

ELKO COUNTY SCHOOL DISTRICT

21ST CENTURY COMMUNITY LEARNING CENTER

PROGRAM EVALUATION

REQUEST FOR PROPOSALS

“One of the great mistakes is to judge policies and programs by their intentions rather than their results.” ~Milton Friedman

OVERVIEW

The Elko County School District (ECSD) is pleased to present this request for proposals for program evaluation services of our 21st Century Community Learning Center after school programs. The 21st Century Community Learning Center after school program (21st CCLC) supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

Scope of Service

The selected evaluator will work with ECSD's 21st CCLC Program Director, Grant Coordinator, Site Administrators, District Data Coordinator, and Site Coordinators to develop a plan for periodic evaluation of the program in alignment with federal guidance for 21st CCLC. The selected evaluator will assist the program with implementation of the Framework for Nevada Programs developed by the state's evaluator, American Institute of Research (AIR).

- Three 21st CCLC sites will be included in the evaluation.
 - Southside Elementary 501 S. 9th Street, Elko, NV 89801
 - West Wendover Elementary 2000 Elko Avenue, West Wendover, NV 89883
 - Owyhee Combined School 100 Academic Way, Owyhee, NV 89832
- Develop or assist ECSD with developing an overall plan for evaluating the program outcomes.
- Assist staff with understanding the evaluation and its use for making data-driven program decisions for planning and implementation of effective programming.
- Use data gathering methods or tools in an appropriate and reliable manner.
- Support ECSD in identifying existing data and/or quality tools, as well as implementing or developing data and/or quality tools.
- Collect or gather data from appropriate sources, as needed for evaluation.
- Analyze and interpret data for annual or periodic evaluation reports.
- Conduct site visits, interviews or focus groups as needed for reports.
- Provide ongoing data/evaluation services and related technical support.

Current Data Collection Activities

- The 21st CCLC programs use the Cayen AfterSchool data system to collect information on program activities, program objectives, Nevada Performance Indicators, and Nevada Department of Education State Goals. Each 21st CCLC site enters a variety of data into the Cayen AfterSchool Data system, including demographic information on students and parents, program activities, staffing data, attendance, survey responses, test scores, success stories, and more. The Cayen AfterSchool Data System includes a variety of reports that summarize the data entered which will be available for use in this program evaluation.
- Teacher Survey – the teacher survey collects data from classroom teachers about the students who participate in the after-school program regularly (30 days or more). The teacher survey addresses three of the Government Performance and Results Act (GPRA) Performance Indicators, developed for the 21st CCLC program.
- Student Survey – the student survey obtains feedback from students about their participation in the 21st CCLC activities.
- Parent Survey – the parent survey obtains feedback from parents about their participation in the 21st CCLC activities.
- Grant fiscal data is maintained in ECSD’s accounting software, Alio. This data combined with fiscal information reported to the Nevada Department of Education through Epage is available for use in this program evaluation.

THE EVALUATION

Purpose

Program evaluation will be based on data reported in the required statewide data collection system (CAYEN), the results of program monitoring, or quality site visits. The External Evaluation should focus on the following:

- Understanding of goals and objectives stated in the application
- Enhanced student academic achievement
- Promotion of academic enrichment through program activities and services
- Improved student behavior during the regular school day
- Increased regular school and program attendance
- Increased parental/family engagement
- Integration of program activities aligned with Performance Indicators/State Goals
- Alignment of curriculum/activities to SPP and school day learning
- Interpreting program data and use of quality and needs assessments

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Evaluation Progress Report	Evaluation progress report including a description of activities completed to date due to ECSD – 02/13/2019
Evaluation Progress Report and Draft	Evaluation progress report including a description of activities completed to date and first draft of evaluation report due to ECSD – 03/13/2019
Final Evaluation Report	Final publish-quality Program Evaluation Report due to ECSD – 06/01/2019

Timeline for Execution

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Request for Proposal Release & Response	12/05/18	12/26/2018	22 calendar days
Request for Proposal Review	12/26/2018	01/10/2019	15 calendar days
Award Announcement	1/11/2019	1/11/2019	1 calendar day
Project Performance Period	1/12/2019	06/30/2019	24 weeks
Deliverables Due	02/13/2019	06/01/2019	20 weeks

RFP LOGISTICS

Response Requirements

Responses to this RFP must address the following items at minimum:

- Scope of Services
- Project Deliverables
- Budget
- Qualifications

Review Criteria

Responses to the RFP will be reviewed on the following criteria using a three point scale (0 points – did not respond or address criteria, 1 point – minimally addressed criteria, 2 points – meets criteria, 3 points – exceeds criteria):

- Scope of Services
- Project Deliverables
- Budget
- Qualifications
- Additional information or services provided at the discretion of the Evaluator.

BUDGET

Grant funding totaling \$18,000.00 has been secured for this evaluation project. Proposals exceeding this budget figure cannot be approved. Please provide an itemized budget including cost for hours, staff, and project deliverables.

QUALIFICATIONS

Well-qualified evaluators will be considered for selection. Respondents must meet the following minimum qualifications to be considered:

- At least two years of experience with evaluating educational programs and/or out of school time programs.
- At least two recommendations from previous clients, evaluation experts, or professional associations such as the American Evaluation Association.
- No Evaluator may participate in this grant-funded project in any capacity or be a recipient of funds designated for this project if the person or company has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (see 45 CFR 92.53). Prior to issuing contracts under this RFP, ECSD will consult the Excluded Parties List System to ensure that persons or companies under consideration are not ineligible.

CONCLUSION

We look forward to supporting you on this evaluation project. We are excited to use the evaluation process and outcomes to improve our 21st Century Community Learning Centers.

If you have questions on this proposal, feel free to contact Jeanne Jackson, Elementary Curriculum Director at your convenience by email at jjackson@ecsdnv.net or by phone at 775-738-5196.