

**Southwest Ohio Regional Child Abuse and Neglect Prevention Council**  
**Request for Proposals**  
**Program Evaluation Services for Kinship Navigation**

**Service Period November 2018 (estimated) through June 30, 2019**  
**(Potential to extend for up to two additional years)**

**RFP Release Date: September 5, 2018**

**Proposal Due Date: October 5, 2018**

## INTRODUCTION

The Southwest Ohio Regional Prevention Council is one of eight councils of the Ohio Children's Trust Fund. The Ohio Children's Trust Fund (OCTF) is Ohio's sole, dedicated state public funding source for child abuse and neglect prevention, at the forefront of prevention activities throughout the State. From establishing guidelines for program development to accessing up-to-date prevention curricula to producing educational and public awareness materials and impacting related social policy initiatives, OCTF provides expertise and resources for legislators, the media, state agencies, and the public to strengthen families and prevent child abuse and neglect.

The OCTF has established eight regions across Ohio as arms of its statewide mission. The eight regions are the Great Lakes Region, Northwest Region, Northeast Region, Eastern Region, Central Region, Western Region, Southeast Region, and the Southwest Region. The map below presents the eight regions, outlining the Southwest region.



The Southwest Ohio Regional Prevention Council is comprised of eight counties: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland and Warren. The Council is led by county prevention specialists and is supported by a coordinator or “backbone organization,” the Applied Policy Research Institute at Wright State University. The Southwest Ohio Regional Prevention Council has developed a prevention plan toward ending child maltreatment, and one of the strategies is to provide prevention services to support the non-offending/non-abusive kinship caregiver as well as kinship caregivers in informal arrangements and the children in their care.

The Southwest Ohio Regional Prevention Council requests proposals to provide Program Evaluation of the kinship caregiver program, specifically the navigation services/models being implemented by four service providers in the eight-county Southwest Ohio region. The types of kinship navigation services that service providers could develop and deliver are listed below.

1. Information and referral: Kinship caregivers in the service area will be provided with information regarding services available to them at the state and local level and will receive assistance, if necessary, in accessing those services. Possible services for information and referral are legal services, child care provider services, and respite care.
2. Financial Assistance: Kinship caregivers in the service area may receive information about financial assistance programs and assistance with the application process, if requested. By relieving some of the financial stress related to funding child-related expenses, we can help reduce caregiver stress.

Further guidance to kinship navigation service providers included:

- OCTF funding may not be used for clinical treatment services or to provide services for clients with open or substantiated Child Protective Services cases.
- In addition, the services and programming associated with this application for which OCTF reimbursement of expenses will be sought, must not duplicate other available funding sources or programming. Any such duplication is not reimbursable by OCTF dollars.

The Ohio Children’s Trust Fund Board has awarded \$32,000 to the Southwest Ohio council for these program evaluation services. The Southwest Ohio Regional Prevention Council will fund these evaluation services through June 30, 2019, with two renewals to be in effect, contingent upon satisfactory performance, continued availability of funding, and all required approvals, from July 1, 2019 through June 30, 2021. It is anticipated that work covered by this RFP will begin November 1, 2018 and continue through June 30, 2019, with a final expense report due within 30 days of that time.

**TERM**

The term of the contract arising from this RFP will be from November 1, 2018 (estimated) through June 30, 2019. The contract may be renewed through June 30, 2021, contingent upon satisfactory performance, continued availability of funding, and all required approvals.

**ANTICIPATED AWARD**

The Ohio Children’s Trust Fund Board has awarded \$32,000 for the Southwest Ohio Region for program evaluation services through June 30, 2019. The applicant should refer to Attachment A for the budget form. Interested entities should use their business expertise to develop a budget with reasonable,

allowable costs for this opportunity. It should be noted that indirect costs are capped at 10%. The applicant should refer to Attachment B for a list of allowable and unallowable expenditures. This is a reimbursement grant and funds will be paid to the award recipient upon submission of an approved invoice for services performed during the billing period.

#### **LETTER OF INTENT**

If you plan to apply for this funding opportunity, you should email a simple letter of intent note as early as possible, but no later than September 11, 2018. Although you are not required to submit a letter of intent, it allows us to estimate the potential review-workload and plan the review. A letter of intent is not binding, and does not enter into the review of a subsequent application. Your letter of intent note should include the following:

- Name of organization(s) applying
- Contact person, including name, title, address, telephone, and e-mail address

Your letter of intent should be emailed to [jane.dockery@wright.edu](mailto:jane.dockery@wright.edu) no later than September 11, 2018. Please place the words "Evaluator Letter of Intent" on the subject line.

#### **PROPOSAL REVIEW PROCESS AND TIMELINE**

Any organization wishing to apply is required to electronically submit a completed application packet by the following due date:

- **October 5, 2018 by 5:00 P.M. Eastern Standard Time**

Completed application packets should be emailed to:

[Jane.dockery@wright.edu](mailto:jane.dockery@wright.edu) with the subject heading "Southwest Ohio Evaluator Application"

A complete application must be received by the Southwest Ohio Regional Prevention Council by the stated deadline in order to be considered. Applications received after this date will not be reviewed. The Southwest Ohio Regional Prevention Council is not responsible for applications delivered to any other address.

Applicants will receive a confirmation of receipt email within two business days upon submission of an application during normal business hours, indicating whether or not the Southwest Ohio Regional Prevention Council received the application. This notification will not assess completeness of any sections within the application itself. Applications submitted after the stated deadline will not receive a confirmation of receipt email.

Application packets will undergo an initial review to ensure packets are complete. Any applicant who fails to submit a complete application packet will not receive further consideration.

Interested parties may ask clarifying questions regarding the RFP via email to [jane.dockery@wright.edu](mailto:jane.dockery@wright.edu) during the question and answer (Q&A) period of September 6, 2018 through September 12, 2018. The Q&A period closes at 8:00 a.m. on September 12, 2018. The Southwest Ohio Regional Prevention Council may, at its discretion, disregard any questions which do not appropriately reference an RFP instruction or Part. Questions submitted at or after 8:00 a.m. on the date the Q&A period closes will not

be answered. The Q&A results will be posted on the Council’s website: <https://www.preventchildabuse-swohio.org/rfp---evaluation-services-2018.html>

Any applicant who submits a proposal to be considered by the Southwest Ohio Regional Prevention Council could be asked to provide a 10-15 minute presentation to the council at its October 17, 2018 9:00 AM to 12:00 PM meeting. This presentation may be accompanied by 5 minutes of Q&A. If you are responding to this RFP, please ensure your availability to attend the October 17, 2018 council meeting. The meeting location is the Southwest Ohio Regional Training Center, 420 Wards Corner Road, Loveland, Ohio 45140.

The Southwest Ohio Regional Prevention Council, through the Ohio Children’s Trust Fund, is under no obligation to award any funds for this project, and may cancel or postpone this selection process at any time if for any reason it decides not to proceed. The selection of the applicant for funding is subject to certain legal and administrative reviews prior to being finalized. The awarding of funds is contingent upon the availability of funding to the OCTF and certification of funds pursuant to Ohio Revised Code 126.07.

The Ohio Children’s Trust Fund and the Southwest Ohio Regional Prevention Council (including the Coordinator) are not liable for any cost incurred by proposers in replying to this RFP.

The RFP timeline is as follows:

Request for Proposals Released:	September 5, 2018
Emailed Letter of Intent (optional) sent:	September 11, 2018
Q&A Period:	September 6, 2018 – September 12, 2018
Proposal Submission:	October 5, 2018
Proposal Review begins:	October 8, 2018
Proposal Presentation to Council:	October 17, 2018
Notice of Awarded Proposal:	October 18, 2018 (estimated)

**PROGRAM NARRATIVE FOR A PROCESS AND PERFORMANCE EVALUATION, AND CONSULTATION FOR CONSISTENT COLLECTION OF OUTCOME DATA**

Please include the following elements in your proposal. As indicated above, you may also be requested to make a presentation to the Council. Please reserve October 17, 2018 for this purpose. Your scheduled presentation time will be emailed to you at a later date. The meeting location is the Southwest Ohio Regional Training Center, 420 Wards Corner Road, Loveland, Ohio 45140.

**Part 1: Complete an application coversheet stating your contact information as follows:**

- Name of organization/Address/Phone/Fax/Website
- Contact person for technical questions about the content/email/phone
- Contact person for budgetary questions/email/phone
- Authorizing signatory name and title followed by signature and date

**Part 2: Describe your qualifications and content expertise in the area of data and evaluation services in the social services field.** Emphasize your experience evaluating programs providing services to parents and children, kinship families, or community-based services.

**Part 3: Describe how the process and performance evaluations will be conducted.**

**Background:** The four kinship navigation service providers are required by contract to collect participant data and participate in the multi-county evaluation for which this RFP for evaluation services is being sought. As a part of the regional evaluation, service providers have agreed to: (1) make de-identified records on participants available as well as expense-related information; (2) provide access to program operating personnel and possibly participants; and (3) follow regional evaluation procedures as specified by the regional Evaluator. The Southwest Ohio Regional Prevention Coordinator is responsible for monitoring data quality among the four service providers and will work with the Evaluator and service providers to address quality problems. The Coordinator point of contact is Jane Dockery. The total number of families expected to be engaged in State fiscal year 2019 is 445 and is estimated by county as listed below.

- Adams and Brown, 20 combined
- Butler, 200
- Clermont, 40
- Clinton, 40
- Hamilton, 75
- Highland, 30
- Warren, 40

The applicant should propose the development of an evaluation framework and data collection tools, working in conjunction with the four service providers, which will aid in making determinations about the programs and whether they are being implemented effectively. The Southwest Ohio Regional Prevention Council recommends not less than quarterly conference calls with the four service providers to enable the evaluation.

The Southwest Ohio Regional Prevention Council desires a **process evaluation** to examine the extent to which activities are implemented as intended and to describe the characteristics of clients served. The Council also desires a **performance evaluation** to monitor ongoing processes and progress toward outcomes, where organizational procedures and structures are recommended by the Evaluator that will ensure the information learned from the process evaluation is employed for continuous quality improvement. The process and performance evaluation should be able to answer the following questions, at minimum.

- What structures and procedures have been put in place to enable kinship navigation services to be delivered?
- To what extent are kinship families participating: number of kinship caregivers and number of children in their care who receive services; number of kinship caregivers referred for services, differentiated by the type of services
  - What are the demographic and household characteristics of kinship caregivers and children served?
- How are kinship navigation services being promoted? To what extent are kinship families made aware of the services?
- What do kinship families perceive as benefits of the kinship navigator program?
- What internal and external factors affected implementation and performance?

**Part 4: Describe the consultative role the Evaluator will play in setting up an evaluation system that can measure outcomes and impact for the future.**

The kinship navigator service providers have contractually agreed to follow the regional evaluation procedures as specified by the regional Evaluator. While service providers are already required to collect demographic and use information, as well as the Protective Factor Survey for participants, the Evaluator may have additional forms or questionnaires that they would require service providers to collect. The applicant may want to review the service provider request for proposals here:

<https://www.preventchildabuse-swOhio.org/rfp---april-2018.html>

The applicant should address how data from the service providers will be collected in a consistent manner to enable an outcome evaluation to occur beyond State fiscal year 2019. The goals of the outcome evaluation are envisioned as follows.

- Goal 1: Examine the effects of the Kinship Navigator model in each county on strengthening the following protective factors--access to concrete supports in times of need; social connections; and caregiver resilience. All four service providers will use the Protective Factors Survey [http://ifs.ohio.gov/OCTF/PF\\_Survey\\_and\\_User\\_Guide.pdf](http://ifs.ohio.gov/OCTF/PF_Survey_and_User_Guide.pdf)
- Goal 2: Examine the effects of the Kinship Navigator model on improving placement stability for youth in kinship care living arrangements as measured by the number of custody and/or other changes in living arrangement.
- Goal 3: Examine the effects of the Kinship Navigator model on increasing the capacity of the community to prevent child maltreatment.
- The applicant may add additional goals that would enhance this outcome evaluation.

**Part 5: Reporting requirements**

The selected Evaluator will be required to submit a quarterly progress status report of the evaluation of the Kinship Navigator model. The progress reports should be regional level summaries, and highlight differences by county or by service provider. The selected Evaluator will also be required to submit a final evaluation report addressing the process and performance evaluations, as well as proposed guidance for a future outcome evaluation. The final Evaluator report should include recommendations for process and performance improvements for future years. This report will be a regional report that also highlights differences by county or by service provider.

**Part 6: Program budget and budget narrative**

- Complete the required budget form (attachment A).
- Budget narrative: briefly describe the personnel, materials and supplies, travel, and other expenses required. Provide brief details about the expenses requested for each budget category listed in your budget form.
- Refer to and follow the guidance in the allowable and unallowable expenses document (attachment B).