



**Sojourner Family Peace Center
Request for Proposals**

Program Evaluation of the Family Peace Center Model for Addressing Polyvictimization

**For the Period
04/03/2017 – 04/02/2020**

Proposals are due on or before 11:59pm CST February 12th, 2017

**Sojourner Family Peace Center
619 W Walnut St
Milwaukee, WI 53212**

**Attention: Dr. Erin Schubert
Director of Outcomes & Evaluation**

erins@familypeacecenter.org

414-810-1540

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) from Sojourner Family Peace Center (SFPC) is to contract an experienced Program Evaluator for the period of 04/03/2017—04/02/2020 to conduct a Program Evaluation of a demonstration initiative focused on developing a special polyvictimization program within our local Family Peace Center. This demonstration initiative is being conducted by SFPC with funds from a three year grant awarded by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) CFDA#16.582.

B. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be received no later than **11:59 p.m CST on February 12th, 2017**. It is the responsibility of the Applicant to ensure that the proposal is received by the date and time specified above. Late proposals will not be considered.

2. Inquiries

Inquiries concerning this RFP should be directed to:

Erin Schubert, PhD

Director of Outcomes & Evaluation

Phone: 414-810-1540

ErinS@FamilyPeaceCenter.org

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Applicant and will not be reimbursed by SFPC.

4. Right to Reject

SFPC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

5. Notification of Award

It is expected that a decision selecting the successful Applicant will be made within approximately one month of the closing date from the receipt of

proposals. It is expected that the selected Applicant shall be offered a fixed price contract spanning the length of the project.

C. Confidentiality

The Program Evaluator agrees to keep the information related to all contracts and this RFP in strict confidence. Other than the reports submitted to SFPC, the Program Evaluator agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Program Evaluator's possession, to those employees on the Program Evaluator's staff who must have the information on a "need-to-know" basis. The Program Evaluator agrees to immediately notify, in writing, a SFPC authorized representative in the event the Program Evaluator determines or has reason to suspect a breach of this requirement.

D. Human Subjects Research

SFPC recognizes that the activities undertaken as part of the Program Evaluation do constitute human subjects research. Therefore, the Department of Justice's human subjects' protection regulations do apply. As such, the Program Evaluator must agree to submit the proposed research to all relevant Institutional Review Boards.

E. Evaluation Integrity

SFPC enforces strict policies guiding employee's ethical conduct and avoiding conflicts of interest. The Program Evaluator will not be subject to disciplinary action or a change in the nature of the relationship with SFPC regardless of the conclusions drawn from the data collected as part of the Program Evaluation. The quality of the work shall be judged by how objectively and competently the research and analyses were conducted, not whether analyses and conclusions ultimately paint a positive or negative picture of the services provided by SFPC or any partner agencies. As such, the Program Evaluator must agree to protect the integrity of the data collected as part of the Program Evaluation and report results objectively and honestly.

No financial profits shall be sought as part of or as a result of this project from SFPC, any individual SFPC employee, or the contracted Program Evaluator. Findings from the proposed evaluation and analyses will be shared with OVC upon request.

II. PROJECT OVERVIEW AND BACKGROUND

Sojourner Family Peace Center (SFPC) is seeking applicants to conduct a Program Evaluation of a demonstration initiative focused on developing a special polyvictimization program within a Family Justice Center. This demonstration initiative is being conducted by SFPC with funds from a three year grant awarded by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) CFDA#16.582. OVC requires that SFPC partners with a local researcher to conduct a site-specific project process evaluation.

The demonstration initiative requires that SFPC develop a model, trauma-informed polyvictimization screening process and associated services that address the needs of polyvictimized clients. Through this initiative, a specialized trauma-informed polyvictimization screening tool and associated service program will be developed and offered to SFPC clients. Following completion of the polyvictimization screening tool upon intake, SFPC will provide a wide range of services needed to address survivors' complete history of current and past experiences with violence.

III. SCOPE OF WORK

A. Scope of Work

The purpose of this RFP is to identify and obtain the services of a qualified consultant(s), hereinafter referred to as the "Program Evaluator", to provide: a) comprehensive evaluation plan; b) oversee data collection; and c) conduct a program process evaluation of the SFPC Polyvictimization demonstration initiative throughout the lifetime of the three-year grant.

The sub-contracted Program Evaluator will be responsible for all portions of the Program Evaluation including design, selection of sample, recruitment of participating clients, data collection, data analysis, interpretation, and drawing conclusions stemming from the Program Evaluation. The Program Evaluator must carry out the evaluation goals within the specified grant time period.

The objective of the Program Evaluation is to measure the impact of grant funding on screening SFPC clients for polyvictimization and providing appropriate services for polyvictimized clients. Additionally, the Program Evaluation may address different aspects of victim satisfaction with services and outcomes for victims and their families, depending on final evaluation plan agreed upon by SFPC and the Program Evaluator. Data collected must be both qualitative and quantitative in nature. The following Specific Aims should be achieved following the Project Evaluation:

1. Evaluate SFPC screening tool for polyvictimization
2. Identify gaps in services for polyvictimized clients
3. Measure capacity to serve polyvictimized clients before & during funding period
4. Describe client satisfaction with the range of services available

B. Deliverables

The Program Evaluator is required to produce two interim reports after Year One and Year Two of funding as well as a final report at the conclusion of the grant funding. The interim reports will include methodology, progress of the evaluation to date, any appropriate interim data analyses and conclusions, and plans for the remainder of the funding period. The final report will describe the evaluation methodology (e.g., research

design, sample, tools, data analytic strategy), findings, and recommendations of the program evaluation, to be shared with SFPC, OVC, and with the field generally.

In the final report, the Program Evaluator will also provide the following data as required by OJP funding:

1. Number of new formalized collaboration agreements developed
2. Number of new letters of support from partner agencies
3. Number of cross-partner planning activities undertaken
4. Number of agency policies or procedures created, amended, or rescinded during the reporting period
5. Number of groups/ organizations/ agencies participating in the quarter prior to funding
6. Number of groups/ organizations/ agencies that participate as a results of funding during the reporting period
7. Number of agencies involved in the partnership
8. Number of agencies that utilize an evidence-based program or practice in the delivery of services
9. Number of victims served during the reporting period
10. Number of victims served during the quarter prior to funding

C. Timeline

The Program Evaluator must evaluate grant activities undertaken by SFPC for the length of the project. The project length is expected to be between 2 to 3 years, contingent on OVC funding. The project length and specific timeline is subject to changes by SFPC and the OVC.

Evaluation work is to be performed on an on-going basis as appropriate to successfully accomplish the final evaluation plan agreed upon by SFPC and Program Evaluator. The Program Evaluator will stay in regular contact with key staff persons at SFPC, including regular, monthly check in meetings. At monthly check in meetings, the Program Evaluator will discuss progress, including any relevant data, with SFPC representatives.

An informal exit conference with a SFPC representatives and the Program Evaluator's representatives will be held at the conclusion of this project. At the conference, SFPC's representatives and the Program Evaluator's representatives will review the data reports. Observations and recommendations must be summarized in writing and discussed with SFPC representatives prior to the final report to OVC.

D. Budget Information

The Program Evaluator will receive \$166,666 to be used for the development and administration of the overall evaluation plan. The funding will be spread over the entire project length determined by the grant period.

Applicants must submit an estimated budget allocating the amount listed above for completion of the evaluation tasks. The Applicant's proposed budget should include information including the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

IV. APPLICATION MATERIALS

Interested Applicants shall, as a minimum, include the following in their proposal:

A. Prior Evaluation Experience and Expertise

The Applicant should demonstrate competence in all areas of program evaluation including sophisticated knowledge of program evaluation design, experience implementing and managing data collection for program evaluations of similar scope, expertise in the technical aspects of advanced data analysis, and experience preparing reports including summative analyses and related conclusions.

The Applicant should describe its prior program evaluation experience including the scope of the project, the program or initiative that was evaluated, the target population of the program or initiative, and deliverables or dissemination of results that followed the program evaluation. If the applicant has prior experience as a contracted evaluator, their proposal may include the names and contact information of appropriate individuals at agencies, organizations, or companies for whom the Applicant conducted program evaluation. SFPC may contact persons provided for a reference.

The Applicant should have specialized competencies in evaluating comprehensive initiatives and programs serving diverse and hidden populations, such as victims of domestic abuse, sexual trauma, and multiple other forms of victimization.

B. Proposed Evaluation Plan

The Applicant should submit a detailed proposed evaluation plan. The Applicant should describe all portions of the proposed Program Evaluation including evaluation design, selection of sample, recruitment of participating clients, data collection procedures, and data analytic plan.

The objective of the Applicant's proposed Program Evaluation plan should be to measure the impact of grant funding on screening SFPC clients for polyvictimization and providing appropriate services for polyvictimized clients. Additionally, the proposed

Program Evaluation plan may include plans to measure victim satisfaction with services and outcomes for victims and their families or other evaluation aims. The final evaluation plan will be agreed upon by SFPC and the Program Evaluator following receipt of the award. The proposed Program Evaluation plan should include plans for collecting data that are both qualitative and quantitative in nature.

C. Applicant Organization Information

The Applicant should describe its organization, size (in relation to the program, evaluation to be performed), and structure. The Applicant should specify any support offered by its organization for Program Evaluation or resources that would assist the Applicant in conducting the Program Evaluation described in this RFP.

The Applicant should describe their organization's relationship with any existing Institutional Review Boards. The Program Evaluator must submit the final Program Evaluation plan to an IRB if the plan meets the definition of human subjects research for OJP-funded programs, being "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge."

D. Staff Qualifications

The Applicant should describe the qualifications of staff to be assigned to the evaluation. Description should include:

1. Evaluation team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual evaluation team members.

Applicants should include a resume or CV of the lead evaluator and key staff along with a brief biographical summary of relevant experience (e.g., past program evaluation, experience working with culturally and ethnically diverse populations). Education, position, years and types of experience, and continuing professional education, will be considered.

D. Understanding of Work to be Performed

The Applicant should describe its understanding of work to be performed, including evaluation procedures, estimated hours, and other pertinent information. Proposals should include a detailed description of the Program Evaluation design, methods, and analytic strategy.

E. Proposed Budget

The Applicant should provide a proposed project budget that specifies the allocation of the \$166,666 that will be provided to the Program Evaluator. The proposed budget should include funding for all aspects of the Program Evaluation including the development and administration of the overall evaluation plan. The funding will be spread over the entire project length determined by the grant period. The Applicant's proposed budget should include information including the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

IV. EVALUATION OF PROPOSALS

A. Submission of Proposals

Please submit proposal via e-mail at ErinS@familypeacecenter.org and request a "read receipt" to ensure confirmation of electronic delivery.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.

C. Evaluation

Evaluation of each proposal will be conducted by a hiring committee consisting of various representatives from partner agencies at SFPC. The SFPC hiring committee will determine the best and most qualified applicant after reviewing all proposals. The SFPC hiring committee's evaluation of Applicants' proposals will be based on the following criteria:

1. Prior experience conducting Program Evaluation of human service programming.
2. The proposed Program Evaluation plan.
3. Applicant's organization, size, structure, and available research support (considering size in relation to evaluation to be performed.)

4. Qualifications of evaluation team
5. Applicant's understanding of work to be performed
6. Proposed Budget

D. Review Process

SFPC may, at its discretion, request presentations by or a meeting with any or all Applicants, to clarify or negotiate modifications to the Applicants' proposals. However, SFPC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms which the Applicant can propose.