



Request for Proposals Development of an Evaluation Plan for a Community Collaborative Project

Project: Leap Social Emotional Project – Larimer County

Backbone Organization: Early Childhood Council of Larimer County

Proposals Due: January 13, 2017, by 3 pm

Send Proposals to: bthurber@ecclc.org

Contact: Bev Thurber. 970.377.3388 x 205. bthurber@ecclc.org

I. Project Description

The Early Childhood Council of Larimer County is seeking to contract with an individual or organization to develop an evaluation approach and plan to measure progress and impact for the Leap Social Emotional Project in Larimer County.

The Leap Project is a community collaboration whose vision is to strengthen and connect our systems so that all young children in Larimer County will be supported in their social development and emotional wellbeing in a culturally responsive manner. The Leap Project uses the evidenced-based Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children¹ as the framework for its planning efforts. This research-based model starts with building a strong and effective workforce foundation, and puts practices and policies in place to minimize the number of children who ultimately need intensive mental health intervention.

The Leap Project completed its Phase One work in September 2016 with the development of a comprehensive plan. A link to the full report can be found at <http://www.ecclc.org/about/leap-project>. We are now in Leap Phase Two. The goals of Phase Two include developing an evaluation plan and detailed work plans, and expanding the Leap Plan to address two additional key areas: Home Visitation and Integrating Behavioral Health with Primary Care. The Leap goals are listed in Addendum 1.

¹ Center on the Social Emotional Foundations for Early Learning, <http://csefel.vanderbilt.edu/>

II. Skills and Expertise Sought

Must demonstrate experience with developing evaluation plans, coordinating projects with multiple stakeholders and facilitating the development of a theory of change. Skills and expertise in applying a Developmental Evaluation Approach² is desired, in addition to experience in systems evaluation. Past experience with a focus on assessing collective impact and collaborative efforts strongly preferred.

III. Project Scope, Deliverables, and Timeline.

A. Performance Requirements

Consistent with the values of the Leap Project approach, the evaluation plan will address both process and performance evaluation measures. The evaluation approach and plan will be developed by a Contractor in collaboration with the Steering Committee, which is comprised of leaders from the community. The Leap Team is committed to working with the Contractor to ensure full access to Leap partners working at all levels of the Partnership to support the development of this plan. The evaluation approach should include the creation of a theory of change.

B. Activities and Deliverables

- 1) BY FEBRUARY 28th: Identify and cross-walk relevant sections of the evaluation plans of the following Larimer County collaborations:
 - a) Be Ready
 - b) Community Health Improvement Plan
 - c) Early Childhood Council of Larimer County
 - d) Health District of Northern Larimer County's Early Identification/Early Intervention (EIEI)
 - e) Kids Initiative for Developmental Support (KIDS)
- 2) MARCH 2017 (exact date TBD): Facilitate extended meeting of Steering Committee to develop a theory of change
- 3) By MARCH 31st: Develop initial draft of the evaluation plan and present to Steering Committee
- 4) Late APRIL 2017 (exact date TBD): Present revised draft evaluation plan to Full Leap Partnership group for feedback
- 5) MAY 19th, 2017: Final Evaluation Plan Due

C. Evaluation Plan Components:

- 1) One-page executive summary
- 2) Theory of Change

² Developmental evaluation is a flexible form of evaluation well suited to situations that are innovative, highly emergent and changing, difficult to predict or plan because variables are interdependent and are socially complex with a high level of collaboration. Patton, Michael Quinn. (2001) Developmental evaluation: Applying complexity concepts to enhance innovation and use. *The Guilford Press*.

- 3) Description of how the evaluation approach will be used to develop, guide and adjust the Leap Project over the next five years
- 4) Identification of benchmarks
- 5) Identification and/or development of tools or measures to track progress towards benchmarks
- 6) Evaluation timeline that includes data collection and reporting schedules
- 7) Estimated resources needed to implement evaluation strategies (e.g. technical assistance, tools, software, evaluator fees)
- 8) Cross-walk of measures/benchmarks with the measures in collaborative evaluations plans analyzed in Section III.B.1

D. Timeline – This project is anticipated to be approximately four months in length with the following milestones:

Proposals due: January 13, 2017 by 3 p.m.

Contractor selected: January 27, 2017

Contract finalized: February 3, 2017

Project commences: February 3, 2017

Evaluation Plan complete: May 19, 2017

IV. Proposals

Proposals should include the following.

- Narrative (limited to 6 pages):
 - Discussion of approach to meeting the requirements outlined in Section III
 - Description of expertise/experience with developmental evaluation, systems evaluation, cross-system collaborative projects, development of theory of change, working with multiple stakeholders, and facilitation.
 - Detailed Scope of Work that describes activities, timelines and deliverables
 - Description of key personnel assigned to this project (resumes will not be counted as part of the 6 page limit)
- Budget and Budget Narrative: Budget not to exceed \$14,000
- Three references that address experience and expertise.

Proposals are due by 3 p.m. on Friday, January 13th, 2017. They must be submitted electronically to:

Bev Thurber, Executive Director

Early Childhood Council of Larimer County

bthurber@ecclc.org

ADDENDUM 1: Leap Project Goals

