

Collaborative for Children Evaluation Services Request for Proposal (RFP)

Overview

Collaborative for Children (CC), a non-profit organization, is currently seeking proposals from program evaluation experts, including universities, private consultant firms, and evaluation organizations. The objective is to evaluate and assess the effectiveness of the Center of Excellence program, a three-tier support model designed to enhance business viability, teacher efficacy, and family engagement, with a focus on its impact on child outcomes across six domains of learning. Experts must have experience providing comprehensive, longitudinal program evaluations and understanding of early childhood education. The evaluation experts will work closely with program leadership to advance Collaborative for Children's applied research in early childhood education.

Collaborative for Children is seeking to identify a firm to contract with initially for the evaluation period starting September 1, 2023, and ending June 30, 2024.

Your organization, among others, is invited to submit a proposal in the format outlined in this document. Collaborative for Children will not be responsible for any expenses incurred by vendors preparing a response to this RFP. The cost of developing and submitting a bid is the responsibility of the vendor.

Highlighted Scope of Work

The below list is a highlight of the deliverables we are seeking from an Evaluation Team:

- Conduct a review of all previous Centers of Excellence research work as well as literature review and provide a comprehensive work plan with a detailed timeline indicating milestone markers of progression.
- Establish a true research design for the eventual digital data hub to automatically evaluate for future research beyond this research project.
- Include an experimental and control group in research design.
- Review and update logic models and refine and strengthen current research questions to support research and evaluation of CC's Centers of Excellence impact of child outcomes.
- Create and qualitative and quantitative instruments to evaluate the effectiveness of CC's Centers of Excellence's teacher, director, and/or family impact on inputs improving kindergarten readiness outcomes for children.

- Provide both qualitative and quantitative analyses of Collaborative for Children's programs, sub-program components, strategies and service delivery models.
- Aggregate data for the purposes of summaries, reports, statistical analysis and examining trends.
- Create a data dashboard that reveals findings of the most cost-effective input in demonstrating that a minimum of 70% of children ages 3-4 demonstrate growth towards school-readiness outcomes (outcomes included below)
- Evaluate current data and assessment tools to determine validity and correlation to desired outcomes and educational trends.
- Identify program gaps and any areas that require additional focus or modification.
- Conduct a progressive analysis and validation of Collaborative for Children's program design.
- Effectively communicate evaluation, assessment data and recommendations to the Collaborative for Children team by providing three formal written reports (baseline/beginning of year, mid-year, and end of year) as well as an in-person PowerPoint presentation of ultimate findings.
- Final recommendations should include program wins and measurable impactful changes that can be implemented immediately.
- Solicit regular patterns of documented feedback from the Collaborative for Children team, and modify services as needed.

Evaluation Metrics

The following domains, metrics, and assessment tools are the measurable evaluation methods that will be utilized for this project:

Domains of School-Readiness Outcomes: Social Emotional Learning/Literacy/Math

SEL:

- PK guideline – I.B.1.c. – Child manages own behavior with adult guidance and assistance
- PK guideline – I.B.1. – Child follows simple rules and routines when assisted by adults

Literacy:

- PK4.III.C.1 – Child recognizes and names at least 20 letters (upper- or lower-case letters).
- PK4.III.C.2 – Child recognizes at least 20 distinct letter-sound correspondences.

Math:

- PK4.V.A.1 – Child rote counts from 1 to 30.
- PK4.V.A.3 – Child counts up to 10 items and demonstrates cardinality by communicating that the last number indicates how many items are in the set.

Metrics

Business Development:

- Staff Retention Rate
- Enrollment Rate
- Fee Collection Rate
- Revenue Covers Cost Per Child

Instruction:

- Emotional Support Rating
- Classroom Organization Rating
- Instructional Support Rating

Family Engagement:

For Center Families

- Emotional Support Rating
- Instructional Support Rating

For Community Families

- Communication Rating
- Problem Solving Rating
- Social Emotional Rating

Child Assessment Tools

- CLI Engage CIRCLE Assessment - Academic assessment administered to preschool children aged 3-5 tracking progress towards developmental milestones.
- e-DECA Assessment - Social Emotional Learning Assessment that will be administered to all COE teachers of children ranging between 3-5 years of age.

RFP Timeline

The due date for submitting a response to this RFP is **Wednesday, August 2, 2023**. Request for Proposals received after Wednesday, August 2, 2023 will not be considered.

Activity	Due Date
Vendor Proposals Due	August 2, 2023
Beginning of Year (BOY) Evaluations	September 2023
Middle of Year (MOY) Evaluations	December 2023
End of Year (EOY) Evaluations	May 2023

Vendors must submit proposals by email.

Email responses to:
Allison Sanders
Manager, Business Development
asanders@collabforchildren.org

Minimum Requirements for Request for Proposals:

- All vendors responding to this RFP must supply all services specified in this RFP and must be the sole entity responsible for all aspects of performance regarding the services required to meet this RFP's requirements, if awarded.
- Each item listed in the Scope of Services and attachments must be addressed in the proposal.
- Vendor quotes submitted in response to this RFP represent binding offers and must remain valid for a period of 120 days from receipt by Collaborative for Children, or until discussions/negotiations are concluded, whichever is later.
- The selected vendor is required to have competent personnel

Evaluation Criteria

Agency shall consider the following items in its evaluation of the Vendor proposal:

- Cost Effectiveness (30%)
- Company overview and proposed methodology for RFP deliverables outlined in the scope of work (35%)
- Demonstrated ability to complete deliverables outlined in the scope of work (25%)
- Additional Consideration for MWBE organizations (10%)

Contact

Please direct any correspondence regarding this RFP to the contact listed below.

Dr. Melanie Johnson, President and CEO
Collaborative for Children

Collaborative for Children Agreed Upon Procedures Report - Request for Proposals

Vendor Profile/Services and Support Provided

COVER PAGE:

Include vendor's name, address, name of contact person with title, telephone number and email address.

OVERVIEW:

1. Describe the organizational structure. Is the organization for-profit or non-profit?
2. Describe the qualifications, experience and availability of the personnel most likely to be the lead of the Collaborative for Children Program Evaluation.
3. Describe your organization's specific expertise in early childhood programs, education and/or evaluation.
4. Describe any work related to evaluating early childhood programs and/or work in education.
5. Describe any work related to evaluating child outcome (assessment) data and facilitator or teacher outcome (assessment) data.
6. Described any expertise in evaluating and measuring outcomes of longitudinal programs with multiple partners.
7. Provide a general scope of your program evaluation services, please include:
 - Examples of program evaluations completed in the last 3-5 years
 - Describe your method of data and information collection and formal reporting
8. Identify whether or not a women or minority owned/led organization
9. Present costs of services provided

Proposal Presented by Collaborative for Children on July 19, 2023

Please provide detailed answers to the following:

- Please provide an overall description of your team's proposed approach to the creation and implementation of program evaluation, from onset through completion. What phases and structure do you suggest?
- What information does Collaborative for Children need to provide in order to receive adequate consultation and evaluation?
 - Describe and define creative ways to measure unquantifiable aspects such as personal transformation, learner satisfaction, or parent-confidence?
- Describe your method to work with Collaborative for Children's leadership?
 - How much time do you anticipate with senior staff and others during your proposed process?
 - Is there a kick-off meeting? If so, please describe that process.
- Please provide a project timeline including all steps involved in your proposed program evaluation process as well as milestone markers of progress.
 - Provide a brief explanation of the research methodology you will implement: how is it applicable to the early childhood education field and why the chosen methodology is the best option for this proposal?

Please provide any other documents that may be helpful in our evaluation of your proposal.

BUDGET:

Submit a detailed, itemized budget and budget narrative of proposed services, from the onset of the project through completion.

- Include the cost of evaluation instruments or assessments that may need to be purchased and the cost of training staff (if applicable) to implement the instruments/assessments.

REFERENCES:

Include references from three organizations that have contracted with your organization to provide services similar to those being proposed.

- Include the name of the organization, contact person, telephone number and email address of the contact person, length of the contract(s), and the service your organization provided through the contract(s).