

## **Request for Proposals Data Partner for Evidence2Success Mobile, AL Site**

**Proposal Due Date: Monday, November 13, 2017 (5:00pm EST)**

**Announcement of Award: Friday, December 15, 2017**

**Start Date for Award: Monday, January 1, 2018**

The Mobile Area Education Foundation seeks a proposal to provide expert data consultation services, data management and data analysis support as a “Data Partner” to the Evidence2Success initiative site in Mobile, Alabama. The Mobile Area Education Foundation has funders committed to support the work of the local data partner January 2018 - June, 2018 including an initial three-month planning period (January 2018 – March 2018).

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### **I. Background**

Evidence2Success promotes healthy child development by helping communities and public systems work together to use data to understand how children are doing; select proven programs to enhance strengths and address needs; and develop financing and action plans to support the ongoing use of those proven programs.

Evidence2Success combines public health and prevention science advances from the past 30 years to offer a new way of helping children and youth meet critical behavioral, educational, emotional and physical milestones. The framework is composed of five core components:

- Partnerships among public systems, elected officials and communities
- Strategic use of local data to identify needs and develop a consensus among partners on outcomes
- Financing strategies to map current investments, shift funding to cost-effective prevention programs and secure sustainable funding
- Capacity building to implement evidence-based programs
- Measurement of population-level changes.

In addition, Evidence2Success reflects the mission and experience of the Annie E. Casey Foundation by emphasizing core principles such as the promotion of race, equity and inclusion and the value of engaging community residents in decision making and action. Over the past seven years, the Foundation has invested significant resources to design Evidence2Success. The long term goal is to encourage elected officials, public agencies, school systems, community leaders and residents to work together and use the Evidence2Success tools and strategies to address the root causes that promote or impede children’s health and development in their communities. Through participation in Evidence2Success, communities strengthen their capacities for sustainable, positive changes for the long term.

### **Local Context**

In late 2015, the Evidence2Success initiative launched in the Mobile, Alabama. The Evidence2Success Mobile, Alabama Community Board worked throughout 2016 to analyze community and student data, identify priority risk and protective factors and youth and family outcomes, assess program gaps, and investigate evidence-based prevention programs to implement in Mobile, Alabama. After completing an extensive analysis of the Youth Experiences Survey in Mobile, Alabama, the Community Board selected the following priority risk factors, priority protective factors and priority outcomes: poor family management, early problem behaviors, opportunities for prosocial involvement, school opportunities for prosocial involvement, low emotional regulation and limited relationship with father. Based on these priorities and a gap assessment of current programming in Mobile, Alabama, the Community Board selected four evidence-based programs: Positive Action, Strong African American Families- Elementary version, Big Brothers Big Sisters, and Olweus Bullying Prevention Program. After over a year of analysis and planning, the Evidence2Success Mobile, Alabama Community Board is currently moving into the program implementation and subsequent program evaluation phase of its work. Program implementation is expected to begin in the fall of 2017.

For more information on the Evidence2Success initiative, go to <http://www.aecf.org/work/evidence-based-practice/evidence2success/>.

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## **II. Award Information**

<b>Funding Type:</b>	Grant or contract
<b>Length of Project:</b>	6 months
<b>Award Period:</b>	January 2018- June 2018
<b>Projected Award Amount:</b>	\$40,000 - 45,000

The Tides Center will administer the grant/contract for this initial 6-month period. Funding for subsequent work will be determined based on the final deliverables and in consultation with the Evidence2Success Mobile, Alabama Community Board and Casey Foundation staff as Casey will be the funder of the renewal award. The possible, renewal award is currently planned for July 1, 2018 – June 30, 2019 for up to \$75,000. All decisions are final and there will be no opportunity for appeals.

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## **III. Purpose, Goals and Methods**

### **A) Purpose and Methods**

The data partner will work with the Evidence2Success Mobile, Alabama Community Board and workgroups to gain access to relevant data sources and analyze data for program improvement. In collaboration with the program implementation workgroup, implementation teams, data workgroup, and/or the evaluation workgroup, the data partner will guide the monitoring and

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evaluation of the tested, effective (evidence-based) programs selected by the community and the progress made in the prioritized outcomes, risk factors and protective factors. The data partner will be instrumental in creating and sustaining an infrastructure for successful data integration, data sharing and data analysis in the community for future years. Through the initial funding for the data partner, we aim to improve the likelihood of meaningful monitoring and evaluation of tested, effective (evidence-based) programs and to increase the long-term sustainability of data analytic capacities/infrastructure in Mobile, AL.

## **B) Methods**

It is expected that the planning phase will be collaborative, involving the Evidence2Success Mobile, Alabama Community Board, Evidence2Success workgroups in Mobile, Casey staff, and other stakeholders as needed. The approach for providing expert consultation on research and evaluation; and performing data-related tasks (e.g. - data collection tool development, database management and data analysis) should reflect the importance of community engagement in the design and performance of research and evaluation tasks. The data partner's approach also should incorporate a lens of racial equity and inclusion. This means that the data partner team should demonstrate cultural competence and recognition and respect for diversity.

Furthermore, we support efforts to develop talented, diverse thinkers and leaders who will improve the knowledge base and contribute to better science and social innovation in the field of community prevention research, and encourage proposals that include historically underrepresented minority researchers on the research team.

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## **IV. Scope of Work/ Tasks**

The proposal should provide details on how the following tasks will be completed, including deliverables and timeline. The data partner will complete tasks and responsibilities listed below with oversight by the Evidence2Success Mobile, Alabama Community Board and Site Lead.

### **Task 1: Collaborate with the Evidence2Success Mobile, Alabama Community Board and stakeholders to develop a monitoring and evaluation work plan**

- Plan regular meetings with the community board and other relevant stakeholders such as the site's program implementation workgroup and the evaluation workgroup
- Develop a monitoring and evaluation work plan using community engagement techniques

### **Task 2: Support the community board and key leaders by providing subject matter expertise on data resources. For example, activities may include:**

- Serve as an expert consultant on the availability of administrative and other data sources to support Evidence2Success activities
- Share knowledge of what measures and data elements are collected at the state, local and federal levels to support future tracking of progress
- Identify gaps in the data sources to track the evidence-based practices in the Evidence2Success communities

- Respond to data requests from the community board, the community review committee and other key stakeholders
- Engage community leaders and agency leaders during the review of the community profile and the development of the action plan, and provide additional data if applicable
- Participate in specialized Evidence2Success workgroups such as the implementation workgroup and evaluation workgroup

**Task 3: Serve as a resource for the management and coordination of new data collection efforts.**

- For example, engage community stakeholders in planning for survey administration and document the process for later evaluation activities, as needed
- Assist with the design and testing of new data collection tools (e.g.- surveys) as needed

**Task 4: Provide expertise and analysis for the management and coordination of existing data resources**

- Perform analysis of administrative data to support assessment of Evidence2Success activities
- Engage leaders of the public agencies for data sharing and data integration (merging data sources) from Evidence2Success with existing data from local and regional agencies, as needed
- Conduct quality assurance procedures for data cleaning and merging data sets from administrative data or other data sources, as needed

**Task 5: Support implementation, monitoring and evaluation of tested, effective programs**

- Engage the implementation workgroup or teams to facilitate real-time review of program data on fidelity and outcomes to inform continuous quality improvement (CQI) efforts
- Provide other supplementary data reporting on a regular basis for tracking Evidence2Success data-related activities
- Assist with the selection of performance indicators and training on program monitoring
- Perform analysis of program monitoring data and evaluation data
- Respond to data requests from the community board, the community review committee and other key stakeholders on topics relating to program data
- Conduct quality assurance procedures for data cleaning and merging pre- and post-program data sets

**V. Deliverables**

The data partner will produce the following deliverables:

- A work plan with timeline to complete the Scope of Work tasks outlined in the RFP. Work plan due within the first six weeks.
- A baseline performance indicators report by month 6 for the community board
- At least one fidelity monitoring report by month 6 for the community board

- If any of the implemented tested, effective programs have a 6-month follow-up measure, data partner provides an outline of the 6-month data submission (showing progress between baseline and 6-month) report to the community board
- A data system for program monitoring and implementation with code book
- Quarterly and end-of-year reports capturing analysis techniques, results, data sources, monitoring plans, evaluation plans, etc.
- A final report

All the above deliverables produced will be the property of the Tides Center, the funder supporting the first 6-months of the initiative through this grant.

## **VI. Submission Requirements**

### **Proposal**

Applicants should submit a proposal that outlines their approach to fulfilling the tasks outlined in this RFP. The proposal narrative should not exceed 7 *single-spaced* pages (not including the table of contents, budget and attachments), using 12-point font in Times New Roman and one inch margins. Please use section and sub-section headers to clearly delineate components of the narrative. Proposals should be submitted in electronic format. The following file formats are supported: Adobe PDF, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Proposals should include:

### **Narrative**

#### A) Qualifications and Organizational Structure

1. Provide a brief introduction to your research team and your methodological and substantive qualifications to do this work, including any experience with child welfare research and evaluation, education research, community engagement, data management and data analysis, and consulting on data-related topics.
2. Introduce the project leader and detail his/her relevant experience.
3. Introduce who else will work on this project, what their role(s) will be, and their relevant experience. For all personnel, please state the share of their time that will be dedicated to this project.

#### B) Past Performance/Relevant Project Experience by the Firm/Organization

1. Provide descriptions of similar or related projects that you have completed, and the ways in which they demonstrate your team's capacity to undertake this work.
2. Demonstrate at least five years past performance and experience in data analysis, evaluation, program implementation, and other tasks outlined in this RFP. Provide detailed relevant experience of 1) supporting community-based initiatives with a particular focus on the planning process for program evaluation and research studies including survey adaptation, administration, data analysis,

and reporting; 2) monitoring of community-based initiatives implementing tested effective program (TEPs) for families and children (e.g. Positive Family Support Family Check-Up ; Strong African American Families – teen version); and 3) community-based data collection efforts (e.g.-designing and building databases for new data, merging existing administrative data sources ), data management (e.g.-data cleaning, data security), quality improvement/quality assurance practices, and data analysis. For the projects you have described above, include the following: name of client, contact person and their current phone number, brief description of service performed, date of services, and final contract amount and any other pertinent information regarding the experience. 3. Submit a sample report created by your firm from the last 5 years (e.g.- progress report on monitoring and evaluation).

#### C) Proposed Approach / Work Plan

1. Propose a detailed project plan and timeline.
2. Describe how your firm will approach the responsibilities and objectives of each section of the scope of work tasks. Give a description of the methodology to be employed in completing the tasks and deliverables of this RFP. Applicants are encouraged to submit innovative ideas, new concepts, and optional features.
3. Describe any contingencies that may hinder the progress or outcome of the project and suggest how you would mitigate them.

#### **Budget**

1. Provide a Detailed Project Budgets and Budget Justification (Note: there is a 10% ceiling on overhead for grants). Include a breakdown of costs and hours per task along with a suggested schedule of milestones for payment. Within each activity, provide enough detail on how the costs were derived so that we can assess the reasonableness of the proposal, e.g. number of hours of effort assumed for staff at different levels of experience, number of meetings proposed.

#### **Supplemental Questions for the Regional Data Partner Opportunity**

1. **Would you like to be considered to serve as a regional data partner? YES or NO**  
**In this role, you would provide data partner services for the Mobile, AL and Selma, AL Evidence2Success sites. The regional data partner would receive additional funding for this work.**
2. **Please describe your prior experience with data-related tasks including fidelity monitoring, program evaluation, data management, and community engagement in research and evaluation in the local Mobile, AL area and/or the Selma, AL area. Describe any prior experience conducting multi-site evaluation in Alabama or other locations. Responses should be limited to one page.**

#### **Attachments**

- A. CVs for principal researchers
- B. Supplementary materials demonstrating the candidates' proven ability to successfully conduct work of this kind.
  - Include a sample report completed as part of one of the projects referenced in the Narrative (section B). If this report is available on the internet, a link is sufficient.

### **Key Proposal Deadlines**

A bidder's conference is tentatively scheduled for October 26, 2017.

Please direct any questions about this RFP in writing to [Lgary@khandassociates.com](mailto:Lgary@khandassociates.com). Questions may be submitted to [Lgary@khandassociates.com](mailto:Lgary@khandassociates.com) until November 2, 2017 at 5pm EST. Written responses will be emailed prior to the application deadline.

Proposals are due by 5:00pm EST on Monday, November 13, 2017. Bidders should email completed proposals to [Lgary@khandassociates.com](mailto:Lgary@khandassociates.com).

Bidders may be requested to participate in an interview with reviewers. The Tides Center expects to notify the winning bidder of award announcement by December 15, 2017. The start date for the award is Monday, January 1, 2018.

Due to the importance of the data partner role in successful planning for the monitoring and evaluation of program implementation, the work will begin on Monday, January 1, 2018. It will take Tides Center approximately two weeks to execute the grant/contract agreement. Please note that disbursement of funding to the selected bidder will be subject to approval by Tides Board of Directors. An intent to fund letter can be provided to the selected bidder organization before the start date if requested.

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### **VII. Selection Criteria**

- A.** Team Qualifications
- B.** Feasibility and quality of proposed approach
- C.** Clear and realistic project budget and budget justification
- D.** Demonstrated expertise in data-related tasks including fidelity monitoring, program evaluation, data management, and community engagement in research and evaluation