**Sojourner Family Peace Center**

**and**

**Milwaukee Police Department**

**Request for Proposals**

**Program Evaluation of the Enhanced Collaborative Model to Combat Human Trafficking**

**For the Period**

**05/01/2017 – 10/30/2018**

**Proposals are due on or before 11:59pm CST June 18st, 2017**

**Sojourner Family Peace Center**

**619 W Walnut Street**

**Milwaukee, WI 53212**

**Attention: Liz Marquardt**

**Director of Education & Strategic Initiatives**

**lizm@familypeacecenter.org**

**414-810-1597**

# GENERAL INFORMATION

## Purpose

This Request for Proposals (RFP) from Sojourner Family Peace Center (Sojourner) and Milwaukee Police Department (MPD) is to contract an experienced Program Evaluator for the period of 05/01/2017—10/30/2018 to conduct a Program Evaluation of the “Enhanced Collaborative Model to Combat Human Trafficking Program.” This program is designed to support a lead law enforcement agency and a lead victim service provider in the development and enhancement of multidisciplinary human trafficking task forces that implement collaborative approaches to combat all forms of human trafficking, including sex and labor trafficking of both foreign nationals and U.S. citizens (of all genders and ages), within the United States. The task force will implement victim-centered, collaborative, and sustainable approaches to: identify victims of all types of human trafficking; investigate and prosecute sex trafficking and labor trafficking cases at the local, state, tribal, or federal levels; and, address the individualized needs of victims through the provision of a comprehensive array of quality services.

MPD is the lead law enforcement agency, and Sojourner is the lead victim service provider within Milwaukee’s task force.

The originating source of these Federal assistance grant funds to Sojourner Family Peace Center is the U.S Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) Grant No,# 2015-VT-BX-K007. The originating source of these Federal assistance grant funds to the Milwaukee Police Department is the U.S Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) Grant No #2015-VT-BX-K046.

The originating grant period is from 10/01/2015 to 09/30/2018. The Catalogue of Federal Domestic Assistance (CFDA) number is: 16.320 "Services for Trafficking Victims.”

 **B. Instructions on Proposal Submission**

1. Closing Submission Date

Proposals must be received no later than **11:59 p.m CST on April 9th, 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.

1. Inquiries

Inquiries concerning this RFP should be directed to:

Liz Marquardt

Director of Education and Strategic Initiatives

Phone: 414-810-1597

LizM@FamilyPeaceCenter.org

1. 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.

1. Right to Reject

Sojourner and MPD reserve the right to reject any and all proposals received in response to this RFP. Contracts for the accepted proposal will be based upon the factors described in this RFP.

1. Notification of Award

It is expected that a decision selecting the successful Applicant will be made within three weeks of the closing date of 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 Sojourner and MPD, 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 Sojourner authorized representative and an MPD authorized representative in the event the Program Evaluator determines or has reason to suspect a breach of this requirement.

**D. Human Subjects Research**

The proposal should include an analysis of whether the activities proposed as part of the Program Evaluation constitute human subjects research and a plan for IRB approval if necessary. If applicable, proposer should follow the Department of Justice’s human subjects’ protection regulations.

**E. Evaluation Integrity**

Sojourner and MPD enforce 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 Sojourner or with MPD 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 Sojourner, MPD 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 Sojourner, MPD, any individual Sojourner or MPD employee, or the contracted Program Evaluator. Findings from the proposed evaluation and analyses will be shared with OVC upon request.

**II. SCOPE OF WORK**

1. **Scope of Work**

The objective of the Program Evaluation is to measure the impact of grant funding on the effectiveness of the efforts to meet task force goals and objectives. Data collected must be both qualitative and quantitative in nature. Evaluation findings and including analysis of data collected in the Human Trafficking Reporting System (HTRS) and Trafficking Information Management System (TIMS) will be used to improve task force performance.

The purpose of this RFP is to identify and obtain the services of a qualified evaluator or evaluation team. The evaluator will provide: a) comprehensive evaluation plan; b) oversee data collection; and c) conduct a program process evaluation of the Enhanced Collaborative Model to Combat Human Trafficking project of Sojourner and MPD. The Task Force’s functioning as a whole is to be evaluated.

The sub-contracted Program Evaluator will be responsible for all portions of the Program Evaluation including design, overseeing 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 (ending 9/30/18).

1. **Deliverables**

The Program Evaluator is required to produce an interim report after Year One of funding, semi-annual reports, and a final report at the conclusion of the grant funding. The interim report 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. Findings of the interim report will be shared with all task force members and will be used to modify task force strategies and operations, as applicable, in order to improve task force outcomes.

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 Sojourner, MPD, OVC, and with the field generally.

The data that will be collected by Sojourner, community partners and MPD, with oversight from the Program Evaluator and entered into the Human Trafficking Reporting System (HTRS) and Trafficking Information Management System (TIMS):

* Number of task force members participating through an MOU during the report period, broken down by type of agency.
* Number of protocols adopted or updated by the task force, broken down by topic or type of protocol.
* Number of task force and subcommittee meetings held during the report period, broken down by type of meeting.
* Number of task force meetings held during the report period that include discussion of data collected by task force members.
* Description of evaluation activities completed by type.
* Number of trainings conducted by the law enforcement grantee, during the reporting period, broken down by topic. (HTRS)
* Number of trainings conducted by the victim service grantee during the reporting period, broken down by topic. (TIMS)
* Number of participants attending trainings conducted by the law enforcement grantee during the reporting period. (HTRS)
* Number of participants attending trainings conducted by the victim service grantee during the reporting period, broken down by type of participant. (TIMS)
* Number of NEW human trafficking investigations opened during the reporting period, broken down by type of trafficking (sex, labor, or both sex and labor) and by immigration status of the victim. (HTRS)
* Total number of trafficking investigations open at any time during the report period, broken down by type of trafficking (sex, labor, or both sex and labor). (HTRS)
* Number of trafficking investigations that resulted in arrest during the reporting period, broken down by type of trafficking (sex, labor, or both sex and labor). (HTRS)
* Number of suspects that were criminally charged with human trafficking related offenses, during the reporting period, broken down by type of trafficking (sex, labor, or both sex and labor.) (HTRS)
* Number of trafficking related cases prosecuted during the report period, broken down by type of prosecution.
* Number of individuals confirmed by law enforcement to be victims of human trafficking during the report period, broken down by type of trafficking (sex, labor, or both sex and labor). (HTRS)
* Number of NEW victims of human trafficking served for the first time during the report period, broken down by the type of trafficking (sex, labor, or both sex and labor). (TIMS)
* Total number of trafficking victims served during the report period. This includes NEW clients and existing clients served during the reporting period. (TIMS)
* Total number of services provided to trafficking victims during the reporting period, broken down by the type of service. (TIMS)
* Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization. (TIMS).

The deliverables for Task Forces under the grant are as follows:

* Develop effective leadership of the task force.
* Set clear goals and establish a defined mission for the task force.
* Develop the membership and sub-committee structure for the task force.
* Submit an MOU, signed by key task force members within 90 days of the award acceptance date.
* Manage administrative and coordinating functions of the task force.
* Develop clear, operational protocols for the task force and review/update at least annually.
* Organize regular task force meetings and maintain meeting records.
* Develop a process for collecting, sharing, analyzing, and jointly reporting data.
* Jointly develop training and public awareness materials that all members of the task force can use.
* Support training and professional development opportunities for all task force members.
* Establish trauma-informed and victim-centered protocols, that are culturally and linguistically appropriate, for identifying and screening victims of human trafficking.
* Establish processes for proactively investigating and prosecuting cases of both sex and labor trafficking.
* Provide a comprehensive array of services for all victims of human trafficking to help address each victim’s individual needs.
* Evaluate the efforts of the task force in meeting task force goals and objectives.
1. **Timeline**

The Program Evaluator must evaluate grant activities undertaken by Sojourner, MPD and partners for the length of the project. The project length is expected to be between 2 and 3 years. The project length and specific timeline is subject to changes by Sojourner, MPD 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 Sojourner, MPD, and Program Evaluator. The Program Evaluator will stay in regular contact with key staff persons at Sojourner and MPD, including regular, monthly check in meetings. At monthly check in meetings, the Program Evaluator will discuss progress, including any relevant data, with Sojourner and MPD representatives.

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

**D. Budget Information**

The amount available for evaluation through 9/30/18 is $23,757 from Sojourner Family Peace Center and $35,636 from the Milwaukee Police Department 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. While the current grant period ends 9/30/18, Sojourner and Milwaukee Police Department will request a no cost extension through 9/30/19. If approved, a contract extension will include an additional $11,879 from Sojourner and an additional $11,879 from Milwaukee Police Department to complete the additional evaluation and final report.

Applicants must submit an estimated, detailed 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 be included.

**III. APPLICATION MATERIALS**

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

1. **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. Specifically, experience in evaluating task force development is expected, and knowledge of human trafficking is preferred.

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. Sojourner and MPD may contact persons provided for a reference.

The Applicant should have specialized competencies in evaluating comprehensive initiatives, collaborative projects, and programs working across disciplines including those working with service providers and law enforcement.

1. **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, 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 the project activities under the Enhanced Collaborative Model to Combat Human Trafficking grant. The final evaluation plan will be agreed upon by Sojourner, MPD and the Program Evaluator following selection of the successful proposal. The proposed Program Evaluation plan should include plans for collecting data that are both qualitative and quantitative in nature.

1. **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.

1. **Staff Qualifications**

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

1. Evaluation team makeup.

1. Overall supervision to be exercised.
2. Prior experience of the individual evaluation team members, including, but not limited to evaluation of task forces and experience and training related to human trafficking.

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 collaborative projects, victim service providers and law enforcement). Education, position, years and types of experience, and continuing professional education, will be considered.

1. **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.

**IV. SELECTION PROCESS**

1. **Submission of Proposals**

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

1. **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.

1. The proposal does not follow the specified format.
2. **Scoring**

Scoring of each proposal will be conducted by a selection committee consisting of various representatives from Sojourner and MPD. The selection committee will determine the best and most qualified applicant after reviewing all proposals. The selection committee’s evaluation of Applicants’ proposals will be based on the following criteria:

1. Prior experience conducting Program Evaluation of human service programming, collaborative projects, and law enforcement investigations and prosecutions.

2. The proposed Program Evaluation plan.

1. Applicant’s organization, size, structure, and available research support (considering size in relation to evaluation to be performed.)
2. Qualifications of evaluation team or institution
3. Applicant’s understanding of work to be performed
4. Proposed Budget
5. **Review Process**

Sojourner and MPD may, at their discretion, request presentations by or a meeting with any or all Applicants, to clarify or negotiate modifications to the Applicants’ proposals. However, Sojourner and MPD reserve 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.