JACK, JOSEPH AND MORTON MANDEL
SCHOOL OF APPLIED SOCIAL SCIENCES
CASE WESTERN RESERVE
UNIVERSITY

Partnership for Evaluation, Research
and Implementation

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The Partnership for Evaluation, Research and Implementation has its administrative home within the Begun Center for Violence Prevention Research and Education; Daniel J. Flannery, PhD, is director.

Partnership for Evaluation, Research, and Implementation (PERI)
Request for Proposals (RFP)

Deadline for Submission: Friday, July 19th, 2024 at 5:00 p.m. EST

I. INTRODUCTION
The purpose of this Request for Proposals (RFP) is to invite health and human service-focused nonprofit and governmental organizations in Cuyahoga County to apply for data evaluation services through the Partnership for Evaluation, Research, and Implementation (PERI) at the Begun Center for Violence Prevention Research and Education at Case Western Reserve University (begun.case.edu/peri). PERI is a high quality/low-cost resource for nonprofit organizations seeking information and expertise on program outcomes and quality improvement.

II. ELIGIBILITY
Cuyahoga County nonprofit and governmental agencies working in the health and human services sector, including past PERI applicants and awardees, are eligible to apply. Agencies previously selected to work with PERI are welcome to submit new proposals. Agencies that previously applied to PERI, but were not selected, may reapply with the same proposal or a new request if the desired services have changed. Please note that programs do not need to have a focus on violence prevention. For eligibility questions, please email peri@case.edu or call Branka Primetica at 216.368.2381.

III. BACKGROUND
Nonprofit organizations face increased pressure to show the effectiveness of their programs and services through measurable, positive outcomes. These outcomes ensure that organizations are effectively advancing their missions. As such, funding organizations have placed increased importance on outcomes in determining funding priorities. Although nonprofits provide critical services to the community, they are often unable to evaluate the effectiveness of their programming. Even when organizations collect adequate data on their programs, those data often sit idly waiting for analysis. The lack of demonstrable outcomes can compromise an organization's ability to advocate for additional funding. PERI aims to fill this gap through its innovative service provision model. The Begun Center recognized the need for nonprofit organizations to have access to affordable program evaluation services. Though not exclusively, this appears to be especially true for small and midsized organizations, which typically do not have the staff or resources to conduct these activities.

IV. PERI SERVICES
PERI provides two types of services via a team of expert evaluators led by Jeff Kretschmar, Ph.D., Research Associate Professor and Managing Director of the Begun Center.

1. *Evaluation Consultation* is intended for organizations that a) are not currently collecting data and need assistance with developing an evaluation plan, or b) are currently collecting data and need input on data quality (e.g., accuracy and appropriateness of tools, or measures, survey design) and data collection methods (e.g., procedures and systems).
2. *Program Evaluation* is available for agencies that need assistance with evaluating readily available data and reporting results. Due to the limited timeframe for PERI projects, data proposed for evaluation must be collected prior to the onset of the project.

Project products include a presentation, infographic, and final report that summarize and visualize results.

V. PERI PROJECT SCOPE

PERI projects are designed to be completed in a short time frame, ideally no longer than three to four months. Therefore, proposed projects must be focused. One method for focusing a proposal is to limit the request for services to one program or service within an organization. In most cases, a request for evaluation services for an entire organization would be outside the scope of a PERI project. For example, "Agency X" is a youth-focused nonprofit and provides mentoring, mental health treatment, educational services, physical health services, and substance use services. It is beyond PERI's scope to request evaluation services for all the programs. In this instance, it is advisable to narrow the focus of the application to one (or two) areas.

If your organization is interested in organization-wide evaluation services, beyond what would be feasible for a PERI project, it is possible to contract with the Begun Center for services of this scale. If you have questions about project scope or are interested in organization-wide evaluation services, please email peri@case.edu or call Branka Primetica at 216.368.2381.

VI. PERI FUNDING MODEL

PERI's funding model is designed to address the reality that many nonprofit organizations are unable to pay current market rates for consultation and/or evaluation services. The model was developed with input from several local nonprofit organizations and Foundations. The funding structure has three key components:

1. *Nonprofit organizations* selected to work with PERI provide a reasonable amount of funding to demonstrate their commitment.
2. *PERI* provides dedicated staff effort and support to all selected projects.
3. *Foundations* cover the remainder of project costs.

We do not expect the applicant to determine the total cost of the project. Project costs are determined by PERI staff. Once a project cost is established, PERI will work with the applicant to determine an appropriate amount for the agency to contribute. Agency contributions are in large part determined by the agency's annual budget using a sliding scale. In prior rounds, participating agencies contributed between 15%-35% of the total evaluation costs. For example, if we estimate that a project costs $10,000 to complete, agencies generally would be responsible for between $1,500 and $3,500. Applicants are not bound to enter into an agreement with PERI if selected for participation. This RFP process will allow PERI staff to identify potential projects, at which point additional discussion between PERI and the selected applicant will occur. These additional discussions, including specific terms related to financial commitments from the applicant, will determine if PERI and the applicant move forward contractually with the proposed project.

VII. HOW TO APPLY

Proposals received on time and that meet eligibility criteria will be reviewed. Proposals should include:

1. Organizational Description

A brief description of the focus and mission of your organization.

2. Proposed Project

Please describe, in detail, the proposed project for which you are requesting PERI assistance. As a reminder, proposed projects should be focused and feasible to complete in a three to four-month timeframe.

At minimum, be sure to include all the following items:

- What services are you requesting from PERI: evaluation consultation OR program evaluation? Provide a detailed description of your proposed project.
- Describe the program(s) for which you are requesting PERI services. What are the goals of the program(s)? What services do you provide? What population do you serve?
- What changes do you expect to see in your clients as a result of your agency's services? These changes can include shifts in knowledge, behavior, skills, and/or attitudes (e.g., improve academic performance, increase confidence, decrease mental health symptoms).
- Describe any previous or current evaluation efforts related to this program/service.
- Explain what your organization hopes to gain/learn from PERI's work.
- Describe how you intend to use the results within/outside of your organization.
- Complete the Evaluation Readiness Assessment on page 5 and attach your answers. The Assessment is NOT counted toward the page limit.

3. Available Data

Describe the program/service data currently available related to your request (e.g., what data are currently being collected to evaluate the program/service). Examples of data sources include intake forms, program data, client satisfaction surveys, staff observation surveys, etc.

Include the following about each data source:

- What are the data elements that are being collected?
- When is the data source collected, what staff member collects it, and who completes the information? (e.g., "A satisfaction survey is administered at the end of programming by the program facilitator. It is completed by the program participant.").
- Are the data available on paper or electronically?
- What is the sample size? For example, do you have data on 10 clients, 100 clients, 1,000 clients?
- How long have you been collecting each data source?
- Were there different versions of the collection tools used?
- Attach BLANK copies of any paper or electronic forms/surveys used to collect/track these data. Forms/surveys are NOT counted against the page limit.

4. Additional Information

Please provide information about the following:

- From what Foundations or other entities, if any, does your organization receive support?
- Is the proposed program partially or fully funded by specific Foundations or other entities? If so, please identify which one(s).
- What is the annual operating budget of your organization? What is the annual operating budget for the specific program(s) for which you are requesting PERI services?

- Please include a statement recognizing that if selected for further consideration, ultimately chosen to partner with PERI on the project, and agree to such partnership, that your organization understands there will be a required financial commitment to the project. This commitment will be negotiated with PERI during the contractual phase of the award process. Submission during this RFP phase does not obligate the applicant to agree to work with PERI if the terms of such work cannot be negotiated.
- **Be sure to indicate in the proposal the agency contact, including name, phone number, and email address.**

VIII. OTHER SPECIFICATIONS

- Length of proposal narrative: **NO MORE** than 7 double-spaced pages, 12-point Times New Roman or similar font, and 1-inch margins. As a reminder, the Evaluation Capacity Assessment and blank data forms/surveys are NOT included in the page limit.
- Deadline for submission: Friday, July 19th, 2024 at 5:00 p.m. EST.
- No fax or mailed copies will be accepted; electronic submission only.
- Submit proposals via email to peri@case.edu with the subject "2024 PERI Proposal – YOUR ORGANIZATION'S NAME"
- Organizations may submit more than one application for distinct projects.

IX. PROPOSAL SELECTION

PERI plans to select two proposals for evaluation consultation and/or program evaluation services this round.

There are no established scoring criteria by which these proposals will be evaluated. For example, the description of your organization and mission does not contribute 10% to your proposal scoring. Instead, reviewers will look for broad themes when determining strength of the application and evaluate several areas within the proposal, including, but not limited to:

- Agency compatibility and proposed project fit with PERI
- Clarity of program goals
- Quality of responses
- Impact of PERI work/results on the agency and clients
- Feasibility of proposed project
- Estimated cost of project

Errors and omissions may negatively impact proposal selection; however, PERI reserves the right to waive errors or omissions that do not materially affect the proposal.

All activities and proposed awards described throughout this announcement are contingent upon funding availability and the number of proposals received. PERI reserves the right to make no award, ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicant(s).

XI. QUESTIONS

If you have questions regarding this RFP, email peri@case.edu or call Branka Primetica at 216.368.2381.

Evaluation Readiness Assessment

To help assess your current evaluation capacity, please use the scale below to rate the program(s) for which you are requesting PERI services.

Circle your rating for each item.

- → **1 –** We aren't doing anything in this area, **need a lot of help**!
- → **2 –** We are doing some tasks in this area, **could use some help.**
- → **3 –** We are doing ok in this area, **could use a little help**.
- → **4 –** We are doing great in this area, and **no help needed**.

1. Program Goals Identified

Program has clear goals and objectives. Program descriptions are consistent and clear. Program activities align with the organization's mission.

CIRCLE ONE:	1	2	3	4
	Need a lot of help!	Could use some help.	Could use a little help.	No help needed.

2. Measurable Outcomes

Program has clear measurable outcomes that align with the goals. These outcomes identify what change is expected to occur, in what way, and with what group(s). Example: K-3 students reading skills will improve.

CIRCLE ONE:	1	2	3	4
	Need a lot of help!	Could use some help.	Could use a little help.	No help needed.

3. Data Collection Tools

Program has a data collection tool that measures outcomes. This may include intake forms, surveys, focus group question guide, and other methodologies.

CIRCLE ONE:	1	2	3	4
	Need a lot of help!	Could use some help.	Could use a little help.	No help needed.

4. Data Collection Process

Program has at least one staff member charged with overseeing all data collection efforts. This includes a data collection protocol being established and documented.

CIRCLE ONE:	1	2	3	4
	Need a lot of help!	Could use some help.	Could use a little help.	No help needed.

5. Data Management

Organization has a data management system in place. This includes a process to enter data (if collected on paper) and an electronic system for storing data, like a spreadsheet or database.

CIRCLE ONE:	1	2	3	4
	Need a lot of help!	Could use some help.	Could use a little help.	No help needed.

Adapted from Evaluation Into Action Evaluation Readiness Assessment:
https://evaluationintoaction.com/evaluation-readiness-assessment/