



**REQUEST FOR QUALIFICATIONS (RFQ): External Evaluator for
Pre-Kindergarten Out-of-School Time**

DATE OF ISSUE: March 4, 2019
DEADLINE: April 1st, 2019 at 4:00 PM

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**Request for Qualification (RFQ)
for External Evaluator**

Deadline: April 1, 2019

INTRODUCTION

Family League of Baltimore (Family League), the local management board for Baltimore City, serves as an architect of change by promoting data-driven, collaborative initiatives and aligning public and private dollars to create lasting outcomes for children, families and communities. By using evidence-based approaches, along with data analysis and program results, Family League makes investments in programs that work, supporting successful initiatives to best support Baltimore’s families and children.

Family League is seeking an External Evaluator to provide an analysis of Family League’s Pre-Kindergarten (Pre-K) Out-of-School Time (OST) programming funded through the Maryland State Department of Education. The selected applicant would preferably have an existing secure data exchange platform in place such as Dropbox, Sharefile, or similar (or demonstrate ability to obtain one by the start of the project).

DEFINITIONS

- **Kindergarten Readiness Assessment (KRA):** The Kindergarten Readiness Assessment (KRA) is one part of the Ready for Kindergarten assessment system in Maryland. The KRA is a tool that allows teachers to measure each child's school readiness across four domains: Social Foundations, Mathematics, Language and Literacy, and Physical Well-being and Motor Development. Young people are scored as either Demonstrating, Approaching, or Emerging.
- **Out-of-School Time (OST):** Out-of-School Time (OST) programs provide educational and recreational opportunities to young people during the hours when school is not in session, typically, before and after school, during school breaks, and over the summer.

PROJECT DESCRIPTION

This project includes three OST programs, operating in Baltimore City public schools, that serve approximately 60 Pre-K students. The goal of this project is to create OST opportunities for Pre-K students to: improve the students’ school readiness; provide youth without prior Head Start experience with a boost in academics and enrichment; and assist families with childcare needs so that older youth are also able to attend OST programming. The intended impact of this program is that participants will have increased KRA scores and siblings of program participants will be more likely to attend OST programming.

To meet this goal, the following intervention activities, or objectives, are being implemented and measured:

| Category | Outcome-based Objectives |
|--|---|
| Student Attendance | Retain average of 80% of Pre-K OST students across all 3 school sites each school year Retain average of 80% of older siblings in OST programming across all school sites each school year |
| Teacher Feedback | Each school year, teacher perception of student improvement increases: <ul style="list-style-type: none"> ● 20% for literacy ● 20% for math ● 20% for social emotional learning ● 20% for executive functioning |
| Parent Feedback | Each school year, parent perception of student improvement increases: <ul style="list-style-type: none"> ● 20% for social emotional learning ● 20% for executive functioning |
| Kindergarten Readiness Assessment (KRA) Scores | KRA scores for OST pre-k students will be 10% higher than the scores of other students within the same school that did not participate in the OST program. This outcome will be measured within each specific school. |
| ADA Compliance | 100% of programs will remain ADA compliant during the four-year duration of the grant. |

The External Evaluator is expected to conduct a study that evaluates the project implementation as well as the outcomes of students participating in Family League’s Pre-K OST program at three sites over four years. The deliverables include:

- a) an internal memo for grant reporting (tables, figures, and narrative) after each school year presenting programming quality measures and student outcomes for each site for the aforementioned measures; and
- b) a final internal report for grant reporting that presents programmatic quality measures and student outcomes for all four project years. The final internal report should also draw upon findings from the Early Childhood Environment Rating Scale that will be carried out by a reliable assessor for each site.

The External Evaluator shall comply with any contractual or statutorily required privacy standards for maintenance of data as applicable including those required by the Family Educational Records Privacy Act (34 CFR §99), The Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 160 and Part 164, Subparts A and E, and the Code of Maryland Regulations §13A.08.

RFQ SUBMISSION

Applicants should complete and submit the RFQ Response Template (Attachment A). Responses received under this RFQ that fail to address each of the requested items in Attachment A, in adequate and complete detail, will be deemed non-responsive and will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

In addition to submitting Attachment A, applicants must also provide as separate attachments the following:

- **Cover Letter**: On the applicant’s official letterhead, provide a brief cover letter summarizing the organization and its interest in this opportunity. The cover letter must include the following items:
 - The organization’s primary mailing address,
 - Information on whether the Applicant is a minority-owned business or women-owned business, and
 - Signature of authorized signatory.
- **Resumes of Key Personnel**: Applicant should provide resumes for all individual(s) who will be engaged in the work for the proposed project.
- **Work Sample**: The work sample should be of a comparable evaluation project and include a final report with recommendations. If the applicant cannot provide a relevant work sample, it may submit a recommendation from a past client.
- **Research Questions**: Applicant should pose research questions based on the aforementioned listed outcomes.
- **Proposed Budget**: Applicants should provide a proposed budget for the services requested in the RFQ for the entire anticipated contract performance period.

Applicants are required to submit requested documents via email to fundedpartnerships@familyleague.org by Monday, April 1st, 2019 at 4:00 pm, eastern standard time. It is the responsibility of the applicant to ensure that the application process is completed

by the deadline. **Hard copies and late submissions will not be accepted.** Questions can be sent to the same email address and will be accepted until Friday, March 22nd, 2019 at 12:00 pm. All questions and responses will be publicly posted on the Family League website at www.familyleague.org/funded-partnerships no later than 5:00 pm on Tuesday, March 26th, 2019.

REVIEW AND EVALUATION

Responses to the RFQ will be reviewed and evaluated with emphasis on experience and personnel. Applicants will receive written notice as to whether or not the organization was selected for this opportunity. Selections are anticipated to be completed within two (2) weeks after the RFQ submission deadline.

Family League's Commitment to Equity and Inclusion

As Baltimore City's appointed local management board (LMB), Family League is committed to strengthening Baltimore City-based businesses and providing equity and inclusion in its procurement process. It is the policy of Family League to provide all Baltimore City-based small, minority and/or woman-owned or -led business and other historically underrepresented and underutilized business enterprises the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

GENERAL TERMS AND CONDITIONS

Contract Award

Funding for this opportunity is \$13,300 annually, up to two years; contingent on available funding. The submission of a response does not, in any way, guarantee a contract. Family League is not responsible for any costs incurred related to the preparation of a response to this RFQ. Family League reserves the right to withdraw an award prior to execution of a contract with a grantee at Family League's sole and absolute discretion.

Contract Performance Period

Anticipated period is May 1, 2019 – September 30, 2019, with two (2) one-year renewal options; contingent on available funding. Contract performance period, scope of work, and budget will be finalized during the contract execution period.

Contract Terms

The successful applicant must comply with all terms and conditions applicable to consultant contracts executed by Family League. These terms and conditions can be found on Family League's website at www.familyleague.org. By submitting a response to this RFQ, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of the recipient as an addition to the contract.

Criminal Background Checks

All successful applicants must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All awardees must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.

ATTACHMENT A: RFQ RESPONSE TEMPLATE

1. EXECUTIVE SUMMARY

Authorized Signatory Information

| | |
|--|--|
| Organization Name: | |
| Address (Principal Place of Business): | |
| Address of lead office to perform services under this RFQ: | |
| Website: | |

Partner Information, (if applicable)

| | |
|------------------------|--|
| Name(s) & Location(s): | |
|------------------------|--|

RFQ Contact: Identify the person who will serve as your RFQ contact. This contact will receive e-mail notifications regarding the RFQ process.

| | |
|---------------|--|
| Name & Title: | |
| Email: | |
| Phone: | |

2. EXPERIENCE

Provide at least two concise descriptions of previous or existing work that demonstrates your experience with providing the requested services outlined in this RFQ.

PROJECT DESCRIPTION 1

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|------------------------------|--|
| Project Name: | |
| Client (Business) Name: | |
| Client Contact Name & Title: | |
| Client Contact Phone: | |
| Client Contact E-mail: | |
| Project Length (start/end): | |
| Prime Organization Name: | |
| Prime Project Lead: | |
| Project Budget: | |

Project Background: Include background information regarding the client and/or project as applicable.

Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value for the client?

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PROJECT DESCRIPTION 2

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|------------------------------|--|
| Project Name: | |
| Client (Business) Name: | |
| Client Contact Name & Title: | |
| Client Contact Phone: | |
| Client Contact E-mail: | |
| Project Length (start/end): | |
| Prime Organization Name: | |
| Prime Project Lead: | |
| Project Budget: | |

Project Background: Include background information regarding the client and/or project as applicable.

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Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

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Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, service deliverables or outcomes can be attributed to your services? How did you add value for the client?

3. STAFFING

Provide an overview of the staffing structure proposed for consideration under this RFQ, including all staff titles, role to the project, and the hourly rate charged by each position.

Resumes should be submitted as a separate attachment.