

System of Care Evaluation Request For Proposal For HealthWest

If there are questions regarding the following specifications please contact:

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Purpose and Scope

These specifications cover the contract for the Muskegon County System of Care (SOC) national and local evaluation.

Specifications and Requirements

HealthWest is seeking a Lead Evaluator for the implementation, leadership and oversight of the local and national evaluation program for Muskegon County's System of Care for children and families through the Substance Abuse and Mental Health Administration Cooperative Agreement. Please see Attachment A for: description of current structure of the SOC; an outline of the SOC project plan for the next four (4) years; and the proposed evaluation plan as written in the cooperative agreement application.

The Lead Evaluator will be responsible for leading an evaluation team to design and implement both the local and national evaluation for Muskegon County's System of Care from February 20, 2017 until September 30, 2020, as long as the contractor is meeting expectations as outlined in this proposal. HealthWest reserves the right to terminate the contract with three (3) months written notification if the expectations of the Lead Evaluator are not being fulfilled accordingly.

The budgeted amount for this contract is \$115,000 per year for four (4) years, for a total of \$460,000.00. This includes all key staff, travel costs, incentives for individuals to participate in the evaluation, hiring of hourly youth and family evaluation interviewers, and all other anticipated costs.

Start Date

The awarded contractor will begin work on February 20, 2017 and end September 30, 2020. Must have initial evaluation set up to start enrolling System of Care youth and families into National Evaluation by March 30, 2017.

Submittals: Please submit by 5:00pm on Friday, January 13th

- A. Briefly describe your related experience in providing evaluation services for a comparable project and any experience in evaluation in the behavioral health field including Substance Abuse and Mental Health Administration (SAMHSA) grant evaluation.
- B. Briefly describe your approach to evaluation including any experience in engaging community members or groups in evaluation efforts.

- C. Include a 1-2 page plan for this evaluation, including potential process and outcome measures and a timeline for key activities in year one (1).
- D. Describe key staff for the project including approximate hours per week.
- E. Submit a written attestation you can meet timetable as outlined above.
- F. Provide a minimum of three (3) references with firm/corporation names, addresses, and phone numbers.
- G. Provide a proposed budget for each year of the evaluation including the products, services, staff costs and related expenses for this proposal.

Bidders Conference

Tuesday, January 3, 2017 from 3:00-4:30 p.m. at HealthWest (376 E. Apple Ave, Muskegon MI 49442) in Boardroom B. This meeting is optional and will be an opportunity for Q&A.

Evaluation Process

- A. Vendor can meet the specifications as outlined above.
- B. Vendor has relevant prior experience, preferably with Systems of Care.
- C. Vendor has experience in the behavioral health field.
- D. Vendor demonstrates experience with engaging the community in evaluation efforts and a collaborative approach to evaluation.
- E. Vendor can meet the timetable as outlined above.
- F. Budget outline provided meets grant requirements and is within the budgeted amount.

Bidders will be notified of their status no later than Friday, January 27, 2017.