

Lake County Tribal Health Consortium, Inc.
Request for Proposal
Evaluation Specialist
2018

INTRODUCTION

Lake County Tribal Health Consortium, Inc. (LCTHC) is seeking an evaluation consultant for the Gouk-Gumu Xolpelema Tribal Home Visiting Program (GGXTHV). GGXTHV has been providing evidence based home visiting services to Native American families and children ages 0-5 since 2012. This program is funded through the Federal Tribal Maternal Infant Early Childhood Home Visiting (MIECHV) grant managed by the Administration of Children and Families (ACF). The program is funded at \$512,000 annually.

GGXTHV is in the second year of a 5- year Tribal MIECHV Implementation and Expansion grant. The program is participating in a 5-year Federal Multi-site Implementation Evaluation Study (MUSE) with 16 other Tribal Home Visiting sites. The study aims are to identify and describe primary influences shaping Tribal Home Visiting program planning; identify and describe how THV programs are being implemented; and explore supports and challenges to THV implementation in Tribal communities. The MUSE is being implemented by a national team of researchers and evaluators, with local support provided for LCTHC and its Tribal Home Visiting staff by the Evaluation Specialist. No local program evaluation is required at this time.

The estimated time for an evaluation specialist is 350-400 hours annually for three years during the period of September 10, 2018 through September 30, 2021. A travel budget for four (4) visits to the LCTHC site annually, one (1) trip to the annual federal grantee meeting in Washington DC and one (1) trip to a federal meeting with location TBD, will be provided.

APPLICATION TIMELINE

RFP Release Date:	July 23, 2018
RFQ Submission Deadline:	August 13, 2018
Interviews:	August 14-31, 2018
Award Date:	September 3, 2018

SCOPE OF WORK

- Attend upcoming MUSE Training and All Tribal MIECHV Grantee meeting, September 11-13, 2018 in Seattle, Washington with GGXTHV staff.

Work with Program Coordinator and Data Coordinator to:

- Assist with the implementation of data collection based on federally-approved performance measurement data plan.
- Monitor, analyze, and report performance measurement data to federal funder and other stakeholders.
- Provide support to ensure fidelity and feasibility of GGXTHV's Implementation Plan including participation with, reporting to and review by Tribal Advisory Group and other stakeholders.
- Monitor fidelity for implementation of the Parent Child Assistance Program and Conscious Discipline® home visiting models.
- Assist in developing and participate in Team CQI projects and CQI Collaborative.
- Assist with data analysis for CQI projects.
- Attend Tribal Advisory meetings, GGXTHV Team CQI meetings and all Tribal MIECHV grantee and MUSE meetings.
- Participate in monthly Federal update calls.
- Participate in qualitative interviews and focus groups.
- Attend Measurement and Practice webinars and Learning Community calls conducted by Federal technical assistance providers and MUSE team.
- Assist with the implementation of the Multi-site Implementation Evaluation Study (MUSE) at LCTHC.
- Participate in Program team discussions and collaborate with model developers, other grantees and Federal team.

QUALIFICATIONS REQUIRED

- Graduate level education in a social science or other related field with an emphasis on research and evaluation.
- Five years of experience performing evaluation services in the field of social services and three years of experience with home visiting programs and/ or programs serving parents and children ages 0-5.
- Experience working with programs serving rural and/ or Native American populations, preferred but not required.
- Experience with grant funded programs.
- Experience managing a team of data collectors, including both qualitative and quantitative data.
- Experience in data entry, management, and monitoring.
- Experience with use of Excel spreadsheets and SQL or other types of databases.
- Experience developing surveys for use in collection participant data.
- Experience presenting results to technical and non-technical audiences utilizing data visuals.

- Understanding of and experience with a federal government agency's reporting system.
- Excellent verbal and written communication.
- Demonstrated technical report writing skills.
- Demonstrated experience meeting deadlines.

GGXTHV VISION STATEMENT AND GOALS

Vision Statement: Native families are empowered to strengthen their emotional, mental, physical, social and spiritual wellness and increase connections to their culture and community so that parents and children are safer, healthier, happier and more resilient.

Goal #1: Reduce Native children's exposure to tobacco, alcohol, and drugs through their family and community.

Objectives:

- Reduce mother's use of tobacco, alcohol and drugs, especially before, during and after pregnancy.
- Reduce father's use of ATOD
- Increase access to information about the detrimental effects of tobacco, alcohol and drug use on children's development.
- Increase access to developmental screening and referrals to services.

Goal #2: Increase Native parents' knowledge of child development and parenting, and improve parent-child interactions.

Objectives:

- Increase knowledge of the important role mothers and fathers play in their infant/child's growth and development, including traditional practices.
- Increase participation in prenatal and post-partum support through individual and group activities, including traditional practices.
 - Increase achievement of individual and family goals.

Goal #3: Strengthen connections for Native families to Tribal and Non-Tribal community resources, information and services, and connections to community and Tribal activities.

Objectives:

- Increase Native family's completion of referrals to receive concrete support in times of need.
- Increase participation in Tribal community and program-sponsored group, cultural and social activities.
- Integrate the Native home visiting program, including traditional practices, into the existing system of individual, child, and family community-based services.

PROPOSAL FORMAT

Written proposals must include a cover letter with a description of qualifications and content expertise in the area of data and evaluation related to home visiting, early childhood and parenting, or social services; responses to ***Qualifications Questionnaire*** below, applicable resume and a brief description of services that will be provided including the cost of services proposed.

SUBMISSION PROCESS

Submit proposal via email to rrosas@lcthc.org in word or pdf format.

EVALUATION OF PROPOSALS

Vendors will be evaluated based on experience and ability to provide services outlined in the scope of work and cost of services provided to the program.

QUESTIONS

Please direct all questions regarding this RFP to Daphne Colacion, GGXTHV Program Coordinator at (707) 263-8382 ext. 1302 or dcolacion@lcthc.org.

Qualifications Questionnaire RFP – Evaluation Specialist 2018

Please complete each of the three questions below and submit as part of your proposal.

1. Describe your experience performing program evaluation services in the social services field. Emphasize your experience working with programs providing home visiting services or other services to parents and young children. If you have experience working with programs serving rural and/or Native American populations please include here.
2. Discuss any issues or barriers encountered in acting as an independent program evaluation consultant and solutions that effectively addressed these issues and barriers.
3. Describe your experience working remotely with clients.
4. Discuss your experience working with program staff on Continuous Quality Improvement projects.
5. Please provide an estimate of your Annual Fee* and Hourly Rate for FY 2018-19, FY 2019-20, and FY 2020-21.

*The fee proposed to perform the Scope of Work as presented. Include a breakdown of all relevant expenses to accomplish scope and overhead costs.