



**Contract Amendment No. 1 - Economic Analysis Consulting Services**

This Amendment No. 1 ("Amendment") is entered into between Rick Harper, Ph.D., Inc., (Consultant) and The Florida Endowment Foundation for Vocational Rehabilitation also known as The Able Trust.

**I. PURPOSE OF AMENDMENT**

- Extend the term of the Agreement
- Expand the Scope of Work to include the Comprehensive Statewide Needs Assessment (CSNA)
- Revise compensation and payment schedule

**II. PERIOD OF AGREEMENT**

The term of the Agreement is extended through December 31, 2026.

**III. SCOPE OF WORK**

The Consultant shall complete the Comprehensive Statewide Needs Assessment (CSNA) in partnership with The Able Trust as described in Attachments A and B.

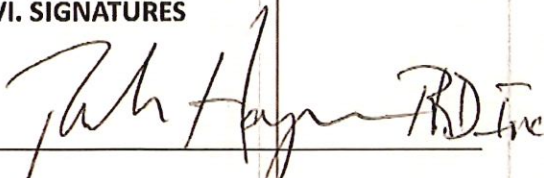
**IV. PROJECT TIMELINE**

The project timeline is detailed in Attachment B.

**V. COMPENSATION**

- \$50,000 on May 15, 2026
- \$25,000 on August 15, 2026
- \$25,000 upon project completion

**VI. SIGNATURES**

  
Rick Harper, Ph.D., Inc.,

  
Allison Chase, President & CEO  
The Able Trust

5/5/26  
Date

5/6/26  
Date

### **Attachment A – Scope of Work (CSNA)**

The Consultant, in partnership with The Able Trust, will complete the CSNA including goal setting, data collection, analysis, stakeholder engagement, and final reporting consistent with RSA guidance.

### **Attachment B – Timeline**

- Month 1: Project begins
- Months 2–3: Surveys developed
- Months 3–5: Data collection
- Months 5–8: Interviews and focus groups
- Months 8–10: Analysis and reporting
- Month 10: Final report submitted

**ATTACHMENT A - SCOPE OF WORK**  
**Comprehensive Statewide Needs Assessment**

The CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will complete the Comprehensive Statewide Needs Assessment (CSNA) for the State of Florida's Division of Vocational Rehabilitation (VR) according to the guidelines published in the Federal Rehabilitation Services Administration's VR Needs Assessment Guide. The CSNA will be performed according to the following six steps:

1. Defining and establishing CSNA goals
2. Developing the CSNA plan for information and dissemination
3. Gathering the information
4. Analyzing the results and developing findings
5. Developing the conclusions: Potential action strategies
6. Informing the Unified or Combined State Plan goals, priorities and strategies (§361.29(a))

Each of the steps identified above will be detailed below along with the processes and deliverable products.

**1. Defining and establishing CSNA Goals:**

The process of defining and establishing goals for the CSNA includes a review of readily available existing information from VR. In addition, research on information about the State of Florida will be gathered and potentially unserved or underserved populations in the State will be identified. CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST staff will meet with VR staff to identify specific goals for the CSNA. Goals and/or activities that are uniform across all CSNAs include:

- Assessing the general performance of the VR program. The focus is on the WIOA performance indicators and includes an assessment of VR progress in transitioning to these measures;
- Identifying the rehabilitation needs of individuals with the most significant disabilities residing within the State including their need for supported employment services;
- Identifying the rehabilitation needs of individuals with disabilities who are minorities and individuals with disabilities that may potentially be unserved or underserved by VR;
- Identifying the rehabilitation needs of youth with disabilities and students with disabilities, including:
  - a. Their need for pre-employment transition services or other transition services; and

- b. An assessment of the extent to which the transition services provided are coordinated with transition services provided under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) in order to meet the needs of individuals with disabilities; and
- c. An analysis of how pre-employment transition services are delivered throughout the state and how effectively these services are meeting the rehabilitation needs of students with disabilities.
- An assessment of how effectively the workforce development system is meeting the needs of individuals with disabilities in Florida and strategies for assisting core partners to assist individuals with disabilities; and
- The need for the establishments, development or improvement of community rehabilitation programs (CRPs) in the State

In partnership with the State Rehabilitation Council (SRC), VR will have the opportunity to define and establish other CSNA goals at the beginning of the CSNA process. A list of participating VR staff, SRC members, and other community members that will participate in the CSNA will be developed during this step of the process.

## **2. Developing the CSNA plan for information and dissemination**

CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will use mixed methods (quantitative and qualitative) to gather information and complete the CSNA process. CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will plan for stakeholder involvement throughout the process and will disseminate the information to VR, the SRC, and other stakeholders as requested by VR.

## **3. Gathering the information**

CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will use multiple methods and strategies for gathering information to complete the CSNA. These quantitative and qualitative methods and strategies include the following main areas:

- The use of existing disability population statistics, disability population estimates from available data, population projections and economic forecasts from Federal and State data, State level statistics from other programs and State and local data and reports;
- The use of existing VR agency data, studies and experience. CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST staff will conduct on-site and/or virtual research visits to major service areas identified by VR. The on-site research will include a review of existing agency data and interviews with key informants. VR will assign a liaison with CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST that will provide the requested agency-specific data in as much as it can be provided; and

- Stakeholder input that will include VR counselors and other staff, consumers, parents, educators, SRC members, CRP staff, other public organizations that serve people with disabilities, and other stakeholders including businesses knowledgeable about hiring of people with disabilities in Florida. This input will be gathered through electronic surveys, focus groups and key informant interviews. The interviews (individual and/or focus groups) will be held virtually and in-person. The in-person interviews include:

In-person and Virtual area distinctions TBD.

- CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will create the surveys and provide VR with suggested language for the surveys. VR will identify the survey recipients and provide the contact list for distribution by CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST. VR will post the electronic survey links on their website. VR will work with CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST in the recruitment process for the individual and focus group interviews and will ensure that space is made available for the interviews as well as any accommodation requested by the participants.

#### **4. Analyzing the results and developing findings**

CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will analyze the data from all of the methods and strategies identified above and will triangulate the data in order to identify common and recurring themes. The information will be summarized and the recurring themes will be compiled and reported by subject area in the final CSNA report submitted to VR and the SRC.

#### **5. Developing the conclusions: Potential action strategies**

In consultation with VR and the SRC, CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will develop potential action strategies to address the findings generated from step 4. These recommendations will be included as part of the final report. The conclusions/recommendations will be provided by topic or subject area and will include options and alternative ways to accomplish the objectives whenever possible. VR will use these recommendations to inform the development and completion program goals and objectives and the Unified or Combined State plan as appropriate.

#### **6. Informing Unified or Combined State Plan goals, priorities and strategies**

The purpose of the CSNA is to inform VR policy development and the Unified or Combined State Plan specifically (§361.29(a)). CONTRACTOR IN PARTNERSHIP WITH THE ABLE TRUST will consult with VR and the SRC to identify the agency's priority for the accomplishment of the recommendations contained in the final CSNA report.

**ATTACHMENT B – CSNA Timeline**

<b>CSNA Timeline</b>		<b>CSNA Requirements</b>
Month 1	May	Project begins
Month 1	May	Data template submitted to VR
Months 1-2	May-June	Surveys for all groups developed, reviewed and finalized
Months 1-3	May-July	National and local data sets gathered and analyzed
Month 3-4	June-Aug	Electronic surveys for all groups (consumers, VR staff, community partners & business)
Months 3-4	July-Aug	Data template completed by VR and returned to Contractor and The Able Trust
Months 2-5	June-Sept	On-site research completed in selected sites
Months 2-5	June-Sept	Individual interviews and focus groups for all participants in selected sites
Month 6	October	Data analysis and triangulation
Month 6	October	Draft report submitted electronically for review to VR and the SRC
Month 7	November	Final report submitted in hard copy and electronically to VR and the SRC Contract period ends