

CITY OF SANTA FE

**COMMUNITY SERVICES DEPARTMENT
YOUTH AND FAMILY SERVICES DIVISION
P.O. BOX 909
SANTA FE, NEW MEXICO 87504-0909**

REQUEST FOR QUALIFICATIONS

**Children & Youth Commission
2015-2016**

**Data Development Project
Attention: Adele T. Rodriguez**

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DUE: July 27, 2015

BACKGROUND AND SUMMARY

The City of Santa Fe Youth and Family Services Division is soliciting written quotations from facilitators, planners, or other professionals in the field of Children and Youth.

The request is to engage a contractor for possible multiple awards in the area of Program Evaluation, Data Collection, Analysis and Reporting to assist nonprofit grantee organizations contracted by the Children and Youth Commission for the City of Santa Fe to develop a system for tracking, reporting and analyzing data.

The person will have a broad view of the needs and programs serving Children and Youth in our community and specialized experience in qualitative and quantitative data collection methodologies, evidence based practices and fidelity assessment, and program evaluation (developmental, process, outcome). The successful candidate will also understand the importance of ensuring confidentiality, transparency and dissemination. The goal is to provide a formalized data system which will provide the Children and Youth Commission the ability to collect, analyze and report the impact of funding allocated to nonprofit grantee organizations.

QUALIFICATIONS

1. Professional: It is required that the contractor selected shall possess, at a minimum, a Master Degree in a relevant discipline (education, psychology, epidemiology, etc.), shall reside in Santa Fe, and shall have familiarity partnering with local private and community foundations, government agencies, and non-profits in the areas of: physical and behavioral health; education; youth development; and research, data and technology.
2. Ability: It is required that the contractor selected shall possess the ability to analyze complex, evolving human environments and apply principals of CQI (Continuous Quality Improvement): assessment, planning, action and evaluation. This contractor will have superb interpersonal skills, and be experienced and comfortable working with diverse socioeconomic and cultural groups. In addition, this professional must have a strong background in research; qualitative and quantitative data analysis; evidence-based programs; program planning and management; and policy development and implementation.

The contractor shall also be experienced in data mining, developing data systems, conducting user testing, information design and infographics. Ability to synthesize and present data and information so that is easily understood by nonprofit agencies, the Children and Youth Commission, and the general public is also required.

(Up to 35% of total score for a maximum of 100%)

SCOPE OF WORK

The work includes but is not limited to;

1. Assist the Children and Youth Commission and participate in the Birth to Career Collaborative - Data Team in order to report on progress within the target agencies and recommended strategies to obtain objectives;

2. Visit selected target agencies and conduct an analysis of current data collection and reporting systems;
 3. Develop target outcomes in line with Children and Youth Commission's Key Indicators and a data collection/reporting/analysis system for individual agencies;
 4. Assist the selected agencies to report impact of grantee's programs and services. Participate in meetings and act as the liaison with current data collection projects occurring within the community, including, but not limited to: the Santa Fe Birth to Career Collaboration (SF B2C) Data Team, Christus St. Vincent Hospital Team, NM Voices for Children, etc.
 5. Participate in and provide monthly updates for the Children and Youth Commission meetings and City of Santa Fe/Children and Youth Commission priorities.
 6. If necessary, assist nonprofit grantees in the identification of evidence based programs suitable for serving local target populations and producing outcomes of interest to the Commission.
- (Up to 30% of total score for a maximum of 100%)

DELIVERABLES

1. In conjunction with funded nonprofit organizations develop targeted outcomes in line with Children and Youth Commission Key Indicators and implement a data collection and reporting system within the nonprofit organization.
 2. Develop the system to capture, analyze and report data to the Children and Youth Commission.
 3. Participate in monthly Commission Meetings and report status of project.
 4. Provide final recommendations on systems and next steps for the replication of the final data system.
- (Up to 35% of total score for a maximum of 100%)

PROPOSED FEE

The budget for this process shall not exceed \$49,000 including every appropriate tax or fee for services.

TIME FRAME

RFQ: DUE DATE: July 27, 2015

Purchase Order will be issued for the work described above within 3 weeks of quote submittal. Contractor will be expected to begin project upon issue of the Purchase Order. Work Product: The deliverables of this contract shall be completed by the end of the contract period. Contract may be subject to extension.

Fax or email copies are acceptable. Fax – 955-6760
Email – atrodriguez@santafenm.gov

SUBMITTED BY: _____

FIRM

ADDRESS

CITY

STATE

TELEPHONE

SIGNATURE

DATE

The "Request For Qualifications" may be canceled and any and all proposals may be rejected in whole or in part when it is in the best interest of the City to do so.

The Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) imposes civil and criminal penalties for its violation. In addition, The New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

The fees include all reimbursable, including mileage, travel and per diem expenses. It is understood that all fees are subject to applicable NM gross receipts tax and the tax must be paid by the contractor.