



REQUEST FOR PROPOSALS – EVALUATION

Overview

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consultants or firms to support the evaluation of the Statewide Family Child Care Pilot Program.

CDFA invites proposals from interested consultants/firms with experience in evaluation. Total budget for services not to exceed \$75,000. The expected project timeline is from November 2023 through September 2024.

Background

The [New Hampshire Community Development Finance Authority](#) (CDFA) is a statewide nonprofit public authority focused on maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan and equity programs. Those resources include New Hampshire state tax credits, federal Community Development Block Grant resources and the CDFA Clean Energy Fund.

The Statewide Family Child Care Pilot Program will focus efforts on supporting family-based child care providers to increase equitable access to quality, affordable child care for New Hampshire families. The pilot program will also provide the State of New Hampshire an understanding of the current landscape of supports and opportunities for family-based child care providers to help inform how it may approach the development of a [Staffed Family Child Care Network](#) as a long-term solution for the sector. The one-year pilot program will focus on engaging new and existing family-based child care providers.

Family-based child care providers are a distinct, essential and valued early care and education setting that require a unique and intentional focus. A strong network of family-based child care providers delivers quality care critical to the success of our children and enables New Hampshire families to participate in the workforce, increasing their ability to access economic opportunities while growing the state's economy.

CDFA is centering equity in this work and prioritizing delivering resources in a way which provides communities, families and individuals what they need to grow and prosper in New Hampshire. We believe this approach will continue to provide quality care for families and encourages the long-term sustainability of providers as small business owners in New Hampshire.

Scope of Services

CDFA is seeking a qualified agency, consultant or firm to support New Hampshire's Statewide Family Child Care Pilot Program with the services outlined below.

Responsive proposals will provide insight to how the agency, consultant or firm will assist CDFA and its partners in achieving the following project goals:

- Support development of strategies and materials to grow the Statewide Family Child Care Pilot Program, including the ability to develop materials in multiple languages and adapt messages for multiple audiences/stakeholders;
- Raise awareness of the statewide and regional resources available to support new and existing family-based child care providers;
- Increase understanding of how critical family-based child care is to New Hampshire families and communities among a diverse set of stakeholders on a statewide, regional and local level.

SERVICES REQUESTED

We are seeking an external evaluator to conduct an equity-centered evaluation of the Pilot Programs and Materials created to support the establishment of a New Hampshire (NH) Staffed Family Childcare Network. Our objective is to not only document our progress but also to improve our program model through data-driven insights. The successful external evaluator will collaborate closely with the Community Development Finance Authority (CDFA) to develop an evaluation plan that aligns with agencies or firms contracted for the pilot program and development of

supporting materials. This year-long initiative focuses on promoting equity, inclusivity, and quality in family childcare services.

A. Draft Formal Evaluation Plan:

- Develop a comprehensive evaluation plan that centers equity.
- Define clear and measurable target outcomes for short-term, medium-term, and long-term objectives.
- Consider both process outcomes (implementation, program activities) and impact outcomes (effects on family child care access, quality, and equity).
- Assist in establishing baseline data, where needed, to provide a reference point for evaluating progress.

B. Draft Data Collection Plan:

- Design a data collection plan that aligns with the evaluation plan.
- Describe in detail how data will be collected, including methods, instruments, and sources.
- Specify reporting requirements for data collection sites, ensuring that equity and inclusion principles are central to data collection strategies.

C. System for Tracking Outcomes:

- Create or select a system to monitor and track agreed-upon outcomes.
- Ensure the system supports the collection and analysis of data through an equity lens.
- Implement data security measures and consider data privacy.

D. Utilize Local, State, and National Data:

- Incorporate local, state, and national data and reports to inform initiative outputs and benchmarks.
- Focus on equity disparities in family child care services and use data to address and mitigate these disparities.

E. Engage Stakeholders:

- Collaborate with regional childcare leadership teams, partners, and stakeholders to actively involve them in the evaluation process.
- Ensure diverse voices and perspectives are included, especially those of underrepresented communities.

F. Provide Technical Assistance:

- Offer technical assistance and guidance to stakeholders and partners regarding data collection practices.
- Promote equitable data collection methods and support capacity building in data literacy.

G. Develop and Administer Surveys:

- Design, develop, and administer surveys as needed to gather critical input and feedback.
- Ensure that survey instruments are culturally sensitive and inclusive.

H. Finalize Evaluation of Outcome Measures:

- Analyze data to determine if program goals were met and assess equity impacts.
- Present findings that highlight disparities and suggest strategies for addressing them.
- Complete this step during the last month of the contract.

I. Write Final Close-Out Report:

- Prepare a comprehensive final report for the entire initiative.
- Include recommendations for sustaining and enhancing program efforts with a focus on equity and inclusivity.
- Deliver the final report during the last month of the contract.

J. Present Data and Reports:

- Present data and reports to initiative stakeholders, emphasizing equity and inclusion.
- Engage stakeholders in discussions to identify actionable steps for promoting equity in family child care delivered in NH.
- Conduct these presentations during the last month of the contract.

Prospective consultants or firms are responsive to the needs of Family Child Care providers. Proposals should clearly demonstrate an understanding of equity-centered evaluation and a commitment to inclusivity. We look

forward to working with a partner who shares our commitment to advancing equity and improving childcare services in New Hampshire.

Experience

Proposals must include, at a minimum, the following information:

1. Company profile
2. Qualifications
 - a. Provide a brief description of your firm or consultancy.
 - b. Provide a description of your work process.
 - c. Describe why and how you are uniquely positioned to serve within the capacity requested.
3. Experience and ability to perform this work
 - a. Describe the approach and capacity to successfully complete the Scope of Work.
 - b. Provide examples of relevant work and / or case studies.
 - c. Provide a minimum of three (3) client references.
 - d. Provide a list of personnel who would be assigned to the work, along with their credentials and experience.
4. Pricing
 - a. Provide a schedule of fees for all relevant services described in the Scope of Work.
 - b. Based on your approach, provide an estimate of the number of hours required for each service area.

Preference will be given to the individual or entity with prior experience, an innovative approach to the work and demonstration that they can deliver timely, impactful work.

Questions and Submissions

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Deadline

Proposals should include qualifications, describe any recent project work in this or relevant field, and estimated costs. Proposals should be submitted by email or in hand no later than Friday, November 10, 2023.