

Camino Real Community Services

Camino Real Community Services (CRCS) requests from interested firms and individual qualifications for "Grant Evaluation Services." Some of these services are required for an external evaluation of grants pursuant to the requirements set forth by the grant funding agency and by CRCS.

The agreement will be valid for twelve (12) months with an option to renew for four (4) additional one (1) year options, upon mutual agreement between the parties. Any contract may be terminated by CRCS for non-compliance with any part of the terms and conditions of the agreement.

INSTRUCTIONS TO RESPONDENTS:

The sealed Request for Qualifications (RFQ) must be received, (2 copies), bearing the Respondents signature, name, address, telephone number, and name of contact person at or prior to **March 22nd @ 5:00p.m.** Receipt of all RFQ responses will be acknowledged at that time. RFQ received after the above stated time and date will not be considered.

Please submit the RFQ in a sealed envelope, addressed as follows:

**Camino Real Community Services
Attention: Mary Ortiz
P.O. Box 725
19965 F.M. 3175 N
Lytle, Texas 78052**

SCOPE OF SERVICES

The firms/individuals selected will be required to perform all services and duties customarily and usually performed by an external grant Principal Investigator (PI)/program evaluator with respect to the type of work listed above. The following services are required:

Work with the district to develop a process and outcome evaluation system that is well prepared for evaluation audits and grantor reviews to include:

The External Evaluator will be required to:

- Work with CRCS staff to develop a process and outcome evaluation system that is well prepared for audits and grantor reviews.
- Serve as a Key Position in the SAMSHA CCBHC Grant providing 40 hours per week of PI/Evaluation Services. PI must hold a PhD and have experience with SAMSHA grant projects, SUD and COD project evaluations.
- Participate in developing and implementing a system that will monitor & track client progress.
- Perform process and outcome evaluations using quantitative and qualitative data.
- Utilize benchmark assessments and evaluations of project outcomes.
- Produce monthly reports documenting progress toward goals and indicating areas of concern
- Produce semi-annual formal data analysis and summaries (including desegregation of subgroups).
- Produce an Annual Project Evaluation Report.
- Provide technical assistance for internal and external customers.
- Develop a reporting system to ensure compliance with the respective funding agency.
- Comply with all Grantor required data collection and reporting requirements.

- Evaluate financial activities in terms of return on investment (ROI)
- Monitor fidelity of evidence-based programs and models.
- Utilize experimental and/or quasi experimental design when required by grantor.
- Interpret policies, statues, and regulations to keep programs on target.
- Ensure that the scope of the evaluation provides the necessary process, product, formative, and summative information to support outcomes
- Conduct fidelity assessments to ensure implementation is concurrent with the awarded grant
- Ensure that all deliverables are professionally created, ready for publication on a timely basis, and be in accordance with all funder standards
- As needed, find and working with an Institutional Review Board (IRB) to secure IRB approval; and
- Ensuring the scope of the evaluation provides the necessary process, product, formative and summative information to support the outcomes.
- If warranted, develop peer review journal articles to assist in project replication and sustainability.

At this time, the focus of the targeted PI/evaluation services will be limited to the CCBHC Project; however, CRCS may make the determination as needed based on this RFQ to utilize the evaluator to evaluate additional grants and/or program services that requires the services of an external evaluator or by request of the Executive Director of CRCS. Payment of services directed by funds granting authority will be limited to the amount designated within the terms of the grant developed in a formal contract for each specific grant or service.

PROPOSAL FORMAT

Offeror shall provide an overview of their experience in providing grant evaluation services, to include the following:

- The number of years the person/firm has been in existence.
- Overall approach in providing grant compliance evaluation services for federal, state, and other grant proposals.
- Provide listing of types and values of grants evaluated within the past five years.
- Identify the specific individual(s) and their qualifications that will be assigned to this contract. The names, professional qualifications, and experience of the person(s) expected to work with CRCS.
- A list of 3 comparable organizations for which your institution currently provides similar services (including a list of the types of grants and value), including the name and phone numbers of a contact person. Other services as the proponent would expect to provide.
- Other service you would expect to provide.
- Provide a detailed description of how the organization will perform the grant evaluation services.
- Organization's background check policies and procedures and agreement to complete any requirements established by CRCS for background checks and confidentiality.