



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

Deadline for Submission: May 18th 2018 5:00 p.m. EST

I. INTRODUCTION

The purpose of this Request for Proposals (RFP) is to invite health and human service-focused nonprofit organizations in Cuyahoga County that serve children and/or families to apply for data collection consultation, evaluation, and/or program implementation support through the Partnership for Evaluation, Research, and Implementation (PERI) at the Begun Center for Violence Prevention Research and Education at Case Western Reserve University (<http://begun.case.edu/peri/>). PERI is designed to be a high quality/low-cost resource for nonprofit organizations seeking information and expertise on program outcomes, quality improvement, and program implementation.

All activities and proposed awards described throughout this announcement are contingent upon funding availability. PERI reserves the right to make no award, ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicant(s). There is no pre-determined number of proposals we will select, and 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. Errors and omissions may negatively impact proposal selection; however, PERI reserves the right to waive errors or omissions that do not materially affect the proposal.

II. ELIGIBILITY

Nonprofit and governmental agencies in Cuyahoga County working in the health and human services sector, particularly those that work with children and/or families, are eligible to apply. If you have any questions about eligibility, please contact Jeff Kretschmar: jeff.kretschmar@case.edu, 216.368.2305.

III. BACKGROUND

Nonprofit organizations face increased pressure to show the effectiveness of their programs and services through measurable, positive outcomes. These outcomes ensure that organizations are effectively advancing their missions. As such, 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 effectively implement evidence-based programs or evaluate the effectiveness of their programming. Even when organizations collect adequate data on their programs, those data often sit idly waiting for analysis. The lack of demonstrable outcomes can compromise an organization's ability to advocate for additional funding. PERI aims to fill this gap through its innovative service provision model. 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 midsized organizations, which typically do not have the staff or resources to conduct these activities.

IV. PERI SERVICES

PERI provides services via a team of expert evaluators and program implementation specialists led by Jeff Kretschmar, Ph.D., Research Associate Professor and Managing Director of the Begun Center. PERI services are focused on two main areas: 1) Program Evaluation and 2) Program Implementation. While not an exhaustive list, the following services will be available through PERI.

Program Evaluation services include:

- *Program evaluation:* Developing evaluation plans, collecting/analyzing data, interpreting results, writing reports
- *Data collection training:* Training 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
- *Evaluation consultation:* Intended for organizations that: are not currently collecting data for the program/service they are interested in evaluating, are unsure if the data they are collecting are accurate and/or appropriate for the outcomes they are interested in measuring, and/or would like information on how to improve their data collection systems and procedures in order to produce the best data for evaluation in the future

Program Implementation services include:

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

V. 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 consultation, evaluation and/or implementation services. The model was developed with input from many local nonprofit organizations and Foundations. The funding structure has three key components:

1. *Agencies:* Each nonprofit organization that requests PERI assistance provides a reasonable amount of funding as a way to demonstrate their commitment.
2. *PERI:* PERI offers in-kind support through time and effort of our staff.
3. *Foundations:* The remainder of the project cost is supported by participating Foundations.

We do not expect the applicant to determine the total cost of the project. Project costs are determined by PERI staff. Once a project cost is established, PERI will work with the applicant to determine an appropriate amount for the agency to contribute. Agency contributions are in large part determined by the agency's annual budget. In Round 1, participating agencies contributed between 15%-35% of the total evaluation costs. Applicants are not bound to enter into agreement with PERI if selected for participation. 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 specific terms 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 eligibility criteria will be reviewed. All proposals should include:

1. Organizational Description

A brief description of the focus and mission of your organization, as well as the specific program(s) for which you are requesting PERI services. Please include 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:

- What is the specific nature of the request (i.e. what service(s) are you requesting?). Why did you choose this/these options?
- Describe any previous or current evaluation/implementation efforts related to this program/service.

- Explain what your organization hopes to gain/learn from PERI's work.
- Describe how you intend to use the results within/outside of your organization.

If you are requesting an evaluation of a specific program/service, please include the following:

- Describe the program/service data currently available that could be used in the proposed evaluation (i.e. what data are you currently collecting to evaluate the program/service).
- Are the data available on paper or electronically?
- How much data do you currently have? For example, do you have data on 10 clients, 100 clients, 1000 clients?
- How long have you been collecting each data source?
- Were there any changes to the wording/format used to collect the data during the data collection time frame?
- Please provide BLANK copies of any paper or electronic forms used to collect/track these data (evaluation forms are not counted against the page limit).

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 6 double-spaced pages, 12-point Times New Roman or similar font, and 1 inch margins.
- Deadline for submission: May 18th 2018 at 5:00 p.m. EST.
- No fax or mailed copies will be accepted; electronic submission only as a single pdf.
- Submit proposals as a single PDF file via email to jeff.kretschmar@case.edu, ashley.bukach@case.edu, and rebecca.bray@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 compatibility and proposed project fit with PERI
- Impact of PERI work/results on the agency and clients
- Feasibility of proposed project
- Estimated cost of the project