Partnership for Evaluation, Research, and Implementation (PERI)
Request for Proposals

Deadline for Submission – December 18th 2015 – End of Business Day 5:00 P.M. EST

I. INTRODUCTION

The purpose of this Request for Proposals (RFP) is to allow organizations to apply for evaluation, research, and/or implementation support through the newly created Partnership for Evaluation, Research, and Implementation (PERI), a new initiative developed at Case Western Reserve University (CWRU). PERI is designed to be a high quality/low-cost program evaluation, research and implementation resource for nonprofit organizations seeking information and expertise on program outcomes, quality improvement, and implementation. All activities and proposed awards described throughout this announcement are contingent upon funding available and final funding approval. PERI reserves the right to make no award, to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicant(s). There is no pre-determined amount per proposal and the final awards will, in part, depend on the quality of responses received, the focus area, the projected impact on your organization or community, and the number of proposals received. PERI reserves the right to waive errors or omissions that do not materially affect the proposal. Errors and omissions may also result in lower evaluation scores or rejection of the proposal.

II. BACKGROUND

Nonprofit organizations face increased pressure to show the effectiveness of their programs and services through measurable outcomes. Funding organizations have placed increased importance on outcomes in determining funding priorities. Although nonprofits provide critical services to the community, they are often unable to comprehensively evaluate the effectiveness of their programming, which then compromises the organization’s ability to advocate for additional funding opportunities at the local, state, and federal level.

Through our extensive work with community organizations, the Begun Center recognized the need for nonprofit organizations to have access to affordable program evaluation and implementation services. Though not exclusively, this appears to be especially true for small and moderate size organizations, which typically do not allocate resources to evaluation nor have personnel with the skill sets to conduct these activities.
PERI was conceived as a high quality/low-cost program evaluation, research and implementation resource for nonprofit organizations seeking information and expertise on program outcomes, quality improvement, and implementation. **PERI is primarily focused on health and human service organizations and selected governmental bodies, especially those serving children and families.** PERI will be located in the Begun Center at Case Western Reserve University, and will provide these services via a team of expert evaluators and program implementation specialists. PERI will be led by Jeff Kretschmar, Ph.D., Research Assistant Professor and Patrick Kanary, M.Ed., Senior Research Associate and former Director of the Center for Innovative Practices.

III. PERI SERVICES

PERI services are focused on two main areas: 1) Program Evaluation and Research and 2) Program Implementation. While not an exhaustive list, the following services will be available through PERI.

**Evaluation and Research:**
- Program evaluation: Developing program evaluation plans, collecting and analyzing data, evaluating results, writing reports
- Data collection training: Training organization staff on appropriate evaluation methodologies and data collection practices
- Evaluability assessment: Reviewing current organization data collection/evaluation practices, determining whether a program has sufficient information to be reviewed, developing a plan to ensure program evaluability
- Grant-writing/Proposal development support: Providing guidance and support in the development of grant proposals

**Implementation:**
- Reviewing literature and data for program identification that matches identified need
- Developing target population characteristics based on needs assessment or other data
- Assessing organizational readiness to implement a clinical program based on evidence-based practices
- Customizing program planning/implementation consultation
- Reviewing current program operations with recommendations for improvement/enhancement

IV. PERI FUNDING MODEL

PERI’s funding model is designed to address the reality that many nonprofit organizations are unable to pay current market rates for evaluation or implementation services. The model was developed with input from many local nonprofit organizations and Foundations. The funding structure has three key components. **First,** each nonprofit organization that requests PERI assistance would provide a reasonable and affordable amount of funding as a way to demonstrate their commitment. **Next,** PERI will provide support through time and effort of our staff. **Third,** the balance of the cost would be covered through resources from participating Foundations.
We do not expect the applicant to determine the total cost of the project. Project costs will be determined by PERI staff. Once a project cost is established, PERI will work with the applicant to determine an appropriate amount the applicant will contribute to the proposed project. There is no pre-determined percentage of the overall project budget that the applicant is expected to pay. This will be determined on a project by project and organization by organization basis. Applicants are not bound to enter into agreement with PERI if selected for further consideration. This RFP process will allow PERI staff to identify potential projects, at which point additional discussion between PERI and the selected applicant will occur. These additional discussions, including specifics related to financial commitments from the applicant, will determine if PERI and the applicant move forward contractually with the proposed project.

VI. HOW TO APPLY

Proposals received on time and that meet the mandatory requirements will be reviewed and evaluated. All proposals should include:

1. **Organizational Description**
   A brief description of the focus and mission of your organization - including the populations you serve and the services you provide

2. **Proposed Project**
   Please describe in detail the proposed project for which you are requesting PERI assistance. At a minimum, be sure to answer all of the following items:
   - Identify the program or service related to this request and whether this is a request for evaluation, implementation, or both services.
   - Describe any previous or current evaluation/implementation efforts underway for this service.
   - Explain why this program or service is proposed for evaluation/implementation support.
   - For evaluation requests, describe the program data currently available that could be used in the proposed evaluation (i.e. if this is an evaluation request, are you currently collecting any data that could be used to evaluate the program and if so, please identify these data).
   - Explain what your organization hopes to gain/learn from this evaluation/implementation support.
   - Describe how you intend to use the results of the PERI consultation within/outside of your organization.

3. **Additional Information**
   Please provide information about the following:
   - From which Foundations, if any, does your organization receive support?
   - Is the proposed program partially or fully funded by a specific Foundation(s)? If so, please identify which one(s).
- What is the overall operating budget of your organization?
- Please include a statement recognizing that if selected for further consideration, ultimately chosen to partner with PERI on the project, and agree to such partnership, that your organization understands there will be a required financial commitment to the project. This commitment will be negotiated with PERI during the contractual phase of the award process. Submitting an application during this RFP phase does not obligate the applicant to agree to work with PERI if the terms of such work cannot be negotiated.

VII. OTHER SPECIFICATIONS

- Length of proposal – **NO MORE** than 5 double-spaced pages, 12-point Times New Roman or similar font, and 1 inch margins
- Deadline for submission – **December 18th, 2015, no later than 5:00 p.m. EST**
- **No fax or mailed copies will be accepted; electronic submission only as a single PDF file**
  - Submit proposals as a single PDF file via email to jeff.kretschmar@case.edu, patrick.kanary@case.edu, and wendy.boerger@case.edu.
- Organizations may submit more than one application for distinct projects
- Be sure to indicate in the proposal the agency contact, including name, phone number, and email address
- Questions regarding this Request for Proposals may be addressed to Jeff Kretschmar by either email (jeff.kretschmar@case.edu) or by phone (216.368.2305)

VIII. SCORING

There are no established scoring criteria by which these proposals will be evaluated. For example, the description of your organization and mission does not contribute 10 percent to your proposal scoring. Instead, reviewers will be looking for broad themes when determining strength of the application. We will be evaluating several areas within the proposal, including but not limited to:

- Agency and proposed project fit with PERI
- Impact of PERI work/results on the agency and clients
- Feasibility of proposed project