



Request for Proposals Evaluation Contractor

The Ivy Community Charities of Prince George's County, Inc. (Charities), is seeking a contractor to provide professional data collection and analysis as well as program evaluation and research services related to Charities' programs.

Instructions

Interested contractors shall review the Scope of Work, and submit the following information to Andrea Williamson at adwilliamson@iccpge.org, **no later than April 22, 2022 @ 11:59 pm (ET)**:

- A proposal, not to exceed 3 pages and to include a project approach for each phase
- Resumes for all relevant team members
- Contact information
- 3 references, with contact information
- Summary of past projects of a similar nature

Any questions should be submitted to adwilliamson@iccpge.org no later than April 15, 2022 @ 5:00 pm (ET). Responses to all questions will be posted to the Charities website (www.iccpge.org/rfps) by April 20, 2022.

Charities will review applications and interview top-ranked bidders the week of April 25, 2022. Charities will notify all bidders of its decision by May 6, 2022.*

*Note: The dates for Charities' review process and notification of bidders is subject to change.

Budget

This is a firm-fixed contract that may not exceed \$12,000. No other benefits are provided. Contractor shall perform and furnish all labor, supervision, services, materials, equipment and tools necessary to complete the services of the contract in accordance with the scope of work.

Period of Performance

May 2022 – November 2022

Organizational Background

Charities was established in 1986 in the State of Maryland. The mission of Charities is to strengthen families and empower youth and it accomplishes its mission by enhancing the educational, charitable, social, cultural and economic status of the citizens of Prince George's County through systemic service initiatives including tutoring for elementary school children,

mentoring for middle school girls, leadership development for high school teens and young adults; scholarships for high school seniors; training programs for parents; companion services for the elderly; support of health initiatives at the local and national levels; economic empowerment for families; and cultural arts opportunities for youth and adults.

Scope of Work

The project consists of four phases: (1) data collection and analysis; (2) research and benchmarking (3) policy design and development and (4) recommendations report.

Data Collection & Analysis

Charities will contract the services of an independent evaluation consultant (independent contractor) to complete data collection and analysis work, including compiling the organization's participant data, assessing the organization's data collection needs, and recommending additional data collection fields and processes.

Deliverable 1: Compiled program participant data from up to 10 years. (Contractor to enter data into Excel template to be provided by Charities.)

Deliverable 2: Recommendations report, including analysis of participant data, and future data collection needs.

Research & Benchmarking

The Contractor will assess Charities' short- and long-term programmatic outputs and outcomes related to its Ivy League youth programs and family strengthening programs. The Contractor will research outcomes of similarly missioned programs, and offer recommendations to Charities to strengthen its data collection, reporting and tracking processes, including specific pre- and post-assessments, survey questions, and metrics.

Deliverable 3: Summary analysis of Charities' current outputs and outcomes.

Deliverable 4: Benchmark report of a minimum of five similar youth programs, and three similar family strengthening programs. Report to include promising approaches related to doses, frequency, and metrics.

Deliverable 5: Recommendations report including current outputs and outcomes, benchmarking research findings and suggestions, and implementation approach.

Policy Design and Development

Based on its analysis and research, the Contractor will recommend appropriate data policies, governance, security, etc. required to develop the organization's data infrastructure.

Deliverable 6: Proposal for language addressing data collection policies, governance and security. Final language may be included in Charities operating procedures.

Final Summary Report

The Contractor will produce a report with recommendations for Charities to implement each phase of the project.

Deliverable 7: Final summary report, no more than 10 pages, including an executive summary and recommendations from all phases of the project. (Data and references from all phases should be included as appendices which will not be included in the 10-page count.)