



RFP – Evaluation of Educational Supports Programs

Applicant Questions and Responses from DCYF

November 2, 2018

London Breed

Mayor

Maria Su

Director

| Topic | Submitted Question | Response |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Collection & Access | Is there a common identifier that will allow the data collection team to clearly map a DCYF participant from the SFUSD data? In other words, will the evaluator be able to identify DCYF participants from the data provided by SFUSD? | Yes. DCYF's Contract Management System (CMS) pulls student demographic information from SFUSD's student directory database. The evaluator will be able to access a crosswalk of CMS ID numbers and SFUSD student ID numbers. |
| Data Collection & Access | What type of academic performance data would be provided by the school district (e.g. grades and/or SBAC scores)? | DCYF's Data use Agreement with SFUSD allows for DCYF and an evaluator to request data points that are collected by the district in order to evaluate DCYF-funded programs. Those academic data points will be determined during the contract Scope of Work and/or Evaluation Plan development. Note, however, that SFUSD typically does not share formative assessment data or elementary grades report card data for evaluative purposes. |
| Data Collection & Access | Does DCYF anticipate any restrictions or challenges on collecting SFUSD data due to FERPA requirements? | DCYF may request access to personally identifiable information of SFUSD students for the purpose of evaluating DCYF-funded programs. There may be limitations with regard to subgroup data, because group data cannot be reported unless the group comprises more than 20 students. |
| Data Collection & Access | Are the assessments administered and ISPs developed by programs tracked centrally by DCYF? | DCYF program specialists make note of whether programs are administering assessments and creating Individual Service Plans (ISPs); this information is entered into a central database. Qualitative information collected through the assessments and/or ISPs is not tracked centrally by DCYF. |



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| Data Collection & Access | May the contractor anticipate that any additional survey collections could be administered jointly by the contractor and DCYF or grantees? For example, might grantees be willing to have participants answer surveys under their care? | CBOs are generally responsible for administering DCYF surveys. DCYF and evaluators support survey administration as needed. |
| Data Collection & Access | What are DCYF's expectations around SFUSD and DCYF data-use-agreements? (e.g., is the expectation to get different data fields for the same students? To aggregate data fields for an overlapping population?) | DCYF's Contract Management System (CMS) pulls student demographic information from SFUSD's student directory database. The contractor will be able to access the SFUSD data specified in the current DUA, which may potentially include students both attending and not attending DCYF programs, for evaluative purposes. |
| Evaluation Background & Context | Program awards were made in February 2018. When did programs begin to serve participants? | Program start dates for FY18-19 ranged from June to September 2018. |
| Evaluation Background & Context | What have grantees been told about expectations for external evaluation? | DCYF has communicated to grantees that there will be an evaluation of the Educational Supports service area for the purposes of better understanding what the Department is funding and how DCYF can better serve grantees since this is a new Service Area. Grantees were told that their programs may be observed and evaluators may request materials from them, but that findings will be communicated at the Strategy and Service Area level. |
| Evaluation Background & Context | Do grantees under the Academic Supports, Alternative Education, and Literacy Supports initiatives provide summer services in addition to school year services? | Many grantees under Educational Supports provide school year and summer services. |



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| Project Scope | Is the data collection team responsible for administering the YPQA or do program officers do that- with the evaluation only focused on addressing the tools' appropriateness for alternative Ed and literacy programs? | DCYF program specialists are responsible for YPQA administration. The YPQA is not being administered for Alternative Education programs this year. It is also not being administered for Literacy Supports programs that do not offer group activities. DCYF would like the Evaluator to determine whether the YPQA is an appropriate tool for those programs and potentially recommend alternative observation and/or assessment tools. |
| Project Scope | Will the evaluator be responsible for administration and analysis of the survey for families of children in Literacy Supports programs, or just the development? | The evaluator would be responsible for creating survey administration guidelines and carrying out some initial analysis of the Literacy Support survey results. CBOs would be responsible for administering the survey, with support from DCYF and the evaluator. |
| Project Scope | If the evaluator finds the YPQA to not be appropriate, does DCYF prefer for the YPQA to be replaced with an existing validated instrument or will the evaluator create/adapt an alternative instrument? | If the evaluator finds the YPQA to not be appropriate, DCYF does not have a preference between an existing validated instrument or a new/adapted instrument. |
| Project Scope | Is the data collection team responsible for preparing program specific profiles? | Questions at this level of detail can be determined during contract Scope of Work and/or Evaluation Plan development |
| Project Scope | Will school performance be measured solely by academic achievement, or will the evaluators have the opportunity to incorporate other indicators? | DCYF anticipates that both academic and non-academic data will be used to measure school performance. |



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| Project Scope | For Deliverable 3: is DCYF interested in guidance related to the tools used within funded programs to assess participant needs and progress, or guidance related to tools for DCYF to evaluate program effectiveness? | DCYF is interested in guidance related to tools for DCYF to evaluate program effectiveness. |
| Proposal Format | Does the Excel template provided need to be submitted or is it an example only? Also, do we need to submit the budget in Excel format or can we embed a table into the proposal itself? | The Excel template should be completed and submitted as part of the proposal. Firms may either submit the budget in Excel format or embed the table into the proposal. |
| Staffing | In our proposals to DCYF, are we allowed to propose partnering on projects with evaluation firms that are not part of the pool? We guess that the answer here is no, but we would like confirmation. | Applicants may propose partnering with firms that are not part of the DCYF qualified pool if the partner firm is a subcontractor on the project. |
| Staffing | Are we allowed to bid individual staff or contractors as part of our proposed teams who were not specifically named in our application to become part of the evaluator pool? | <p>As stated under Proposal Requirements in the RFP (p. 10), "You may propose team members not listed in the prequalification application. Changes to the staffing should be reflected in the current proposal document. For staff not included in the prequalification application, please also include:</p> <ul style="list-style-type: none"> • A written assurance that all individuals not listed in the pre-qualification application and identified on the current RFP will be performing the work and will not be substituted with other personnel or reassigned to another project without DCYF's prior approval. • A resume for each new staff person (page limit of 2 pages per staff person)." |