

REQUEST FOR PROPOSAL

**Alaska Humanities Forum
Take Wing Alaska Project
161 East 1st Ave. Door 15
Anchorage, AK 99516
(907) 272-5341
www.akhf.org**

The Alaska Humanities Forum is the state council that is recognized by the National Endowment for the Humanities and is governed by a statewide Board of Directors. Founded in 1972, the Forum is a non-profit organization based in Anchorage, Alaska, whose mission is, "to enrich the civic, intellectual and cultural life of all Alaskans." The Humanities Forum is funded through a combination of federal, state, and private funds.

The Alaska Humanities Forum is seeking a consultant or consultants to lead the evaluation process of the Take Wing Alaska project.

Program Overview

The Take Wing Alaska Project, funded through the U.S. Department of Education, was established to increase rural Alaska Native students' opportunities for successful transition from their home culture/community to post-secondary urban/campus culture in order to meet their long-term goals of returning the knowledge to their home community.

Goal: To increase rural Alaska Native students' opportunities for successful transition from their home culture/community to post-secondary urban/campus culture in order to meet their long-term goals of professional or leadership positions in their home community.

Objective 1: Student participants will demonstrate an increased skill set, self-awareness, self-confidence and readiness to begin the post-secondary cultural transition.

Outcome 1: Student participants will demonstrate self-awareness, confidence and readiness to begin the post-secondary cultural transition.

Performance Measures:

1.a 100% of the student participants show increased readiness for the Post-Secondary Education transition measured by the difference in pre/post assessments.

1.b Community sponsors of 100% of participants' rate their students as showing growth pre-post on measures of readiness for the post-secondary education transition.

Benchmarks:

1.a Year One recruitment will be for 35 students to ensure that 30 participate in the experience.

1.b Year two recruitment will be for 35 students to ensure that 30 participate in the experience.

1.c Program total of 60 students.

Objective 2. Provide an opportunity for student participants, sponsors and their parent(s)/guardian(s) to increase their understanding of post-secondary commitments and expectations.

Outcome 2: Student participants, sponsors and their parent/guardian will demonstrate that they have an understanding of post-secondary commitments and expectations.

Performance Measures:

- 2.a** 100% of students will have a parent/guardian and sponsor present at the initial parent/sponsor training.
- 2.b** 100% of students will attend first Summer Urban/Campus Immersion soph/jr year.
- 2.c** At least 95% of student participants in their junior year and their community sponsors will participate in a four-day campus cultural immersion.
- 2.d** 100% of the students who attend will have a sponsor with them.

Benchmarks:

- 2.a** Year One 30 students will participate in the first Parent/Sponsor Training in hub community
- 2.b.** Year Two 30 students/sponsors will participate in Summer Urban/Campus Immersion experience, including those without sponsors.
- 2.c** Year Three at least 28 of the students will participate in the junior year campus experience.
- 2.d** Program total of 60 students with at least 57 coming in for the junior year campus experience.

Objective 3: Provide an opportunity for student participants to develop readiness to become part of the university, training, or employment environment.

Outcome 3: Student participants will demonstrate character readiness to become part of the university, training, or employment environment.

Performance Measure:

- 3.a** At least 90% of the students will participate in a four-day campus immersion setting shadowing a student mentor for classes, campus events and social settings.
- 3.b** At least 90% of the students will graduate with a high school diploma by project end
- 3.c** At least 95% of project completers will transition to university, training or employment.

Benchmarks:

- 3.a** Year four at least 27 of the students will participate in the Senior year immersion experience, including those without sponsors; program total, 54;
- 3.b** At least 27 students will graduate from high school; program end, 54 total.
- 3.c** Year Four 52 students who complete will transition.

The following table outlines the management plan and the feedback/improvement. Project Director (PD), Project Manager (PM), Family/School Liaison (FSL), Community Sponsor (CS), Camp Director (CD).

Management Plan, Years 1, 2, and 3			
Goal: To increase rural Alaska Native students' opportunities for successful transition from their home culture/community to post-secondary urban/campus culture in order to meet their long-term goals of professional or leadership positions in their home community.			
Objective or Task	Staff Resp	Timeline	Milestones/Eval. Data
<i>Objective 1. To demonstrate self-awareness, confidence and readiness of student participants to begin the post-secondary cultural transition process.</i>			
Engage Staff	PD, PM	Oct 2012	Meeting Notes
Hire (2) Family/School Liaisons	PD, PM	Oct 2012	Applications, Interview notes
Engage Consortium Partners	PD, PM	Nov 2012	Recruitment plan, meeting

			notes
Dorm Reservation	PM	Oct 2012	Contracts
Engage District Partners on recruitment process, student selection criteria	PD, PM	Dec 2012	Program policies, applications, acceptance contracts for students
Recruit 30 students, per cohort	PM, FSL	Jan-Apr 2012/13	Phone/travel log, community engagement night notices
Hire Community Sponsors	PD, PM, FSL	Jan– Mar 2012/13	Recruitment materials, interview notes, contract
Interview students, and families	PM, FSL	Mar-Apr 2012/13	Interview notes, communication log
Planning session for Student/Parent Orientation	PM, FSL, CD	Mar-Apr 2012/13	Meeting notes, orientation schedule, flights, hotel
Planning sessions for first cross-cultural immersion	PM	Apr 2012/13	Meeting notes, immersion schedule
Partner meeting for summer immersion	PM	May 2012/13	Meeting notes
Notify accepted students	PM, FSL	May 2012/13	Student and Parents letter of intent to complete project
Student online forum	PM	May 2012/13	Blogs, photos, video
Student/Parent Guardian begin to understand what it means to be ready for PSE	PM	May 2012/13	100% of the Students and Parent Guardians attend an Orientation in community.
Logistical arrangements for student and community sponsor 12-day urban campus immersion	PM, FSL	May 2012/13	Travel itineraries
Speakers, day and night staff recruited and hired for campus cultural immersion	PM	May-Jun 2012/13	Contracts, Immersion Schedule
Students demonstrate self-awareness, confidence, and readiness to begin the transition to PSE	PM, CD	July 2013/14	100% of Students and Community Sponsor attend the first campus immersion
Students and Community Sponsors attend 12-day campus cultural immersion	PM, CD	July 2013/14	Videos, personal mission statement videos, photos, blogs
<i>Objective 2. Student participants, sponsors and their parent/guardian will demonstrate that they have an understanding of post-secondary commitments and expectations.</i>			
Students and Community Sponsors have regular activities which include parents, and community	PM, FSL	Aug- May 2013/14 /15	Activity Schedule

Student and Family/School Liaison create individual learning and life skills plan	PM, FSL	Sep 2012/13	Student “Flight Plan”
Monitor Flight Plans	PM, FSL, CS	Sep 2012/13-May 2014/15	Updated plan, advising notes
Training, support for CS and Student as needed via audio/video conference	PM, FSL	Ongoing	Meeting notes, support materials
Families are aware of students “Flight Plan” and provide input	PM, FSL	Ongoing	Communication log
CS and Family roundtable discussions	PM, FSL	Oct 2012/13 Jan 2012/13	Meeting notes
<i>Objective 3. Provide an opportunity for student participants to develop readiness to become part of the university, training, or employment environment.</i>			
Logistics Student and CS for second immersion	PM, FSL	Jan 2014/15	Flight, hotel, meeting space arrangements, contracts
Student demonstrate that they have an understanding of post-secondary commitments and expectations	PM, CD	Mar 2014/15	At least 90% of student participants and their CS will participate in a four-day campus cultural
Students and CS Sponsors attend four-day immersion	PM	Mar 2014/15	Videos, re-visit and re-create personal mission statements
Provide Students, CS, and Families with PSE and career materials to discuss	PM, FSL	Apr 2014/15	PSE, Career Materials
Speaker commitments, PSE admissions counselors, college students, professionals	PM	Aug – Oct 2014/15	Immersion Schedule
Logistics to bring Student and CS to Anchorage for second immersion	PM, FSL	Sept 2014/15	Flight, hotel, meeting space arrangements, contracts
Students demonstrate readiness to become part of the campus culture.	PM, CD	Nov 2014/15	At least 85% of student participants attend a four-day campus cultural immersion
Students attend four-day campus cultural immersion	PM, CD	November 2014/15	Students re-visit and re-create personal mission statements
Students and families prepare for student’s departure for PSE	PM, FSL, CS	Nov-Aug 2014/15	PSE applications, meeting notes, PSE arrangements, community engagement night

Evaluation Project Scope:

The ideal program evaluation will be interwoven into all phases of the project and will utilize formative and summative evaluation and will focus on the operation and goal of increasing rural Alaska Native students' successful transition to postsecondary education. Evaluators will develop instruments for collecting data on participants' attitudes, beliefs, and actions, evaluators will draw on the considerable body of questions developed to reveal self-awareness, confidence and readiness to experience a transition from home culture to mainstream academic culture. In addition to analyzing the project, evaluators will assist with federal annual performance reports and provide annual report to the project Leadership Team and other stakeholders.

The evaluator(s) are expected to analyze data and provide written reports at the end of each program year, which provide recommendations on improvements for the program as well as baseline changes in the program participants.

The project is a three-year award. The selected evaluator is expected to lead the evaluation process for the full three years, but the working relationship will be evaluated at the end of each year for continuation. This consultancy would begin work on February 21, 2013, and be completed no later than August 31, 2013, with the renewal of the contract pending through 2015.

Proposal Content and Submittal Process:

Interested people should submit the following, no later than 5:00pm AST on **January 31, 2013**:

Please include the following information in your proposal:

1. A description of qualifications of the consultant or the team of consultants.
2. A detailed work plan that describes how the specific tasks will be completed. This should include a description of all evaluative instruments.
3. A list of project deliverables and corresponding deliverable dates.
4. An estimate of fees to be charged and an estimate of expenses that would be incurred. Vendor bids may not exceed \$25,000 for year one.
5. Resumes of all consultants who would be involved in the project and an explanation of what role each will play in the overall project.
6. The names, phone numbers and contact people at three nonprofit organizations who have been your clients during the last 18 months, whom we may call as references.

Basis for Award of Contract:

- Demonstrated project team evaluation qualifications and experience 30%
- An overall assessment of the detailed project work plan and deliverables 30%
- A low cost, competitive bid based upon deliverables 30%
- Alaskan based firm 20%

Conference Call to Answer RFP Questions:

The Alaska Humanities Forum will conduct a conference call on January 24th at 1:00 – 2:00 p.m. to answer any questions regarding the RFP process or the scope and requirements listed in the RFP. Amber Frizzell will be moderating the conference call and available to answer questions related to the RFP. Call in number is 907-770-8450 PIN 4321 to join.

Proposal Deadline:

All proposals should be submitted by mail or delivered to the address below before 5:00pm AST on January 31, 2013. No late proposal submissions will be accepted. Please be sure to include three hard copies or CDSs with the full proposal details included.

Alaska Humanities Forum
Attn: TWA Evaluation Proposal
161 E. First Avenue, Door 15
Anchorage, AK 99501

Final Selection:

Depending upon the number of applicants, the Alaska Humanities Forum may hold an interview process with final candidates during the week of February 4th. Final selections will be made and announced on February 11th, 2013.