

# REQUEST FOR QUALIFICATIONS RESEARCH, EVALUATION AND DATA SUPPORT SERVICES AND EQUITY CONSULTING SERVICES

**SOURCING EVENT ID:** 0000008037  
**DATE ISSUED:** March 24, 2023  
**DEADLINE FOR SUBMISSION:** April 24, 2023

## ATTACHMENT 2 – WRITTEN PROPOSAL FOR SERVICES TEMPLATE

### Instruction to Proposers

Proposer shall use this document as a template on which to provide their Written Proposal for Services responses. Proposers can respond to one or more RFQ Service Areas. Each RFQ Service Area response will be scored independently. Responses can be repeated between RFQ Service Areas as appropriate. Point allocation for each RFQ Service Area Response (80 points maximum) will be combined with point allocation for Proposers Equity Statement (20 points maximum) for a total score (100 points maximum) for each RFQ Service Area.

In order to receive the maximum amount of points for each RFQ Service Area, please be sure to follow this format and thoroughly (but concisely) address each of the requested items for the RFQ Service Area in a sufficient and complete manner.

Submission of a proposal will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

Total points to be allocated as follows:

Point Allocation	Maximum Points
Attachment 2-Written Proposal for Services	80 Points
Attachment 3-Equity Statement	20 Points
<b>TOTAL POINTS</b>	<b>100</b>

**RFQ Service Area I - Data Analysis: (80 Points, 1250 Words Maximum):**

Please describe 2-3 projects that demonstrate your experience in:

- Analyzing client-level data that includes demographic, attendance, and programmatic data (16)
- Summarizing outcomes data across organizations, including providing data visualizations, and using pre-existing data from multiple organizations (16)
- Constructing a database to merge multiple data sources and providing guidance for the end user of the database (16)
- Identifying organizational contacts to facilitate the collection of pre-existing data, which may include researching organizations, drafting correspondence to explain the data request, explaining the data request in one-on-one or in group presentations, and providing technical guidance to complete the data request (16)
- Developing documentation to support data sharing across systems, such as but not limited to Data Use Agreements (DUAs) and Memoranda of Understandings (MOUs) (16)

**Proposer Response**

**RFQ Service Area 2 – Survey Design and Administration: (80 Points, 1250 Words Maximum)**

Please describe 2-3 projects that demonstrate your experience in:

- Crafting survey questionnaires that reflect best practices in survey design (16)
- Developing survey questions that accurately measure the needs, experiences, feelings, and opinions of youth, parents and caregivers, and service providers and that are grounded in existing research literatures (16)
- Validating surveys through focus groups, cognitive interviews, and other forms of pre-testing (16)
- Administering telephone, paper, or online surveys to collect statistically representative responses, particularly from population subgroups (16)

- Achieving sufficient response rates from surveys administered to youth, parents and caregivers, or service providers (16)

**Proposer Response**

**RFQ Service Area 3 – Planning, Implementation, and Continuous Learning:** (80 Points, 1250 Words Maximum)

Please describe 2-3 projects that demonstrate your experience in:

- Qualitative data collection and analysis including the use of interviews, focus groups, open-ended survey questions, and document review (16)
- Collecting and analyzing data from surveys and administrative data sources (16)
- Engaging partnering organizations in planning, data collection, and in interpreting and applying findings, including data visualization (16)
- Identifying improvements to a program or strategy during design and early implementation as well as over time for continuous learning (16)
- Supporting the early implementation of a program or strategy, including but not limited to providing training, identifying resources to fill programmatic gaps, and incorporating community feedback in real time (16)

**Proposer Response**

**RFQ Service Area 4 – Evaluating Impact: (80 Points, 1250 Words Maximum)**

Please describe 2-3 projects that demonstrate your experience in:

- Evaluation planning including (a) development and/or adaptation of Theories of Change and/or Logic Models and (b) development of research questions (c) identification of measurable outcomes and appropriate methodologies (16)
- Data collection including (a) development of data collection tools and protocols to employ with multiple partnering organizations across multiple strategies, (b) development of documentation to support data sharing across systems, and (c) synthesizing data across systems (16)
- Constructing statistically valid comparison groups for multi-faceted interventions (16)
- Deploying mixed-methods and quasi-experimental research designs to measure individual, family, school, and community outcomes (16)
- Collaboration in planning study design and data collection processes and in interpreting and applying findings (including but not limited to providing dashboards or proving analysis in real time) (16)

**Proposer Response**

**RFQ Service Area 5 – Data Partnership Support: (80 Points, 1250 Words Maximum)**

Please describe 2-3 projects that demonstrate your experience in:

- Facilitating working groups and data partnerships across city systems, including but not limited to engaging stakeholders, agenda setting, and identifying best practices and viable options related to data projects across systems such as joint surveys, data sharing, and the use of shared indicators (16)
- Mapping data systems and identifying points of coordination and simplification (16)
- Designing community needs surveys to capture the needs and experiences of families (16)
- Administering a community needs survey, including but not limited to the administration of “pulse” surveys (16)
- Developing data platforms to share data in real time and providing guidance and support on the use of these data platforms (16)

**Proposer Response**

**RFQ Service Area 6 – Biannual Racial Equity Staff Survey: (80 Points, 1250 Words Maximum)**

Please describe 2-3 projects that demonstrate your experience in:

- Facilitating racial equity change processes in government and/or philanthropic organizations or conducting survey to support racial equity change processes (40)
- Developing and administering survey questionnaires, including experience with (a) applying best practices in culturally responsive survey design and collecting sensitive demographic data (b) adapting pre-existing survey questionnaires and (c) using and combining multiple collection modes (online/digital, text, paper, interview-administered) to allow for flexible data collection and high response rates (8)

- Developing survey and/or interview questions that accurately measure racial inequities in HR processes and practices and/or organizational culture (8)
- Providing analysis of survey data using a racial equity lens and supplementing this analysis with interviews and other qualitative methods, and developing recommendations for addressing racial inequities in HR and/or organizational culture based on analysis findings (8)
- Collaborating with other consultants or content experts (16)

**Proposer Response**