



Sexual Assault Crisis Center

Request for Proposal Program Evaluation Services

**Proposal Deadline
12:00 PM CDT, Thursday, May 20, 2021**



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Crisis Center

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The Sexual Assault Crisis Center – Fox Cities, Inc. (Center) is a 501(c)3 nonprofit corporation. The Center is seeking a third-party evaluator who will manage data collection and analysis of our Safer Youth and Teens primary prevention program located in Outagamie County, Wisconsin. Preference will be given to vendors who have experience working with small not-for-profit organizations.

Questions regarding this RFP should be directed to Amy Flanders, amy@sacc-foxcities.org.

Electronic submissions are required and must be submitted to amy@sacc-foxcities.org with “RFP Submission for Program Evaluation Services” in the subject line.

The deadline for responding to this proposal is **12:00 PM CDT, Thursday, May 20, 2021.**

Organizational Overview

The Center is one of 60 sexual assault service providers (SASP) in Wisconsin. As a SASP, the Center is required to provide services and support to victim survivors of sexual violence, and deliver prevention education programming.

Mission: We empower people to find their voice to end the crisis of sexual violence.

Vision: No sexual violence in the Fox Valley by 2038.

Programs and Services

Victim Assistance

For 43 years, the cornerstone of the Center's mission has been to provide services to victim survivors of sexual violence, their families and others at **no cost**. This includes interceding where sexual violence is happening to provide safety, support, and resources to victim survivors. We work with individuals who have suffered physical, sexual, financial and/or emotional harm as a result of the crime of sexual assault. The Center treats all victim survivors with care, compassion and respect as they heal from their trauma. The services we provide include; 24-hour crisis response, medical and legal advocacy, systems advocacy, information referral and support groups.

Prevention Education and Community Engagement

For 37 years, the Center has delivered widely-respected prevention education programs with a goal of preventing sexual violence from occurring in the first place. Prevention education supports the strengths of individuals, families and communities. In 2020, the Center was awarded the RPE (Rape Prevention & Education) grant from the Centers for Disease Control and Prevention (CDC) that is administered by the Wisconsin Department of Health Services. *It is the Center's work with the CDC's RPE program that this RFP will evaluate.*

Scope of Work

Following are the Center's program evaluation priorities:

1. Determine evaluation methodology.
2. Develop specific Safer Youth and Teens outcome measures with input from workgroup volunteers and staff.
3. Finalize goals and performance indicators for Safer Youth and Teens program.
4. Survey participants, staff, volunteers, others.
5. Conduct community conversations.
6. Attend monthly planning meetings to coordinate evaluation activities, and actively participate in Safer workgroups.
7. Develop deliverables including a written report, and infographic(s), graphs/tables for use in presentations, for the Center's annual report, for funding requests, etc. Due by November 2021.

Current Evaluation Activities

- Limited demographic information
- Participation
- Observation of behavior: interactions with peers, leadership responsibilities/capabilities

Budget & Timeline

The budget for completing the evaluation is up to \$12,000, and the timeline is from the awarding of this RFP thru Jan 31, 2022.

Information Requirements

Corporate Information

1. Brief overview of your work providing nonprofit program evaluations.
2. How long have you been in business?
3. In what cities do you maintain offices?
4. How many employees are in your organization and how many of those are dedicated to evaluation design and data collection?
5. Describe your relationship and experience working with nonprofit organizations.
6. What differentiates your organization from competitors in the marketplace and how will that benefit the Center?
7. Will you subcontract any components of the proposed solutions to a third party? If yes, describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individual as well as a summary of past work you have successfully completed together.
8. Provide references of three current customers that are similar in scope and requirements to those of the Center.

Proposed Approach and Solution

1. Provide a proposed work plan for migration to your organization as a Center preferred vendor:
 - a. Key activities.
 - b. Timing.
 - c. Information/resource requirements from the Center.
 - d. Deliverables.
 - e. Key milestones, checkpoints, and decision points.
 - f. Cost.
2. If the Center selects your organization, what Center resources would you require (information, data, staff resources, communication, etc.) during the migration and ongoing basis?
3. Who would be assigned to the Center's account?
4. Describe your experience providing the Scope of Work listed above.

Support

1. Describe your technical support capabilities including assistance request process, support hours, response times, staffing levels and expertise.
2. How do you monitor customer satisfaction and quality assurance on an ongoing basis?

Financials

1. Provide the pricing model(s) that you employ for your standard services.
2. List the charges associated with each of the items in the Scope of Work.
3. Do you offer a nonprofit discount? If so, indicate the pricing difference.

Vendor Presentations

Our intention is to hold presentations with one or more firms on a day and time to be determined.

No Obligation

The submission of a proposal shall not in any manner oblige the Center to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.