

**Portsmouth School Department
DFC Evaluator/Consultant
Request for Proposal**

I – Summary & Background

The Portsmouth School Department is currently accepting proposals for an Evaluator/Consultant for a Drug Free Communities (DFC) Grant.

In 2018, the Portsmouth School Department received a federal DFC grant for the benefit of the Portsmouth Prevention Coalition (PPC). The Purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations, conduct a fair evaluation based on criteria listed herein, and select an Evaluator/Consultant who can best provide the services requested.

The Portsmouth Prevention Coalition (PPC) was established in 1988. Through prevention strategies, the PPC strives to reduce the use of alcohol, tobacco and other drugs by youth in the Town of Portsmouth.

II – Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted up until 2:00 PM EST on November 21, 2018. Any proposals received after this date and time will not be accepted. An official agent or representative of the submitting organization must sign all proposals.

All work performed under this RFP must be performed by the proposing organization. Subcontracting of work included in this RFP is not allowed.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

III – RFP Purpose & Description

The PPC is seeking an Evaluator/Consultant to provide general assistance and guidance on the technical on-boarding of the DFC grant through a series of trainings, the development of reporting documentation, technical assistance in creating evaluation tools, and creating efficiency throughout the PPC.

IV – Requested Services

- Provide training to staff and coalition members on a wide array of prevention topics
- Provide guidance on the Strategic Prevention Framework
- Develop reporting tools for Drugs Free Communities Grant
- Provide support for reporting, documentation, and measurements of activities

- Provide a data output report for the community
- Assist in quarterly review process of the Drugs Free Community Grant
- Assist in developing a data-driven and evidence-based logic model of organizational operation
- Further develop the action plan of the Drugs Free Communities Grant
- Assist in the development of a sense of efficiency and efficacy throughout the coalition regarding evaluation efforts
- Serve as Co-Chair of the Evaluation and Data Collection Sub-Committees
- Attend and participate in Coalition monthly meetings
- Report directly to Program Director and Executive Board of the Portsmouth Prevention Coalition

V – Project Term

Evaluator/Consultant Services are for the period of December 1, 2018 through September 30, 2019. The Portsmouth School Department reserves the right to negotiate additional services and term length with the winning proposer.

VI – Proposal Submission Requirements and Instructions

Proposal Submission Requirements

All proposals must include:

1. Description of Evaluator/Consultant background and relevant experience
2. Provide three references and contact information
3. Description of method and approach to providing/achieving the services requested in IV above
4. Cost proposal –
 - a. Total cost for providing the Requested Services for the Project Term
 - b. Include the number of hours of work time you will provide to the coalition for each month of the Project Term

Proposal Instructions:

1. Proposals must be submitted in sealed envelopes and should be clearly marked with the proposal name (DFC Evaluator/Consultant Request for Proposal).
2. Proposals must include all items listed in the Proposal Submission Requirement section.
3. A total of three (3) copies of the proposal must be submitted by 2:00 PM EST on November 21, 2018 to:

Portsmouth School Department
29 Middle Road
Portsmouth, RI 02871

VII – Evaluator/Consultant Qualifications and Requirements

- Evaluator/Consultant must be a Certified Prevention Specialist.
- Evaluator/Consultant must have a minimum of 10 years prevention program evaluation experience.
- Evaluator/Consultant must have a minimum of 7 years of Drugs Free Communities Grant management experience.
- The Bidder shall not discriminate against employees or applicants for employment because of race, color, national origin, ancestry, age, sex, religion, disability, or sexual orientation. The Bidder agrees to comply with all Federal and State statutes, rules, regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

VIII – Non-Discrimination Statement

The Portsmouth School Department does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, citizenship, or status as a disabled veteran, or past or present honorable military service with respect to access to, the provision of, or employment in its educational services, programs and activities, including admissions, athletics and other programs.

IX – Proposal Evaluation Criteria

Each proposal will be rated on the following criteria. A point value between 0 and 5 will be assigned to each criterion, with 0 representing the lowest score and 5 representing the highest score. The award will be made to the proposer with the highest total score.

Evaluation Criteria	Points
1 – Minimum of 10 years of experience in prevention program evaluation.	
2 – Ability to support the formulation of a goal-driven logic model for the DFC grant.	
3 – Prior experience with grassroots coalition building at the community and state levels.	
4 – Minimum of 7 years direct experience with Drug Free Communities Grant management.	
5 – Experience providing training on a wide array of prevention topics.	
6 – Overall method/approach to providing requested services.	
7 – Certifications, including the Certified Substance Abuse Prevention Specialist certification.	
8 – Prior experience and track record of working with the Community Anti-Drug Coalitions of America (CADCA)	
Total	

The Portsmouth School Department reserve the right to reject any or all bids, in part or in total, and to accept any bids deemed to be in the best interest of the Portsmouth School Department and/or the PPC. The Portsmouth School Department shall also have the right to waive any minor informality or irregularity in any proposal received.