

Greater Erie Community Action Committee
Request for Proposals
Summer JAM Program Evaluation

The Greater Erie Community Action Committee (GECAC) is seeking a partner to facilitate an evaluation of Erie County's Summer JAM program. This will include following a process per our agreement with Erie County. GECAC is the contracted lead agency for the Summer JAM program from March 2021 to August 2022. The selected consultant must be familiar with and demonstrate their knowledge of conducting an evaluation of programs similar to Summer JAM.

GECAC is Erie County, Pennsylvania's designated community action agency formed for the purpose of alleviating poverty and its causes within our service area. GECAC operates approximately 40 programs through two main operating divisions in an effort to achieve this goal. Approximately 50,000 individuals ranging from infants to seniors are touched each year by GECAC's services. To learn more about GECAC's services and history visit our website at www.gecac.org.

As the contracted lead agency for Erie County's Summer JAM program, GECAC works with local employers to employ approximately 150 youth over a 6-week period each summer. Youth receive soft skills training and other supports to take the skills they learn on the job into their everyday lives.

The contracted evaluator will provide an independent evaluation of the program's performance towards the goals outlined by the County of Erie, program effectiveness and process effectiveness. Previous years' evaluations should be reviewed as it is important that data be gathered in a manner allowing for continued trend data to be determined.

Evaluation of the Summer JAM program must contain the following elements at a minimum:

- Conduct survey of employers during the second week of the program to gather feedback to be used by program staff to make program adjustments.
- Develop checklist for staff to use with youth during the third and fourth weeks of the program to assess their questions/ opinions about the program, their placement and their future career goals.
- Develop end of year surveys for program participants, employers and staff to assess program effectiveness and accomplishment of program goals. Work with Summer JAM staff to administer these surveys.
- Prepare and present final evaluation report no later than September 1, 2021.
- Conduct 90-day, 180-day and one-year follow-up surveys to evaluate the long-term effectiveness of the program.

The evaluation contract will be for a period of two years. Second year funding will be contingent upon satisfactory completion of year one's work. Proposals should provide separate budget amounts for each year, and any adjustments expected between years should be described in detail in the narrative.

To submit a proposal to be considered for the Summer JAM evaluation contractor, provide a narrative, budget and timeline explaining how your company would conduct each of the following steps of the evaluation process. Responses should be detailed and should describe the tools, methods and personnel required to complete each task. Budgets should include total and per student costs at the following enrollment levels (100, 150, 175 and 200 students).

Steps to be addressed – The narrative for each step should address the elements described in the previous paragraph.

Step 1 – Readiness and planning

Describe how you would prepare the Summer JAM staff for your evaluation timeline. Describe the tools you would use to evaluate the Summer JAM program, the timeline for developing those tools, and the amount of time needed from Summer JAM staff to complete this process.

Step 2 – Employer Check-In

Demonstrate capability to contact each employer at the end of the second week of program employment to administer a standard set of questions designed to identify early challenges and accomplishments the employer has observed. Demonstrate capacity to transmit these findings to Summer JAM staff in a timely manner to inform mid-term check-in sessions with youth.

Step 3 – Mid-term Youth Check-In

Demonstrate capability to develop a checklist for staff to use with youth during a mid-term Check-in Session with Program participants in order to answer any questions program participants may have about the Program, their individual placement or about future employment.

Step 4 – Program Evaluation

A Final Report is to Be Delivered No Later than September 1, 2021

The evaluator must describe how they will develop and deliver a final evaluation of the 2021 program in order to identify successes and challenges, as well as lessons learned to apply to future program years. This should be a data-driven exercise that ensures the appropriate factors of program viability and effectiveness are captured and assessed.

The evaluation method and associated factors should be presented in the initial proposal but should be further refined after the Mid-term Check-in Session to ensure all relevant data points are included.

Step 5 - Longitudinal Follow-Up Report

A Final Report is To Be Delivered No Later than September 1, 2021

As part of the final report described in step 4, the successful evaluator will also describe its plan to reach out to previous program participants and obtain standardized data on the effect program participation has had on their individual career outlook one year after participating in the Program and what suggestions they would make to improve the Program in the future. The evaluator should conduct a follow up 90 days/180 days/1 year survey with 2021 participants.

In addition to the narrative describing the five step process above, respondents also must include a description of their firm and key staff qualifications and provide a list of three references with full contact information (address, phone and email). Respondents may be required to participate in a phone or in-person interview to discuss their proposal.

Questions or inquiries should be submitted via email summerjam@gecac.org by noon on **April 9, 2021**. Phone calls will not be accepted. Answers to questions posed via writing will be published on GECAC's webpage for all to view.

The proposals will be evaluated based on the followings areas:

Narrative addressing the 5 steps of the evaluation process (0-60)

Qualifications and experience of the team (0-20)

Knowledge of the role Erie County Summer JAM plays within the community (0-10)

Budget and Narrative (0-10)

Proposals should be emailed to summerjam@gecac.org with the subject line **Summer JAM Evaluation RFP Response**. Proposals must be received by noon on **April 20, 2021**. Any proposals received after that time will be returned unopened to the bidder. GECAC reserves the right to reject any and all proposals.