

**PEP FOUNDATION
REQUEST FOR PROPOSALS
Planning & Evaluation**

INTRODUCTION

The PEP Foundation, Inc. seeks a partner to develop and implement a comprehensive evaluation plan that includes a database, program evaluation tools and training.

BACKGROUND

PEP Foundation is a community-based organization in New Jersey that provides low-income youth with the skills and support they need to succeed in college and in life. Students enroll in the fourth grade and continue through middle school and high school, attending academic and social programs after school and during the summer. Those who successfully complete the program receive four years of tuition at Rutgers University (or the equivalent).

In 2011, PEP developed a Strategic Plan that included the need to develop and implement a comprehensive Evaluation Plan. This Request for Proposals seeks to identify a partner in this process.

REQUEST FOR PROPOSALS:

PEP seeks an experienced evaluation partner to:

1. Summarize best practices in academic enrichment programming for low-income youth, including approaches to evaluation;
2. Develop an Evaluation Plan for PEP that aligns with PEP's 2011 Strategic Plan and Program Goals;
3. Recommend and develop specific data collection strategies for PEP and develop evaluation instruments for ongoing use;
4. Create a database to capture information about student performance and program effectiveness; and
5. Build agency capacity through training, logic models and strategic analysis of programs.

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HOW TO APPLY

Please respond to the questions below. Responses may be brief, but they should be specific.

1. Statement of Qualifications

a. Knowledge of best practices in program evaluation

Please describe your experience and expertise in the field of evaluation or related fields. Please briefly describe the three projects, clients or partners that most closely resemble this project.

b. Experience in the Field of Education

Please describe your organization's experience working with and/or evaluating OST (out-of-school-time) programs, after-school programs, schools or other educational organizations;

c. Technical Expertise

Please provide a brief overview of your experience with technology and how you approach building or implementing data-gathering systems; and

d. Experience with Target Population

Please outline experience you have had working with programs that support under-served populations or communities.

2. Proposal

Please describe how you would approach the project. What strategies or methods would you employ? Please include the following components in your proposal:

- a. Project Overview
- b. Implementation Plan
- c. Project Budget
- d. Project Leadership

The Project Budget is \$25,000.

HOW TO APPLY

Completed responses are due February 15, 2013 by electronic mail to info@pepprogramnj.org.

QUESTIONS?

Please contact info@pepprogramnj.org with questions.