



Request for Quote
Evaluator for Youth Programs

Child Adolescent Health Division
Bureau of Child, Adolescent and Family Health

5/1/2023

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

The Child and Adolescent Health Division (CAHD) is one of three divisions of the Child, Adolescent and Family Health Bureau (CAFH) at the Boston Public Health Commission. The mission of the Child and Adolescent Health Division focuses on advancing health equity for adolescents and young people. CAHD activities include health education and promotion, direct clinical services (primary care and behavioral health), organizational capacity building and case management services. CAHD includes six programs and over 40 staff addressing a broad range of child and adolescent health issues in Boston.

The Youth Development Network (YDN) is a school-based program within CAHD. YDN believes that all youth can achieve their fullest potential with the support of caring adults. YDN is founded on research that places education as a social determinant of health and other quality life issues, especially in marginalized communities. YDN's goal is to reconnect chronically absent young people to school and a network of support. YDN takes a positive youth development approach and values each young person for their strengths, identities, families, cultures, and communities.

YDN works in three schools: Jeremiah Burke High School, Madison Park Technical Vocational High School, and Brighton High School. In partnership with school partners, YDN provides holistic case management services to young people disconnected to the school through chronic absenteeism. YDN strategies to support young people include:

- Supporting school structure around attendance.
- Developing a system of identifying issues with student attendance.
- Meeting with parents and caregivers at home, school to support student success.
- Identifying obstacles to attending school.
- Connecting resources needed to overcome obstacles.
- Guiding and supporting each student longitudinally until successful.

We are seeking a professional with experience with program evaluation to support a mixed-methods evaluation of YDN's effectiveness with the aim of developing recommendations to enhance YDN's program longitudinally.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFQ.

II. Scope of Work

YDN is seeking an experienced evaluator with knowledge of both quantitative and qualitative methods for assessing program effectiveness.

Activities:

- Review and refine YDN's logic model and theory of change.
- Develop a mixed-methods evaluation plan for the Youth Development Network
- Design instruments including interview protocols, focus group guides, and survey instruments.
- Pilot instruments with YDN staff, students, and families.
- Develop a preliminary report of evaluation findings.

III. RFQ Timeline

May 1, 2023	RFQ available online at Bids and RFPs Boston.gov at 10 AM EST . RFP will also be disseminated via e-mail to relevant networks.
May 5, 2023	Questions due in writing by 5:00 PM EST to: Tracy Lungelow at email tlungelow@bphc.org Subject – RFQ Evaluator for Youth Programs
May 10, 2023	RFQ due by 5:00 PM EST Submit via email to Procurement@bphc.org Subject – RFQ Evaluator for Youth Programs NO EXCEPTIONS TO THIS DEADLINE
May 12, 2023	Notification of Decision: Selected candidate will be notified by or before 5:00 PM EST of the award.

IV. Minimal Qualifications RFQ

Proposers must possess the following qualifications:

- Experience with qualitative and quantitative methods of evaluation.
- Experience evaluating public health, health education, and/or educational interventions.
- Familiarity working with young people and youth serving programs.
- Experience incorporating a positive youth development and trauma informed lens into evaluation.

V. Proposal Requirements

Please submit the following documents:

- Resume or C.V of all individuals who would be part of your proposed team.
- Please describe the approach your team would use to develop an equitable evaluation plan, including methods, timeline, and deliverables.
- Please provide samples of previous evaluation plans or instruments.
- Please share proposed project budget (cannot exceed \$49,999.99)

VI. Period Performance

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2024, depending on funding. The majority of deliverables will ideally be completed by June 30, 2023.

VII. Submission Instructions

Please submit your proposal before 5:00 PM EST Friday, May 12th. Submit via email to Procurement@bphc.org

Subject line – RFQ Evaluator for Youth Programs

Proposals must be received no later than 5:00 PM EST, Friday, May 12th.