Every Body Texas – Request for Proposals for Project Evaluation
Date Posted: August 3, 2020
Submission Deadline: August 19, 2020 by 5:00P CT

Every Body Texas is seeking proposals from qualified individuals or organizations to conduct the evaluative components for the project outlined below.

PROJECT NAME
No Wrong Door for Contraception: Leveraging Social Service Providers to Improve Linkages to Reproductive Healthcare

BACKGROUND
About Every Body Texas
At Every Body Texas, we believe that all people—regardless of identity or income—should have access to the care and information they need to make the choices that are best for them. We work with partners across the state to deliver high-quality sexual and reproductive healthcare. As the only statewide Title X administrator, we support providers who deliver unbiased, fact-based, comprehensive healthcare—and who respect their clients’ rights to make their own healthcare decisions.

About the No Wrong Door Project
Many individuals who need sexual and reproductive healthcare are unaware of the available services in their communities. At the same time, staff at social service agencies frequently interact with and/or serve individuals with sexual and reproductive healthcare needs. This project seeks to train social service staff to identify reproductive healthcare needs among clients and refer them to clinical services. Every Body Texas also will provide technical assistance to a select cohort of social service agencies to help implement reproductive life goals counseling, a referral tracking system and evaluation mechanisms to demonstrate project effectiveness.

This is a pilot project and we plan to document our processes as we implement the strategies to create a guide for future expansion.

PROJECT OVERVIEW
Time Period
- 24 months, July 2020 – June 2022. Weekly and monthly hours will vary.

Location
- Austin/Travis County and surrounding counties

Project Goal
- Increase access to sexual and reproductive healthcare services for clients of social service agencies

Project Objectives
- Increase social service providers’ knowledge of sexual and reproductive healthcare services and comfortability with engaging clients in reproductive life goal conversations.
• Increase the number of clients who receive reproductive healthcare services through a referral from social service agencies.

**Primary Project Strategies**

• Conduct one-day training for social service agency staff on engaging clients in reproductive life goals conversations, referring clients to appropriate area sexual and reproductive healthcare providers and understanding the various healthcare safety net programs available to their clients.

• Provide support and technical assistance to a small cohort of select social service agencies to implement reproductive life goals conversations and to develop an integrated referral program with local reproductive healthcare networks.

• Evaluate effectiveness of integrated referral program by measuring client satisfaction and access to services.

**CONSULTANT RESPONSIBILITIES**

The consultant will design all phases of the project evaluation from refining the evaluation questions at the onset to analyzing the data and preparing a final report. The consultant will develop the evaluation questions, plans, schedule and data collection tools, including pre- and post-surveys and survey protocols. The consultant also may work with social service agencies to devise data collection tools and processes to ensure the correct data is being collected. The consultant will be responsible for monitoring the data collection process with social service agencies to ensure quality. The consultant will act as a thought partner with Every Body Texas staff during project implementation to ensure continued alignment with evaluation goals.

**PROJECT DELIVERABLES**

• Project evaluation plan: collection frequency, instrument source(s), schedule of data collection and monitoring.

• Final evaluation questions with associated measures.

• Pre- and post-training survey instrument with administration protocol, analyses and report.

• Client satisfaction survey instrument with administration protocol, analyses and report.

• Data collection tool and process for social service agencies to track the number of referrals made and conversions to actual clinical visits.

• Final evaluation report.

• May include documentation of implementation processes to create best practices guide for future expansion of project.

**SKILLS AND EXPERIENCE**

The ideal candidate will have experience developing evaluation plans, creating KAB surveys and other data collection tools, analyzing qualitative data, and writing final evaluation reports. The consultant also should have experience working with social services agencies, community-based organizations and/or healthcare environments.
APPLICATION PROCESS
If you/your organization is interested in applying, please submit the following to nowrongdoor@everybodytexas.org by 5:00P CT on August 17, 2020:

1) A cover letter describing your areas of expertise, prior relevant experience, and understanding of the work to be performed as described in this request for proposal.
2) Sample budget not to exceed $65,000.
3) A resume/resumes for key staff.
4) Sample evaluation plan(s), surveys, and final evaluation report(s) from previous work experience.
5) At least two references for similar projects completed within the last three years. Each reference should describe the project, dates of work, outcomes achieved, and a client reference that includes name, title, email and phone contact.

Please direct all questions to nowrongdoor@everybodytexas.org

REVIEW PROCESS
Review of each proposal will be scored on the following three (3) factors with 75 points maximum:

Prior Project Evaluation Experience (40 points)

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<th>Point Range</th>
<th>Prior Project Evaluation Experience</th>
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<tbody>
<tr>
<td>0 – 5</td>
<td>Demonstrated experience working with community-based organizations</td>
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<tr>
<td>0 – 15</td>
<td>Demonstrated experience collaboratively creating a project evaluation plan</td>
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<tr>
<td>0 – 5</td>
<td>Prior experience working with an intermittent project timeline</td>
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<tr>
<td>0 – 15</td>
<td>Demonstrated experience developing surveys and other relevant evaluative tools and developing tools that are easily understood and health literate</td>
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Review of Previous Work Product and References (25 points)

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<th>Point Range</th>
<th>Review of Previous Work Product and References</th>
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<tr>
<td>0 – 5</td>
<td>Successful completion of project deliverables</td>
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<tr>
<td>0 – 10</td>
<td>Dependability and responsiveness</td>
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<tr>
<td>0 – 10</td>
<td>Quality of work product</td>
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Every Body Texas will contact references to verify the experience provided by the Applicant.

Price/Budget (10 points)

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<tbody>
<tr>
<td>0 – 5</td>
<td>Proposal provides sufficient budget detail allowing Every Body Texas to see how funds will be spent</td>
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<tr>
<td>0 – 5</td>
<td>Reasonableness and practicality of proposed budget</td>
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Every Body Texas may request meetings with any or all Applicants, to clarify or negotiate modifications to the Applicants’ proposals.

However, Every Body Texas reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and budget standpoints, which the Applicant can propose.
Every Body Texas will make an award to the Applicant whose offer is most responsive to this request.

**SMALL AND/OR MINORITY-OWNED BUSINESSES**
Efforts will be made by Every Body Texas to utilize small businesses and minority-owned businesses. An Applicant qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).