



Wings for Kids REQUEST FOR PROPOSAL 21st Century Community Learning Center Grants Evaluator

Wings for Kids seeks proposals from qualified firms or individuals to provide grant evaluation services for 21st Century Community Learning Center Grant programs. All responses must be in accordance with the plans and specifications as outlined in this request. Proposals will be received at WINGS for kids, 1465 Northside Drive, Suite 212, Atlanta, GA 30318 until Tuesday, November 15, 2019 at 5:00 p.m.

Wings for Kids reserves the right to accept or reject any and all proposals, waive any irregularity in proposals received, or to accept any part of a proposal without accepting the whole thereof, whichever is in the best interest of the organization.

All questions concerning this Request for Proposal should be directed to Kamilah Stagers, Programs Manager at Wings for Kids, by email: kamilah@wingsforkids.org.

I. Selection and Scope of Work

The Georgia Department of Education (GADOE) requires that all grantees obtain external evaluation services for each grant. WINGS for kids will select an external, third-party independent evaluator through its standard procurement process. The process involves a public request for proposals for evaluation services.

The enclosed job description (Exhibit A) details the skills and qualifications we will use to select our independent evaluator. This grant sets the price, resulting in evaluator selection being based on the evaluator's resume, experience evaluating grants, history working with 21st Century Community Learning Centers, and location within the state of Georgia.

The contracts established with the evaluator will be limited to an individual fiscal year with renewal options for each subsequent year of the grant term. All persons contracted by the 21st CCLC are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.

The evaluator(s) will be a highly qualified individual or team with extensive experience in research and program evaluation for both state and federally funded educational grants including experience evaluating 21st CCLC program grants. Requirements for the external evaluator will be the capacity for building and implementing internal data collection, assessment protocols and development of relevant assessment tools. Additional skill sets expected from the external evaluator include: effective communication skills, evidence of planning and organizational skills, the ability to manage multiple priorities and sites, consensus building with evidence of effective collaborative skills, and knowledge of best practices and current trends in out-of-school time programs.

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Additional Duties and Responsibilities:

Ensure the overall scientific integrity of the evaluation process; Develop evaluation tools; Provide timely, relevant evaluation feedback and recommendations to Program Director, 21st CCLC Advisory Council, key stakeholders at the school and district level; Provide technical expertise to project staff; Be trained in 21st CCLC data system; Collaborate with Program Managers and Program Coordinators and Coaches to collect data and determine program revisions for continuous improvement.

WINGS for kids has awarded grants in need of evaluation services for the 2018-19 school year.

- WINGS @Heritage Elementary, College Park, GA – 132 students in grades K-5
- WINGS @Bethune Elementary, College Park, GA – 132 students in grades K-5
- WINGS @Hutchinson Elementary, College Park, GA – 132 students in grades K-5
- WINGS @Heritage Academy, Atlanta, GA – 132 students in grades K-5
- WINGS @Body Elementary, Atlanta, GA– 132 students in grades K-5

II. Evaluation Requirements

An effective evaluation plan includes a systematic evaluation process as a means to examine progress towards meeting proposed goals and objectives and includes both formative assessments and summative evaluations.

A. The formative assessments should involve both quantitative and qualitative data collection. The results of the formative evaluations must be (1) used to refine, improve, and strengthen the program (i.e., continuous improvement of the program); and (2) made available to the public upon request. The formative evaluations must be documented in written reports by the external evaluator, along with a formative assessment worksheet, and submitted to the Program Director by January 18, 2019. A template is provided by 21st CCLC to complete the formative assessment. The written formative evaluation reports must contain, at a minimum, the following elements:

1. Student Attendance: Data on average daily attendance and enrollment at each site;
2. Program Operation: Synopsis of current level of operation at each site;
3. Objective Assessment: Data analysis and indication of progress towards achieving each objective (as required, all objectives must include measures that allow for continuous [formative] assessment); and
4. Recommendations: Recommendations for programmatic refinement for all objectives where progress is not being achieved or where the program is not likely to achieve the stated objective by the end of the program year.

B. The summative evaluation must provide a detailed summary of the program and progress towards meeting each stated objective using data collected during the 2019-20 academic year. The summative reports should be submitted to the Programs Manager by June 15, 2020 in order to meet the DOE deadline. Each report must include, at a minimum, the following major sections:

1. Common Data Elements page provided by GaDOE 21st CCLC
2. Overview and History – Provide a general overview of the 21st CCLC program, including a history of previous operation and how the program has progressed and grown over the past year(s) of operation.
3. Student Attendance and Enrollment- Provide an overview of the student attendance and enrollment including comparison of attendance data for prior years under current grant cycle, if applicable, (i.e. How has attendance increased or decreased?).
 - Total and Regularly-Participating Student Attendance (per site)
 - Student Demographics (e.g., gender, ethnicity)
 - Average Daily Attendance (per site)
4. Program Operation - The summative report must include information on operation for each site within the program. This should include the number of hours per day, days per week and weeks of operation for each component (i.e., before school, afterschool). The report should also detail the types of activities and services offered during the 2019-2020 school year (e.g., homework help, tutoring, STEM, character education, culinary, yoga).
5. Quality of Staffing – For each site within the program, the summative report must include information about staffing (e.g., Student to Staff Ratio, Staff Training, and Use of Certified Teachers). The composition of site staff is one method for assessing the quality and breadth of 21st CCLC programs.
6. Objective Assessment – Within the grant application, 21st CCLC programs detailed objectives and methods of evaluating progress towards achieving the objectives. The summative report must include detailed information for each objective approved by GaDOE (e.g., activities, data collected, timeline, analysis and results). Please note that programs are not permitted to revise, reword, or otherwise change their objectives without specific written approval from GaDOE. Approved changes will require a program amendment. Subgrantees must identify whether each of the subgrant’s objectives were ‘Met’, ‘Not Met’ (or ‘Did Not Meet’), or ‘Unable to be Measured’. All objectives must be reported on a subgrant level. Subgrantees may report data at a site specific level, but all objectives must ultimately be reported at the subgrant level. Subgrantees should also include an analysis and comparison of objective achievement for prior years under current grant cycle, if applicable.
7. Observations- Provide other relevant findings, observations or notes pertaining to this 21st CCLC program. This section can include qualitative and/or quantitative data not related to specific objectives such as quotes and/or statements from students, parents, and/or teachers; success stories of students within the program; and narrative of unique program activities and services. Recommendation: Reference and utilize Georgia’s Afterschool & Youth Development Standards as a resource and framework to identify

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component of high quality programming.

8. Progress towards Sustainability- The summative report must provide information about program partnerships (e.g., partnership development, partner maintenance, and contributions to the program). Overall Recommendations – Provide an overall assessment of the 21st CCLC program, as well as any program-wide recommendations to enhance program quality. The recommendations should be based off of an analysis of the data and observations made by the evaluator through the year. The recommendation should focus on increasing the quality of the program and provide concrete steps to achieve the recommendations. Recommendation: Reference and utilize Georgia’s Afterschool & Youth Development Standards as a resource and framework to identify possible areas of improvement.

Additional Evaluation Requirements

As part of the evaluation process, the external evaluator will conduct quarterly site visits. During the site visits, the evaluator will conduct a semi-structured interview with Program Coordinator and Coach and observe the delivery of program components. The grant program manager will compile student progress data and share at evaluator site visits.

Proposal Submission Procedures

- A. Proposals must be received by Friday, September 27th, 2018 at 5:00 p.m.
- B. Late proposals shall not be accepted. Proposals must be mailed, delivered, or emailed to:

RFP - 21st Century Community Learning Center Grant Evaluator
Attention: Kamilah Stagers, Programs Manager
WINGS for Kids
1465 Northside Drive, Suite 212
Atlanta, GA 30318

OR

Emailed to kamilah@wingsforkids.org

- C. It is the sole responsibility of the Proposer to ensure that his or her proposal is delivered in accordance with the date, time and place requirements specified in this RFP. If the Proposer submits documents with informalities, errors, or omissions, WINGS for kids reserves the right to request clarification of information and/or request additional information.
- D. WINGS for kids reserves the right to (i) waive any and all informalities, (ii) reject any and all proposals in their entirety, for any reason, (iii) award the contract to the most qualified applicant as determined solely by the School System at its discretion and/or (iv) award the contract to another independent review firm if the selected firm does not execute a contract within 30 days after the award of the proposal.

WINGS for kids assumes no responsibility or obligation to the proposers and will make no payment for any costs associated with the preparation or submission of a proposal. All proposals submitted become the property of WINGS for kids. Proposal opening is not a public event.

III. Evaluation of Proposals

After the proposal opening, WINGS for kids will select for further consideration Proposer(s) deemed to be fully qualified and best suited among those submitting proposals based on the responses to the RFP.

The following criteria will be used in the evaluation process:

- Quality of solutions to meet WINGS for kids' needs
- Prior experience in performing similar work
- Qualifications and skills of the organization to provide the services

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- Verification that the contractor is not suspended, debarred, or otherwise excluded from receiving Federal funds

Based on the initial evaluation, WINGS for kids may request the selected Proposers to make oral presentations. Thereafter, WINGS will conduct negotiations with each of the selected short-listed Proposers. After negotiations are completed, WINGS for kids will select the Proposer who, in its opinion, has made the best proposal and shall award the contract to that Proposer.

IV. Fee Schedule

Grants are funded for five years with reduction of funds in years four and five. The contracts established with the evaluator will be limited to an individual fiscal year with renewal options for each subsequent year of the grant term. The amount to be paid to the evaluator from grant funds is budgeted according to the grant award amount.

For this contract period (September 2019- June 30, 2020), the fee schedule will be:

WINGS @Heritage Elementary School- \$10,498
WINGS @Bethune Elementary School- \$10,498
WINGS @Hutchinson Elementary School- \$9,179
WINGS @Heritage Academy School- \$10,498
WINGS @Boyd Elementary School- \$10,498

EXHIBIT A: JOB DESCRIPTION

CONTRACTED INDEPENDENT EVALUATOR

Nature of Position:

WINGS for kids is seeking a highly qualified individual to contract as an independent third-party evaluator for a state funded 21st Century Community Learning Centers (21st CCLC) grant program. The evaluator will provide both process evaluation to determine the fidelity between the program in theory and the program in action, e.g., “To what degree is the 21st CCLC program being delivered as planned?” and outcome evaluation to assess the program’s progress towards expected outcomes. Further the evaluator must advocate for a utilization-based approach to evaluation with built-in feedback as a conduit to translate evaluation results into program improvement. This individual or team of individuals must be trained to ensure capacity to provide timely evaluation of multiple sites and offer ready availability for assistance or consultation when required.

Reports To:

Program Director for the 21st CCLC Grant Program.

Required Experience and Skills:

- Experience in evaluating state and federally funded educational grants required.
- Experience in evaluating 21st CCLC grants.
- Experience in capacity building for internal data collection and assessment.
- Effective communication skills and excellent interpersonal skills.
- Evidence of planning and organizational skills, with ability to manage multiple priorities.
- Experienced in consensus building with evidence of effective collaborative skills.
- Knowledge of current trends in out-of-school time programs and best practices.
- Evidence of demonstrated leadership.

Duties and Responsibilities:

- Attend annual 21st CCLC Evaluation Training Session with GaDOE and local leaders.
- Visit with program director and conduct individual site visits that preferably coincide with report card grading periods, at minimum, since this is a good time to review program progress.
- Attend Advisory Board or Council meetings.
- Provide three references to program director at time of hire
- Ensure the overall scientific integrity of the evaluation process.
- Design evaluation plans and develop evaluation tools.
- Provide timely, relevant evaluation feedback and recommendations to: Program Director, 21st CCLC Advisory Committee, and key stakeholders at the school and district level.
- Provide technical expertise to program staff.
- Provide quarterly formative reports and a summative report.

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