

Program Evaluation Scope of Services and Specifications

Martin Pitt Partnership for Children is seeking a qualified individual or organization to provide comprehensive program evaluation services for the period of March 1, 2019 through June 30, 2019. This project will enable the organization to assess the impact of current projects and plan high impact programs and activities for future years. The goals of this activity are to evaluate and determine how each program is achieving its objectives, to assist the Partnership in maintaining and adjusting objectives and measurement strategies that are current and appropriate, and to perform program monitoring. The following program activities are currently funded by the Partnership:

1. Child Care Resource & Referral
2. Professional Development for Child Care Providers
3. Quality Enhancement Project
4. Promoting Pre-Literacy – including Imagination Library
5. Raising A Reader
6. Reach Out and Read
7. Community Outreach
8. Parents As Teachers
9. Child Care Health Consultant
10. Nurse Family Partnership

1-8 is performed by program staff

9-10 is performed by Direct Service Staff

Specific tasks to be accomplished include the following:

1. Review and update existing logic models annually to ensure that all programs have measurable, written outcome goals that are connected to actual service delivery strategies and interventions. Ensure that each activity's data collection and reporting is sufficient to assess the attainment of outcomes and impacts on children and the community.
2. Ensure that all programs have adequate means to report numbers of children, families and childcare providers in all appropriate categories. This will include review of current program data collection procedures, spreadsheets, surveys, and tracking forms.
3. As needed, refine or adjust current program data collection and tracking procedures to reflect any programmatic changes that might occur, including creation of such for any new programs.

4. Provide and present a written annual evaluation report of all programs to the organization's Board of Directors no later than September of each year to include outputs and outcomes, an overview of measurement tools, service delivery summary, and relationship of activity outcomes to PBIS standards. The report will note progress on program goals and PBIS.
5. Make recommendations regarding frequency of program monitoring based on historic performance. Perform at least one on-site program monitoring of all activities and provide a written report. Observe programs in progress, review service delivery strategies and implementation, and review record keeping.
6. Compiling data/documentation showing programs to be Evidence Based or Evidence Informed,
7. Review of required quarterly evaluation reports to the North Carolina Partnership for Children, and
8. Communicating with in-house program staff to review program progress, offer suggestions and act as a resource.

Proposals should address the method to achieve the goals and objectives identified in this proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included as well as the organization's/individual's level of preparedness to implement the program. Familiarity with Smart Start and reporting requirements from the North Carolina Partnership for Children is preferred. Experience and an educational background in evaluation or a related field is required.

Contractors should submit a four month bid proposal effective from March 1, 2019 through June 30, 2019, with separate annual budgets ending June 30th each year of the proposed period. Contracts are awarded on an annual basis. Continuation of multi-year proposals/contracts is subject to an annual review at June 30th of contractor performance and availability of funds.