

REQUEST FOR PROPOSAL FOR EVALUATION SERVICES
IROQUOIS-KANKAKEE REGIONAL OFFICE OF
EDUCATION
PLEDGE FOR LIFE PARTNERSHIP

RFP – 11-18

November 21, 2018

Request for Proposals

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Request for Proposal for Evaluation Services
Pledge for Life Partnership

You are cordially invited to submit a Proposal for Pledge for Life Partnership Evaluation Services Design in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Proposals must be emailed to kreed@i-kan.org in a PDF format with Pledge for Life Partnership Evaluation Services as the subject.

RFP Contact and Questions:

Kate Reed
Drug-Free Communities Project Coordinator
(815)936-4606
kreed@i-kan.org

All proposals/bids must be received by **December 10, 2018 at 3:00 PM. CST**

Preliminary questions can be submitted in writing to Kate Reed by at kreed@i-kan.org.

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I. Summary and Background

The Iroquois-Kankakee (I-KAN) Regional Office of Education is currently accepting proposals for an Evaluator for a Drug-Free Communities Grant (DFC).

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the I-KAN Regional Office of Education and Pledge for Life Partnership wishes to go.

In 2015, the Iroquois-Kankakee (I-KAN) Regional Office of Education received a federal grant from Drug-Free Communities (DFC) for the Pledge for Life Partnership (Pfl). The I-KAN Regional Office of Education serves as the fiscal agent for the Pfl DFC grant. The Coalition serves the entire counties of Iroquois and Kankakee, while the service area of the DFC grant is Kankakee County. The coalition is committed to engaging the community in a process that is inclusive.

The grant has two goals:

1. Goal 1: Establish and strengthen the collaboration among communities, private nonprofit agencies, and Federal and State, and local governments to prevent and reduce substance abuse among youth.

2. Goal 2: Reduce substance abuse among youth and over time, adults.

The Pledge for Life Partnership is focused on underage drinking, marijuana, prescription drugs, opioids, and other drugs that pose a great threat to our community.

Research shows that when a community joins together to work on the problem of substance abuse, substance abuse rates decline. The working model for this type of action is a community coalition of residents, businesses, schools, law enforcement, and organizations focusing on substance abuse, youth organizations, and others. The Pledge for Life Partnership also works to increase prevention efforts in the neighborhood, and promotes the use of effective, proven substance abuse prevention programs and environmental strategies.

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The Pledge for Life Partnership is in Year Four of the federal Drug-Free Communities Support program, with funding provided by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Coalition is required to use SAMHSA’s Strategic Prevention Framework, which consists of the five following activities:

Table #1: SAMHSA’s Strategic Prevention Framework

| Element | Definition |
|-------------------------|---|
| ASSESS | Assess and identify priority substance abuse issues, other substance-related problems, underlying causal conditions (e.g., risk and protective factors), community readiness for change, and substance abuse prevention resources. |
| MOBILIZE/BUILD CAPACITY | Identify and mobilize additional key stakeholders, collaborators and opinion leaders to build capacity and assess readiness to plan and ultimately implement data driven, evidence-based substance abuse prevention plans. |
| PLAN | Develop data-driven, evidence-based substance abuse prevention plans to address priority substance abuse issues. |
| IMPLEMENT | Implement a data-driven, evidence-based substance abuse prevention plan to achieve desired substance abuse prevention goals, objectives and outcomes. |
| EVALUATE | Monitor, continuously improve and evaluate effectiveness of the substance abuse prevention plan, and progress toward identified outcomes. |
| SUSTAINABILITY* | The ability to maintain the human, social and material resources needed to achieve the coalition’s long-term goals. |
| CULTURAL COMPETENCE* | A set of behaviors, attitudes and policies that come together in a system, agency or program or among individuals, enabling them to function effectively in diverse cultural interactions and similarities within, among and between groups.” |

*indicates that element is included throughout the entire process

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II. Data Collection and Analysis – Current Activities and Requested Products

1. Summary of Current Data Collection Activities (Outcomes Evaluation)

- a. Youth Substance Use Data and Instruments: DFC Core Measures
 - i. Illinois Youth Survey
 - ii. Illinois Youth Survey, Kankakee County Data

Table #2: SAMHSA’s National Four Core Outcome Measures

| Measure | Definition |
|---|---|
| 30-day substance use (non-use/reduction in use) | The percentage of youth who report using alcohol, tobacco, marijuana, or prescription drugs not prescribed to them at least ONCE in the past 30 days. |
| Perceived risk/harm of use | The percentage of youth who report that use of alcohol, tobacco, marijuana or prescription drugs not prescribed to them has moderate risk or great risk. <ul style="list-style-type: none"> ▪ Alcohol: Use is defined for alcohol as five or more drinks of an alcoholic beverage once or twice a week. That is, for alcohol, perceived risk of use is associated with binge drinking. ▪ Tobacco: Use is defined for tobacco as smoking one or more packs of cigarettes a day. ▪ Marijuana: Use for marijuana is defined as once or twice a week. ▪ Prescription Drugs: Use of prescription drugs not prescribed to you is defined as any use |
| Perception of parental disapproval | The percentage of youth who report that their parents feel it would be wrong or very wrong to use alcohol, tobacco, marijuana and prescription drugs not prescribed to you. <ul style="list-style-type: none"> ▪ Alcohol: Use of alcohol is defined as one drink of an alcoholic beverage nearly every day. ▪ Tobacco: Use of tobacco is defined as any use. ▪ Marijuana: Use of marijuana is defined as any use. ▪ Prescription Drugs: Use of prescription drugs not prescribed to you is defined as any use. |
| Perception of peer disapproval | The percentage of youth who report that their peers would feel it would be wrong or very wrong to use alcohol, tobacco, marijuana, or prescription drugs not prescribed to you <ul style="list-style-type: none"> ▪ Same definitions of use as for parental disapproval |

- b. Other Data Collection Instruments
 - a) Youth Advisory Council Surveys
 - b) Community Forums and Focus Groups

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2. Additional Data Collection Needs (Process and Outputs Evaluation)
 - a. In addition to tracking our contribution to outcomes, we would like an evaluator who is experienced and able to develop a system to track, improve upon, and provide resulting feedback reports associated with our coalition processes and outputs. They include but are not limited to:
Processes:
 - i. Coalition Skills/Assessment of Capacities
 - ii. Meeting Effectiveness
 - iii. Leadership Development
 - iv. Sector representation (analysis of current engagement and identifying needs)
3. Requested Products:
 - a. Data Collection System: Develop and maintain a documented system for data collection that includes and expands upon our current activities as described above. This system will include how we can better incorporate other community-level data sources such as archival data into our existing plan. It will describe each of our data sources, the frequency, method, and sample for the data collection and who is responsible for supporting the collection of the data.
 - b. Evaluation Communication Plan: Develop and maintain a written plan for communicating our evaluation findings to the different stakeholders in our Communities. Who is the audience? What information do we need to share with them? How often? In addition, in what format will it be shared? We are looking for someone who will help us to develop new ways of sharing our evaluation information with our community stakeholders.
 - c. Logic Models: Review and update our overall coalition logic models and help to develop/refine a logic model that depicts our work to address each of the identified substance abuse issues.

III. Building Coalition Capacity and Sustainability in Evaluation

1. The coalition is working to increase capacity to address the current drug trends in the community that are contributing to youth substance use. We are working to decrease youth substance use through education, community awareness, policy change and enforcement, and enhancing skills.
2. The coalition seeks to collect information from parents, business, youth, and community members on substance use issues that are most impacting them. It is important to collect data that will help identify local conditions that are contributing to youth substance use
3. The coalition seeks to use evaluation as a tool to show the community how coalition programming is making an impact in reducing and identifying local conditions of substance use.
4. Overall, the coalition seeks to see a decrease in past 30-day use, delay the age of first time use, increase perception of harm/risk, increase peer and parental disapproval of use, and decrease access to substances.

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IV. Overview of Responsibilities

1. **Data Collection and Analysis:** Assistance with data collection as appropriate. Organize, summarize, and interpret numeric, narrative, or archival data, to provide evidence-based guidance on programmatic decisions and services. Analyze the data and present findings in a clear and functional format (Data Collection and Analysis Plan). Assistance with the DFC reporting as required by our funders annually in February and August. Help with federal reporting requirements as needed. Help prioritize local conditions and updating logic models. Develop event and training feedback forms, summarize data, report findings. Conduct three focus groups per year and summarize findings. Develop a key informant interview or community conversation protocol, train coalition members or staff to conduct interviews/conversations, summarize and report result. Develop intercept interview protocols for coalition members to use. Help develop or find a survey to be used during the MSS off-years, analyze data, and develop reports. Assumes use of an online survey tool if a custom tool is to be developed.
2. **Report Writing:** Written reports of steps used in conducting the evaluation, findings, and implications of findings for prevention planning and programming, using graphic representations and easily understood language. Development of a full evaluation plan once local conditions are prioritized and strategies selected.
3. **Presentation of Findings:** Report on and present results and implications of evaluation findings within 45 days of receipt of data. Presentation audience may include board members, coalition members, program staff, etc. A final comprehensive Evaluation Report is expected to be presented before September 29, 2020.
4. **Participate in PFL Meetings (Board of Directors and Work Group Meetings):** Become more familiar with Key Leaders and Coalition members, coalition trends and activities by participating in monthly coalition meetings, not to exceed 4 hours per month. (Remote connections acceptable.)
5. **Tracking all In-Kind Matches:** Maintain a detailed log of all meetings and services of which you are involved to provide tracking for In-kind Services; services not paid for out of contact fees (i.e. focus group logs, volunteer time, etc.). (Preferred.)
6. **Monthly Itemized Billing Statements:** Invoices should be submitted in detail each month for reimbursement from the federal government. Payment will be within 30 days of receipt of invoice.

V. Overview of Responsibilities

Iroquois-Kankakee Regional Office of Education is seeking an Evaluation provider to assist in providing evaluation services to achieve maximum results and data analysis. Evaluation services must include (but are not limited to): be accessible to program staff, work collaboratively, plan needs assessments, plan interview prompts, assist with implementation of action plans, and update and strengthen evaluation plan. An evaluator must but may not be limited to: be hands-on, work collaboratively, plans need assessments, interview, action plan development, evaluation plan.

Year 4 – September 29, 2018 – September 30, 2019

Year 5 – September 29, 2019 – September 30, 2020

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- Prior experience with DFC program evaluation;
- Provide three references;
- Familiarity with substance abuse prevention principles and the Strategic Prevention Framework (SPF);
- Experience with federal grants and reporting (preferably Drug Free Communities federal grant);
- Local connections with vital community partners;
- Maintain the values of empowerment, collaboration and engagement throughout the evaluation process;
- Compare and contrast the numbers (quantitative) with the stories (qualitative) in an understandable manner;
- Coalition evaluation experience;
- Build the Coalition’s capacity for evaluation;
- Provide data and materials understandable for future funders;
- Be flexible and adaptable;
- Understand budgeting processes.
- Familiarity/skills in universal prevention strategies, concepts and community-level evaluation approaches
- Skills in statistics, databases to support community level (systems-based) evaluation, mixed-methods designs
- Comfort in working with and integrating archival data sources in the evaluation plan

VI. Proposal Submission Requirements

1. Please provide in your proposal:
 - a) A brief 1 page biography or organizational description
 - b) A 1-2 page description of your relevant evaluation experience as it relates to EACH element of the SPF (table 1)
 - c) A description of the services to be provided based on the major deliverables and requested products mentioned above. Include specific examples and be sure to address your proposed services related to each of the following major sections and their associated subsections:
 - i. Data collection and analysis
 - ii. Building coalition capacity and sustainability in evaluation
 - d) Provide timelines for deliverables/services – based on one fiscal year
 - e) Detailed breakdown of deliverables and associated costs

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC)

NOTE: All costs and fees must be clearly described in each proposal.

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This Request for Proposal represents the requirements for an open and competitive process.

Proposals will be accepted until 3:00 PM CST on December 10, 2018. Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Iroquois-Kankakee Regional Office of Education legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability
- Organizational Experience
- Previous work
- Value and cost
- Technical expertise and experience

Work product and data of evaluator will be the property of the I-KAN Regional Office of Education and the Pledge for Life Partnership.

Proposals must be emailed to kreed@i-kan.org in a PDF format with Pledge for Life Partnership Evaluation Services as the subject.

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