



Request for Proposals (RFP)
21st Century After School Program Evaluators

RFP Submission Date: On or before Friday, November 13th, 2020 no later than 3:00 p.m.

Issued By: Peace Community Center

Representative: Development Director, Lianna Shepherd

Email: lianna@peacecommunitycenter.org

Introduction: Peace Community Center is seeking qualified consultants, representing diverse backgrounds, with a minimum of three years of 21st Century federally funded grant evaluation experience to present proposals for Peace Community Center's 2020-2021 21st Century grants at McCarver Elementary and Jason Lee Middle Schools located in the Hilltop of Tacoma, Washington.

Organization Overview: Website: www.peacecommunitycenter.org

Our Mission: Peace Community Center creates transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership.

Our Vision: We envision a vibrant community where youth and families are life-long learners who use their diverse gifts to cultivate love, justice, and peace for generations to come.

Our Values: Community Justice Joy Learning Wholeness

Anti-Racism Statement: Peace Community Center is committed to confronting systemic racism and all forms of oppression to promote personal growth, social justice, and reconciliation.

Faith Rootedness Statement: Peace Lutheran Church birthed Peace Community Center out of faith and a deep commitment of love for the Hilltop neighborhood, gifted Peace Community Center to Tacoma, and continues to closely partner with Peace Community Center to serve Hilltop youth and families today.

Peace Community Center's Educational Programs: Peace Community Center offers a pathway model of holistic services that supports students in grades 2-12 to and through college and career, with academic and social-emotional resources, enrichments and development. In partnership with Tacoma Public Schools and students' families, Peace Community Center lives out its mission through youth development and education focused programming.

Our goal is for students to graduate from high school and obtain a post-secondary degree that fits their career goals. We believe that with this educational background our students will be

well-positioned to obtain careers with the skills, experience and values that actively contribute to more just and vibrant communities, especially in the Hilltop of Tacoma.

Project Timeline: December 2020 - November 2021

Project Funding: \$21,000

Project Requirements:

- Draft and present to the Executive Director a detailed 2020-2021 **evaluation timeline reflecting the project's budget, estimated hours, hourly rate and total cost. Businesses will specify principal consultant and associate consultant's roles, planning timelines** and identify **evaluation requirements**;
- **Attend in-person or virtual OSPI meetings**, trainings, YPQA certifications or webinars for local evaluators;
- Conduct a minimum of two **YPQA observations** of Peace's 21st Century programs (at McCarver Elementary and Jason Lee Middle School):
 - Score the observations
 - Report the scores to OSPI
 - Provide Peace a report of program learnings and
 - Present Peace staff and senior leadership with a program improvement plan, based on observation findings;
- Provide support towards **evaluation compliance** while reflecting on data and progress towards overall project goals:
 - Facilitate bi-monthly meetings that focus on planning for upcoming evaluation requirements and reflecting on progress towards goals and objectives via collected data
 - Conduct bi-monthly check-in phone calls to the Senior Director of Education Programs, for the months with no in-person meetings
 - Provide on-going email communication and support to Senior Director of Education Programs and Executive Director as needed:
- **Data Collection and Analysis:**
 - Draft family and student survey questions, based on grant goals and objectives, for staff to distribute to families and students
 - Analyze survey results, draft findings and present a final report to Senior Director of Education Programs and Executive Director
 - Conduct data entry and analysis and complete a 20 or more page report that aligns with 21st Century grant requirements;
- **Project Management:**
 - Manage other aspects of achieving project goals and responding to client requests, including unanticipated OSPI action items or requests

How to Respond (Proposal Guidelines):

Your proposal should include the following:

- An Executive Summary
- A brief description of your business' consulting experience & alignment with our diversity goals
- Background information about your business

- Resumes for the lead consultants who would be managing the project
- 3 Professional References that include the following:
 - Reference's First and Last Name,
 - Phone Number,
 - Email Address OR
 - Provide a written recommendation from a reference detailing the quality of your work and total price of the project
- Proposed timeline of services for December 2020-November 2021
- A high level description of activities per project task with itemized pricing of services to be rendered, as recommend in this proposal, totalling no more than \$21,000
 - Please include the following ***Project Tasks (at minimum)*** in your proposal:
 - Evaluation Planning
 - Project Management
 - Attending OSPI Meetings
 - YPQA Observations
 - Support for 21st Century Evaluation and Compliance
 - Data Collection and Analysis and
 - Drafting a 21st Century 20+ page report creation

Please Submit your completed proposal in .pdf format to Peace Community Center's Development Director, Lianna Shepherd at lianna@peacecommunitycenter.org.

Selection Criteria: Peace Community Center will evaluate proposals based on the following criteria:

- Timely submission on or before the deadline due date.
- Consults representing diverse or underrepresented populations.
- Evaluators having a minimum of 3 years of federal grant evaluation experience and/or;
- Evaluators having a minimum of 3 years of federal grant management experience.
- References that demonstrate the evaluator's commitment to excellence in their work.
- References that demonstrate improved program quality because of the evaluator's work.

RFP & Project Timeline:

<i>Date:</i>	<i>Timeline:</i>
10/26/2020	RFP Posted
11/6/2020	Proposals Due to Peace Community Center
11/18/2020	Responses Provided to Applicants
11/20/2020	Successful Applicant drafts and submits to Peace's Executive Director a detailed Evaluation Budget for the 2020-2021 fiscal year, reflecting December 2020-November 2021 for review and consultation.
11/23/2020	Evaluators host a roles and timeline planning meeting to review the detailed evaluation budget and principal and associate consultant roles.

	Meet to review and discuss programs goals with the Executive Director and Senior Director of Education Programs.
11/24/2020	Review a draft MOU agreement for Peace and the consulting firm to sign
11/30/2020	Sign revised and finalized MOU agreement
12/1/2020	Start of the 2020-2021 MOU agreement