



**TACOMA HOUSING AUTHORITY
Tacoma, Washington**

**REQUEST FOR PROPOSALS
FOR
EVALUATION SERVICES**

McCarver Elementary Special Housing Program

January 12, 2012

Proposals Due

4:00 PM Pacific Standard Time, February 3, 2012

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I. REQUEST FOR PROPOSALS

Summary

The Housing Authority of the City of Tacoma (THA) hereby requests the submission of written proposals from firms and education institutions interested in developing and implementing a comprehensive evaluation of THA's McCarver Elementary Special Housing Program.

Schedule

The schedule for the selection of a firm or institution and critical milestones are shown below. THA will make every effort to keep to this schedule. However, all dates are subject to change if it is deemed to be in the best interest of THA.

Activity	Date(s)
RFP Issued	Jan. 12, 2012
Deadline for Receipt of Proposals	Feb. 3, 2012
Proposals Reviewed	Week of Feb. 6
Interviews, if necessary	Week of Feb. 13
Firm/Institution Selected	Feb. 17, 2012
Evaluation Started	Feb. 20, 2012
First Evaluation Report Submitted	June 30, 2012
Second Evaluation Report Submitted	June 30, 2013
Final Evaluation Report Submitted	Feb. 3, 2014

Questions

Any questions about this RFP should be directed to :

Michael Power, Manager of Educational Programs
Tacoma Housing Authority
902 South L Street
Tacoma WA 98405
253.207.4404
mpower@tacomahousing.org

Submittal

Responses must be received by THA no later than February 6 at 4:00 pm PST.
Respondents shall submit their responses via e-mail to:

Michael Power, Manager of Educational Programs
Tacoma Housing Authority
mpower@tacomahousing.org

Please submit an electronic copy by email or other media and one hard copy of the proposal to THA with an original signature. Submittal of electronic copies will not be considered meeting the deadline unless confirmation from THA is received.

Questions regarding this RFP should be directed in writing prior to February 1, 2012 to Michael Power, Manager of Educational Programs by email to mpower@tacomahousing.org or by phone at (253) 207-4404.

II. BACKGROUND AND INFORMATION

A. THA's McCarver Elementary Special Housing Program

McCarver Elementary, in the Hilltop neighborhood of Tacoma, has a history of high levels of student mobility due to instability in housing. A high level of student mobility has been shown in the research to have a negative impact on student achievement. The McCarver Program provides the resources to help stabilize the student population in order that the quality of student learning can improve. Specifically, is providing special housing rental support to 50 families who have children at McCarver Elementary and were previously homeless or at high risk of homelessness. This initiative commenced with the 2011-2012 school year and will continue for at least five years. In addition to providing housing, with our community partners THA is providing the participating families with case management to improve their economic stability and their connection to their children's education. More on the McCarver Program may be found at www.tacomahousing.org/education.

B. Project Description: Evaluation of the McCarver Elementary Special Housing Program

This RFP will lead to an Agreement to serve as program evaluator for the McCarver Program evaluation. In coordination with THA, the successful firm or institution will be responsible for developing, implementing, and documenting an evaluation of the degree to which the program outcomes are met for academic and non-academic success of participating students, parent economic and professional progress, and the overall impact of the McCarver Program on McCarver Elementary. A list of all expected outcomes are given below in the Appendix.

The McCarver Program will continue for at least five years. Proposals under this RFP should address evaluation of the Program through the middle of the third year. At this time, THA has secured \$35,000 for the for evaluation of the Program. Should funding of additional years of the program become available, THA may negotiate with the successful Respondent for an extension of the Agreement, or issue a new RFP at that time.

C. Scope of Work

THA is looking for a qualified firm or institution to perform the following:

1. Review existing Program data collection and evaluation design and provide suggestions on improvement and implementation;
2. Assist in refining procedures for collecting and sharing data with other agencies;

3. Collect both existing and new data to determine program outcomes;
4. Submit formative reports of outcomes according to the schedule in Section I. Reports should include recommendations for program improvement based on the data;
5. Submit a 3 year summative report of outcomes through February of 2014; and
6. Make presentations to communicate evaluation outcomes to THA, the McCarver Program Advisory Committee, and community groups.

III. CONTENT OF PROPOSAL

Proposals must contain, at a minimum, the following information and materials.

A. Contact Information, Certifications, and Disclosures

1. Provide the primary contact person and his/her address, telephone number, fax number and e-mail address. The submittal must bear the signature of a principal or officer of the Respondent.
2. Provide a statement certifying that neither the Respondent nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. If unable to certify any of these statements, attach an explanation.
3. Provide a disclosure stating any pending litigation, claim or investigations against your firm, partners/members or employees.
4. Provide a disclosure identifying any current, prospective, or prior relationship within the last three years with THA, if any. Do you foresee any conflicts of interest or potential conflicts arising by providing the evaluations as described herein?

B. General Information

1. Description of your firm or institution, including a mission statement, past achievements, and ownership structure
2. Background on the firm or institution, its qualifications, experience, capabilities and availability

C. Evaluation Design

1. Detailed evaluation design and timeline including data collection plan and instruments to be used
2. Plan for coordination and communication with THA, Tacoma Public Schools and McCarver elementary staff, program participants, as well as community, educational, and other partners
3. Description of the roles and responsibilities of the Respondent and how the Respondent will collaborate with its partners (if any) to ensure fulfillment of all partner commitments
4. Evaluation project budget including a detailed description of anticipated evaluation project costs for completing activities

D. Organization, Support and Experience

1. Documentation of experience on similar projects
2. Identification of each individual including key personnel who will be assigned to provide evaluation services under the RFP, including the lead team member and a resume for each staff member.

E. Partnership Commitments

1. Statement of potential partners to provide additional evaluation services
2. Narrative information on each partner and their contributions including:
 - a. The roles and responsibilities of the Respondent and partner relative to the program or service; and
 - b. The amount and type of resources and services the Respondent and partners firmly commit to contribute to the evaluation project, including in-kind contributions of personnel and equipment.

F. References

The Respondent must include at least three recent references to include business name, address, telephone number and the name of a contact person. The Selection Committee will contact any and all references to verify or clarify knowledge and or experience with other clients

IV. SELECTION PROCESS

A. SELECTION CRITERIA

The contract will be awarded to the Respondent submitting the proposal which is most advantageous to THA, considering price and other criteria as determined by THA in accordance with the Evaluation Criteria contained in this Section.

The proposals will be reviewed by an evaluation committee. In addition to written proposals, the evaluation committee may decide to hold interviews with the best qualified firms and select the firm whose proposal best meets the needs of THA. All Respondents will be advised of the final decision in writing.

All submissions will be scored by the evaluation committee in accordance with the following factors and requirements.

1. Related Experience and Qualifications (10 points). THA will attach great importance to the Respondent's actual experience in providing the proposed evaluation services. The experience and qualifications of the personnel who directly provide services will be evaluated based on:
 - a. Previous successful experience in providing evaluation services in the area of education, housing, social services, or related fields
 - b. Previous experience with designing and implementing long range evaluation projects
 - c. Previous experience in collaborative planning with educational institutions, low-income individuals and community-based organizations

2. Evaluation Design Plan (10 points)
 - a. Demonstrated understanding of the tasks involved in providing evaluation services for community based agencies and educational programs
 - b. Demonstrated capacity to sustain the project long term
 - c. Clear breakdown of tasks that the Respondent will undertake as distinguished from those which are the responsibility of THA. Absence of this distinction will mean Respondent is assuming full responsibility for all tasks.

3. Proposed Budget (5 points)

A full description of how the Respondent will expend the funds for developing, implementing and documenting evaluation, including the following:

 - a. Direct and indirect costs, profit and overhead
 - b. Timelines and deliverables for initial, second, and final evaluations
 - c. If applicable, other in-kind support, monetary value of in-kind services to be provided, including provider's name, address, telephone and contact person.
 - d. Long-term sustainability of the evaluation project.

4. Letters of Commitment and References (Mandatory)

The Respondent must include at least three recent references to include business name, address, telephone number, the name of a contact person, and an email address for that contact. Insure that all names and phone numbers are current.

5. Insurance (Mandatory)

In submitting their proposals, Respondents are representing that they will provide Comprehensive General Liability, Comprehensive Automobile Liability, Employers Liability and Errors and Omissions Liability coverage to protect itself and THA. THA must be named as an insured on all policies. The policies will provide limits of coverage acceptable to THA and will be provided by highly rated insurance companies acceptable to THA. THA reserves the right to impose additional insurance requirements prior to the execution of an Agreement.

B. TACOMA HOUSING AUTHORITY OPTIONS

THA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all responses received regarding this RFP, upon its determination that such cancellation or rejection is in the best interest of THA. THA further reserves the right to waive any minor deficiencies in the responses received, if it is in the public interest to do so.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of THA.

C. LEVEL OF EFFORT AND FUNDING

It should be clearly understood that all services requested in this RFP are on an "as needed basis" and that any dollar value referred to in this RFP in no way constitutes a

guarantee of the level of effort that may be requested of the successful Respondent, or guarantee a certain dollar amount.

V. OTHER PROVISIONS

A. THA Options

THA reserves the right at any time, in its sole discretion and for any reason, to do any or all of the following:

1. Cancel and/or reissue the RFP, and/or reject all proposals;
2. Reject, in whole or in part, any or all proposals received in response to this RFP which are incomplete and/or non-responsive;
3. Waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFP or any subsequent negotiation;
4. Request that certain or all respondents to this RFP supplement or modify certain aspects of the information or proposals submitted;
5. Modify the selection procedure, the scope of the proposed project or the required responses; and,
6. Extend deadlines for accepting proposals, request amendments to proposals after expiration deadlines, or negotiate or approve final agreements.

B. THA Discretion

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of THA.

C. No Claim Against THA

A respondent shall not obtain, by submitting a proposal in response to this RFP, any claim of any sort against THA's property by reason of all or any part of any of the following:

1. Any aspect of this RFP;
2. The preparation and submission of its proposal to THA;
3. The selection process;
4. The rejection of any or all offers;
5. The acceptance of any offer;
6. Entering into any agreements or the failure to enter into any agreements;
7. Any statements, representations, acts or omissions of THA to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
8. Any other matters arising out of the foregoing.

D. Personnel

In submitting their proposals, respondents are representing that the personnel described in their proposals shall be available to perform the services described from first to last, barring illness, accident, or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a comparably qualified replacement.

All personnel shall be considered to be, at all times, the sole employees of the Respondent under its sole direction, and not employees or agents of THA.

APPENDIX: Evaluation Outcomes of the McCarver Special Housing Program

All improvement outcomes to be based on fall 2011 data.

1. 50 program families housed
2. Growth in academic and non-academic outcomes of program children
 - a. Grades
 - b. State test scores
 - c. Reading on grade level by gr. 3
 - d. Attendance
 - e. Discipline
3. Positive change in economic outcomes of program parents
 - a. Parents able to pay required portion of rent
 - b. Parents making progress on career pathway to independence
4. Educational outcomes of program parents based on individual family success plan
 - a. Parents keep child enrolled in McCarver elementary
 - b. Increase in parent involvement with child's education
 - c. Increase in parent involvement with McCarver parent activities
5. All program families receive intensive case management
6. Program families achieve success through support provided by THA's community partner agencies
7. Improvement in academic outcomes at McCarver elementary school overall
 - a. Grades
 - b. State test scores
 - c. Reading on grade level by gr. 3
 - d. Attendance
 - e. Discipline
8. Satisfaction with the program expressed by program participants
 - a. Participating families
 - b. Tacoma Public Schools staff
 - i. McCarver Elementary staff
 - ii. Central administration staff
 - c. THA's community partners
 - d. McCarver Program Advisory Committee members