self-report the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification for worker's compensation. The state requires information on any violations that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT: Bidder hereby certifies that the company/individual is in compliance with the requirements as detailed in Act 54, Section 32 of the Acts of 2009.

Date: 10/29/2020

Name of Company: Noonmark Services, LLC

Contact Name: Jave A VanBuren

Address: 28 Howard St  
Burlington VT 05401

Title: lead accountant/owner

Phone Number: 802-324-1724

E-mail: javevb@noonmarkservices.com

Fax Number: /

By: [Signature] Signature (Bid Not Valid Unless Signed)\*

Name: Jave VanBuren (Type or Print)

\*Form must be signed by individual authorized to sign on the bidder's behalf.

**ATTACHMENT 6.8  
SUBCONTRACTOR REPORTING FORM**

**This form must be completed in its entirety and submitted prior to contract execution and updated as necessary and provided to the State as additional subcontractors are hired.**

The State of Vermont in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires bidders to comply with the following provisions and requirements.

Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Subcontractor	Insured By	Subcontractor's Sub	Insured By
AAIDD			

Date: 10/29/2020

Name of Company: Nonmark Services, LLC

Contact Name: Dave Van Buren

Address: \_\_\_\_\_

Title: Lead consultant / owner

\_\_\_\_\_

Phone Number: 802 - 324 - 1724

E-mail: jave@nonmarkservices.com

Fax Number: \_\_\_\_\_

By: 

Name: Dave Van Buren

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to: DAIL Business Office  
280 State Drive  
Waterbury, VT 05671