

***Stay the Course TM Replication Program***

**Service Provider RFP Response Form**

**Attachment A**

**Responses Due: January 4, 2019 by 12 p.m. CST**

**Submit To:**

**Catholic Charities Fort Worth**

**249 West Thornhill Drive**

**Fort Worth, Texas 76115**

**ATTN: Natalie Jacobs**

OR

**Email: njacobs@ccdofw.org**

1. **General Information**

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| **Non-Profit Social Service Organization Information** |
| **Name of organization:** |  |
| **Location (City, State)** |  |
| **Contact name:** |  |
| **Contact phone:** |  |
| **Contact e-mail:** |  |

1. **Narrative Questions**

*Please provide the following narrative. Responses should be no more than 15 pages at size 11 font with one-inch margins. Acceptable fonts include Calibri, Ariel, and Cambria.*

**Administrative/Organizational Capacity Questions:**

1. Describe your organization’s hiring practices. Please note the time it typically takes you to hire a candidate.

Click or tap here to enter text.

1. Describe whether your organization has the capacity to designate a staff member as the Program Champion, who will be dedicated to ensuring Prepare to Launch tasks/steps are completed. If so, please provide this individuals name, position, and provide their resume as an attachment.

Click or tap here to enter text.

1. Demonstrate your organizations understanding of minimum staff qualifications and hiring processes as required by CCFW for *Stay the Course* program staff.

Click or tap here to enter text.

1. Describe your hiring plan for this project. If you plan to move a current manager or existing staff to any *Stay the Course* program staff positions, please provide staff’s resumes as an attachment.

Click or tap here to enter text.

1. Describe your ability to recruit, hire, and train staff for an August 1st, 2018 launch date.

Click or tap here to enter text.

1. Provide a detailed description of your new employee orientation process and what initial and ongoing trainings staff are required to complete.

Click or tap here to enter text.

1. Describe what oversight will be instituted for *Stay the Course* program staff.

Click or tap here to enter text.

1. Please describe how your organization will develop training materials and facilitate required trainings to staff prior to August 1, 2018.

Click or tap here to enter text.

**Demonstrated Performance/Ability Questions:**

1. Describe your relationship with the proposed community college partner. If you have collaborated with them in the past, what has that looked like? Include specific examples of projects/programs that your organization has collaborated with the community college on and the duration of those projects/programs.

Click or tap here to enter text.

1. Provide the name(s), position(s), and contact information (i.e., phone number and e-mail address) for the community college representative(s) whom your organization has been in communication with regarding the *Stay the Course* program.

Click or tap here to enter text.

1. Describe specific steps your organization has taken to inform the community college about the program and what will be expected (e.g., data sharing requirements, space for navigators) from them in order to support implementation. Include any questions/concerns raised by the community college regarding roles and responsibilities. Disclosed questions/concerns will not preclude eligibility.

Click or tap here to enter text.

1. Share any details of involvement your organization has had with participating in a randomized controlled trial or other impact evaluation. Share details of how your organization is committed to a learning environment and to research, evaluation, and data. Share details of any examples of when your organization has utilized an evidence based practice in your work.

Click or tap here to enter text.

1. Is your organization willing to follow random assignment procedures?

[ ]  Yes [ ]  No

1. Share about your organization’s experience providing intensive case management to a low-income population. Provide information on your organization’s experience serving low-income individuals and the types of services your organization has successfully provided.

Click or tap here to enter text.

1. Please describe what trainings your organization offers/requires to support case managers. Include learning objectives, and how frequently the trainings are offered and/or required.

Click or tap here to enter text.

1. Please describe your organizations philosophy/approach to case management.

Click or tap here to enter text.

1. Share about your organization’s experience allocating financial assistance to clients. Include how your organization tracks distribution of financial assistance.

Click or tap here to enter text.

**Quality/Comprehensive Services Questions:**

1. Describe your organization’s experience with and capacity for program evaluation and implementation monitoring. Provide specific examples on what tools/resources are utilized by your organization to monitor implementation of your existing programs (e.g., dashboards). If a team member or group within the organization is responsible for these activities, please describe their qualifications and experience.

Click or tap here to enter text.

1. Describe your organization’s process for establishing program metrics and your procedures for addressing metrics that are below target, target, or above target.

Click or tap here to enter text.

1. Describe what quality assurance activities (e.g., internal monitoring, data collection and analysis, weekly check-ins, etc.) your organization performs to monitor your existing programs, who is responsible for performing these activities, how often they are performed, and how your organization utilizes results to improve implementation and/or service delivery. Include specific systems, processes, and administrative controls that are established.

Click or tap here to enter text.

1. How will *Stay the Course* fit into your organizations established quality assurance activities/processes? Please include specific examples of how your organization will monitor the program metrics established for *Stay the Course*.

Click or tap here to enter text.

1. Describe your organization’s experience and capacity for data collection and analysis. Include what support your organization will/can provide to *Stay the Course* program staff to meet data sharing requirements.

Click or tap here to enter text.

1. Describe your organizations experience utilizing data management systems.

Click or tap here to enter text.

1. Describe how your organization handles the protection, persistence and retention of data.

Click or tap here to enter text.

1. Describe steps taken by your organization to ensure data quality and consistency (e.g., data audits, data cleaning, trainings etc.), and who is responsible for completing these steps. Include the frequency of how often these are performed.

Click or tap here to enter text.

1. Describe any challenges your organization anticipates with the described data sharing requirements. Potential challenges will not necessarily preclude eligibility; identifying potential challenges in advance will help us anticipate what training and technical assistance may be needed for the future.

Click or tap here to enter text.

**Prepare to Launch Timeline**

*Please complete the “Replication Site Plan/Timeline” column. Describe your organization’s plan and timeline to complete the tasks specified. This timeline is intended to evaluate your organization’s understanding and capacity to become operationally ready to launch the Stay the Course* *program by the beginning of the Fall 2019 academic school year.*

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| --- |
| **PREPARE TO LAUNCH**  |
| **Tasks** | **Outcome(s)** | **Replication Site Plan/Timeline** |
| **Coordinate with Community College & Establish School Relationships** | * Staff/faculty that will support implementation in some way are fully informed of expectations, roles, and responsibilities
* Campus-wide support/awareness of the *Stay the Course* program
* Campus logistics (office space, badges, printers, parking, internet)
 |  |
| **Learn Data Sharing Requirements and Centralized Database** | * Learn how to navigate and utilize centralized database
* Establish methods/structures for tracking program metrics (e.g., dashboards)
* Ability to meet monthly reporting requirements
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| **Complete Pre-requisites for Research Participation** | * Obtain Institutional Review Board approval through LEO and Community College
* Execute Data Sharing Agreement(s)
* Execute Memorandum of Understanding
 |  |
| **Hire & Onboard Staff** | * All *Stay the Course* program staff are hired and trained on the *Stay the Course* program model.
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| **Create Program Materials** | * All program materials required to implement the program are developed and ready to use
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