

Request for Proposal: Seeking an established Evaluation Group (RFP-2020)

*Teen Pregnancy Prevention Program  
Touchstone Health Services, Prevention Department  
12725 W. Indian School Rd. Suite C-108  
Avondale, AZ 85392  
Contact Person: Lydia Cossio  
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**Purpose:** The purpose of the evaluation is to examine the effectiveness of the Teen Pregnancy Prevention Program on participating youth, and to ensure that the deliverables of the project are produced in a timely manner. In addition, the selected evaluation group will provide technical support to Touchstone Behavioral Health dba Touchstone Health Services (THS) staff throughout the life of the grant.

**Description:** Touchstone Health Services, Teen Pregnancy Prevention Program (TPPP III) is a 3-year grant funded by the Office of Population Affairs, Department of Health and Human Services and addresses the growing need for awareness and education on teen pregnancy and sexually transmitted infections. TPPP's goal is to reach approximately 13,000 youth throughout the 3 years with an evidence-based prevention curricula, Making Proud Choices, Love Notes, Safe Dates and Positive Action. TPPP also aims to serve 1000 adults with evidence-based parenting programs, Active Parenting of Teens and Positive Parenting Program (Triple P). This also includes Youth Mental Health First Aid Trainings throughout the year. The TPPP program services the Glendale and parts of the Phoenix area and facilitates the Community Alliance for Resources and Education (CARE) Coalition. This Coalition is comprised of a Community Advisory Board, Youth Leadership Council, which strives to improve adolescent health in the West Valley, engage in a comprehensive community awareness campaign, create a foster a trauma informed community, build resiliency, and help create safer and supportive environments for youth. THS will develop and extend CARE into the Glendale and Phoenix area to ensure CARE continues to grow and provide information and services throughout the valley.

**Standard Background Questions:**

Please respond to the below questions (Yes or No). You **must** answer **yes** to the below questions in order to be considered for the bid.

1. Have you ever worked with evidence-based programs?
2. Have you ever worked with programs geared to adolescent wellbeing, teen pregnancy prevention, and/or parenting programs?
3. Have you ever done a submission to academic journals, and/or and conference presentations?
4. Have you ever utilized the Coalition Functioning Instrument and/or the Community Readiness Assessment?

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Please answer the below questions in more depth. These will help us determine if you are a good fit for the program. Your response to the below questions should not exceed 10 pages. This includes any graphs/pictures that you would like to incorporate.

1. What is the name of your Evaluation Group?
2. How long has your company been providing evaluation work?
3. Give us some examples of evaluation work you have done in the past or present?
4. What does your group specialize in?
5. Please elaborate on any submissions to academic journals, and/or and conference presentations that your group has done.
6. What evidence-based programs has your group worked with and in what capacity? How have you determined to measure fidelity and quality of implementation?
7. Please explain how your group utilized the Coalition Functioning Instrument and/or the Community Readiness Assessment? Please be specific.
8. Has your group ever utilized or received data from the Arizona Department of Health Services and Maricopa County Department of Public Health to determine program impact in the targeted area? If so, please elaborate (what did you gather what was the purpose, how did you utilize the information).
9. Has your group ever done need assessments (individual, group, etc.) or focus groups (parent, youth, etc.)? If so, please elaborate.
10. Please describe any specific work with teen pregnancy prevention programs or sexual health education.
11. Please describe how you would propose to evaluate systemic approaches.

**Objectives:**

1. To provide comprehensive program evaluation for Touchstone Health Services' Teen Pregnancy Prevention Program.
2. To provide technical assistance to Touchstone Health Services staff working in the Teen Pregnancy Prevention Program.
3. To collaborate with report writing and other reporting needs related to the TPPP program.

**Methodology:**

a.) ***Training:***

The selected evaluation group will:

- Conduct data collection protocol training with THS staff, and with coalition members and/or school partners as needed.
- Train four observers on youth curricula and fidelity monitoring and session observations protocols.

b.) ***TPPP Performance Measures:***

The selected evaluation group will:

- Analyze, collect and report on performance measures as specified in the TPPP work plan and as required by Office of Population Affairs (OPA).

c.) ***Fidelity Observations:***

The selected evaluation group will:

- Coordinate observation schedules for a total of 10% of all program sessions.
- Examine fidelity data using fidelity observation measures and monitoring plans.
- Provide implementation feedback to TPPP Manager/Supervisors monthly regarding program strengths and areas of improvement.
- Urgent concerns will be addressed with TPPP Manager/Supervisors immediately following observed workshop.
- Fidelity data and observation notes will be summarized and included in a report along with recommendations (see “Dissemination of Findings” below).
- Input fidelity, attendance, demographics, and observational data into the OPA database or provided spreadsheets.
- Utilize Getting to Outcomes tool, to provide continuous quality improvement of the program. This includes a quarterly review of session attendance and completion rates to ensure recruitment and retention goals are met. The quarterly review will also entail a discussion around feedback from program observations.

d.) ***Adult and Youth Curricula:***

- The parent and youth program will be evaluated following all proposed activities and any other activities required by OPA.
- This includes but is not limited to pre- and post-surveys, participant satisfaction surveys, teacher after program surveys, monthly and quarterly data for incentive targets as examples if applicable.

e.) ***Needs Assessment:***

The selected evaluation group will:

- Receive secondary data on teen pregnancy and HIV/STD prevalence in the intervention area from Arizona Department of Health Services and Maricopa County Department of Public Health to determine program impact in the targeted area.
- Complete a community needs assessment each year, a total of 9 focus groups and 9 key informant interviews, including 900 community surveys total.
- Enter and analyze results to determine changes in community knowledge and attitudes concerning teen pregnancy and HIV/STD prevention.

f.) ***Coalition and Community Mobilization:***

- The coalition will be measured using the Coalition Functioning Instrument and/or the Community Coalition Assessment Tool on an annual basis to facilitate comparisons from year to year.

g.) ***Other Documentation:***

The selected evaluation group will:

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- Utilize all other documentation collected for reports and peer reviewed articles. Examples of documentation are: attendance forms, meeting agendas and minutes, number of informational material distributed, number of Facebook followers and website hits, number of conference presentations and publications.

*h.) Analysis:*

The selected evaluation group will:

- Complete all quantitative data entry, cleaning and analysis, as well as analysis of qualitative data following strict research protocols.
- Ensure that all data provided accurate and received in a timely manner.

*i.) Reporting:*

- Assist Touchstone to meet all required reporting activities as specified by OPA for the TPPP grant.
- This includes but not limited to a bi-annual reports and annual reports.
- Meet monthly with Prevention/School-Based Services Director, Prevention/Health Promotion Assistant Director, Manager, Supervisors, and staff to discuss quality improvement, and to provide updates on program evaluation.

*j.) Publications and Presentations:*

The selected evaluation group will:

- Submit at least two manuscripts to a peer review journal for publication and three conference abstracts during the life of the grant.

**Dissemination of Findings:**

- Efforts to disseminate findings will include timely reports to Touchstone and to OPA, submission to academic journals, and for conference presentations.

**Communication**

The selected evaluation group will:

- Facilitate ongoing and timely feedback (acknowledgement of correspondence (call, email, etc.) at least 24 hours) to TPPP staff implementing the teen pregnancy prevention intervention and allow them to make adjustments to the project design without jeopardizing program fidelity.
- Aim to have at least 3 days a week dedicated to THS staff (in person or virtually) to answer questions, review data, hold meetings, etc.
- Any barriers to meeting this expectation should be discussed with Assistant Director and/or Director for approval.
- Any barriers and/or changes to data collection (retrieval/input) and expected deliverables will be identified early on and reported back to service providers. This will allow TPPP staff and the selected evaluation group to revisit their implementation approaches to find the best possible strategies.

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- Communicate regularly with TPPP staff, Prevention/Health Promotion Assistant Director, Prevention/School-Based Services Director, Program Manager and with the program supervisors and his/her staff to provide consistency between local implementation, fidelity maintenance, and evaluation plans.

### **Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

- Request for RFP: July 22, 2020
- Deadline for Bidders to Submit Questions: August 3, 2020
- Touchstone Health Services Responds to Bidder Questions: August 5, 2020
- Contract Award / Notification to Unsuccessful Bidders: August 14, 2020

### **Time and Place of Submission of Proposals**

- The RFP will be available 9:00 am on July 22, 2020.
- RFP will be sent out through professional networks and can be requested via email to (Lydia.cossio@touchstonebh.org).
- Respondents to this RFP must submit one copy of their proposal digitally and must be received no later than August 12, 2020.

### **Timeline**

- Touchstone Health Services is looking to do a three-year contract (July 2020 – June 2023). Contract will be contingent on grant funding.

### **Compensation:**

The selected evaluation group will:

- Submit detailed invoices based on an hourly rate of monthly costs of completed deliverables.
- Touchstone shall pay the selected evaluation group an amount not to exceed \$125,000 for evaluation work during each program year to be dispersed upon signature of contract and key deliverables.
- If the \$125,000 is reached prior to the completion of the program year, the selected evaluation group is still responsible for completing any deliverables needed for the remainder of the program year with no additional payment.
- Payments are to be made by check or electronic transfer to the selected evaluation group.
- Touchstone Health Services agrees to pay the selected evaluation group for services rendered and billed within 15 business days of receipt of each properly detailed invoice.
- Invoices shall be paid upon receipt of a detailed invoice by selected evaluation group, except for payments that Touchstone Health Services disputes in good faith in writing promptly after receiving an invoice.
- After twenty workdays from the day Touchstone receives such invoices, any unpaid payments shall become overdue and carry 1.5% late fee for each month of delayed payment.