



Request for Qualifications of Evaluation Services for the Latino Faith Partnership for Prevention & Treatment

Agency Mission & Description

Latino Community Services, Inc. (LCS) is a Hartford, Connecticut based non-profit organization whose mission is to reduce the spread of HIV/AIDS among the Latino community and other populations at risk and improve the quality of life and health outcomes of individuals affected by HIV/AIDS. LCS provides community-based services including case management for people with HIV, support groups and counseling for substance abusers, HIV counseling and testing, medical transportation, and interpretation.

The Latino Faith Partnership for Prevention & Treatment (LFPPT) is an initiative focused on enhancing and expanding substance abuse outreach, pretreatment and treatment services in conjunction with HIV/AIDS services in the Latino/Hispanic community in Connecticut, through a partnership with a core group of Latino pastors and faith-based groups. The target population for LFPPT is out-of-treatment Latino substance users. This program, started in October 2007, operates out of multiple faith-based sites by providing the sites with a trained substance abuse counselor/case manager and providing support and training to faith-based teams conducting outreach and pastoral counseling. Risk reduction interventions and HIV counseling and testing are also offered.

As it enters the third year of implementation, LCS seeks to conduct a two-year process and outcome evaluation of the LFPPT model, in order to assess the project's success in meeting its objectives and outcomes for expanding the capacity of faith-based sites and improving health and well-being for out-of-treatment Latino substance users. The evaluation will assess the service model at each site individually and collectively to lead to packaging this model for dissemination to other communities. LCS is currently seeking qualifications from teams and/or individual third-party evaluators to design and conduct the evaluation. Respondents are encouraged to review and be familiar with LCS' programming and background, which can be found on its website, www.lcs-ct.org.

Project Purpose and Background

The purpose of this evaluation is to demonstrate the impact of the Latino Faith Partnership for Prevention & Treatment (LFPPT) on faith-based sites and the out-of-treatment Latino substance users who access the program. The uniqueness of the collaboration between a traditional, albeit grassroots, social service agency and faith-based organizations also offers significant opportunity to create a model for replicating this intervention in other communities.

The Latino Faith Partnership for Prevention & Treatment (LFPPT) began in October 2007 with funding from the Substance Abuse & Mental Health Services Administration (SAMHSA). This program is a



“targeted capacity expansion” grant, with a goal to expand and enhance professional substance abuse outreach and pre-treatment services into faith-based organizations.

The faith community has historically offered effective assistance to people in need by using a range of human, financial and spiritual resources. Their efforts have often brought services to individuals that at times, are beyond the capacity of public health organizations and traditional nonprofit organizations. The target areas for the project are Hartford, East Hartford, New Britain and Willimantic, which are urban areas with a high prevalence of HIV infection, substance abuse and growing Latino populations.

The purpose of LFPPT is to create an effective and sustainable collaboration with faith-based and community organizations engaged in holistic ministry. Outcomes of the project are to reduce the transmission of HIV among chronic drug users in the target areas by assisting out-of-treatment users to adopt risk reduction and safer-sex practices, and to provide access to substance abuse treatment, recovery support services and referrals to related needed services, including wrap around services. Evidence-based practices for community outreach, screening, HIV/STD testing, substance abuse treatment and HIV prevention intervention are integrated into the delivery model, which includes 1) Establishing Faith-Based Outreach Sites, 2) Providing Clinical Pastoral Counseling Training for Latino Faith Leaders and their Community Support Teams/Peer Leaders, 3) Outreach and Pre-Treatment Services, 4) Counseling, Testing and Referral, 5) Outpatient Substance Abuse Treatment and Recovery Support Services, 6) HIV Prevention and Care and 7) Linkage to Medical Care, Behavioral Health and Wrap Around Services. Services are conducted by LCS field staff with support from faith and peer leaders.

As of October 1, 2009, sites have been established in Hartford, East Hartford, New Britain and Willimantic and are each staffed by a substance abuse case manager/counselor, pastoral counselors, and a faith-based outreach team. Each year, the sites combined are expected to outreach to a total of 500 individuals, have 250 individuals receive HIV counseling and testing, provide risk reduction interventions to 200 individuals, and 50 individuals are to receive substance abuse case management/counselor.

With this in mind, Latino Community Services seeks to assess both:

- A. Its own model of service delivery as it works with faith-based organizations to expand capacity and provide quality services to clients, and
- B. The impact of LFPPT on individuals who participate in any or all aspects of the program (pastoral counseling, HIV Counseling & Testing, Substance Abuse Case Management/Counseling, etc)

Key research questions to be addressed through evaluation include:

1. What is the overall impact of LFPPT in expanding and enhancing services to out-of-treatment substance users in the faith-based setting? Does the program expand the capacity of the faith-based organizations? Is this an optimal setting to reaching the target population?



2. How effective is the LFPPT model at improving health and social outcomes for the target population? To what extent is risk for HIV and continued substance abuse reduced for the target population?
3. What are the lessons learned for LCS from this project? What are the key successes, challenges, and broad impacts of this program that can be used to package a model for dissemination?

Scope of Services

Latino Community Services is currently seeking qualifications to evaluate the Latino Faith Partnership for Prevention & Treatment (LFPPT) with the goal of creating a curriculum of best practices for program expansion into other regions. The proposed scope of services will include, though need not be limited to, the following tasks:

1. Design an evaluation plan to address LCS' key research questions for LFPPT.
2. Design a plan or describe how to collect baseline data and measure change over time during the two-year evaluation period.
3. Implement the evaluation across each faith-based site
4. Work with LCS to develop the data needed to conduct the evaluation, including the utilization of existing data and creation of a structure to collect additional data, as needed.
5. Provide implementation analysis of LFPPT's model of working with faith-based sites. This may include analysis of staffing, training, and infrastructure resources and needs.
6. Develop interim and final reports presenting aggregated outcomes, results and recommendations relevant to the above tasks and linked to key research questions. These reports should place a special emphasis on opportunities to package and replicate this model in other communities.

LCS anticipates that evaluation will begin in November 2009 and will last for approximately twenty-four months, including an initial design phase. Once the evaluation has been completed, an RPF will be issued for the packaging and disseminating of the model.

Approach to Evaluation

LCS envisions a multi-method process that incorporates various levels of data collection and analyses. We anticipate that the evaluator will: review background materials; interview LFPPT and community partners to confirm parameters for assessment and establish baselines; and design and utilize appropriate evaluation methodologies, which may include user surveys, focus groups, case studies, quantitative data analysis, and/or other methodologies.



The proposed data elements, indicators of change and outcomes that LCS has developed to date include the following:

For clients:

- Data elements may include: client demographics including age, ethnicity, gender, alcohol and drug history, housing status, criminal justice involvement, history of spiritual/religious involvement, etc.
- Indicators may include: participation in program components, including individual and group level interventions; level of knowledge of external resources, etc.
- Outcomes may include the number and percentage of clients that: remain engaged in counseling/case management for six months; report an increase in self-sufficiency as measured by employment, job skills training, or legal income; increased access to medical and/or mental health treatment; increase in self-reported risk reduction behaviors, etc.

Many of these indicators and outcomes are measured by the GPRA Discretionary Program Measures, a required data collection tool that is administered at baseline, six months, and discharge. 80% of clients who receive the baseline assessment must also receive a six-month follow-up assessment.

For LCS and faith-based partners:

- Indicators may include: adherence to elements of program implementation; staffing capacity and requirements of LCS and faith-based sites; effectiveness of training provided by LCS; and other infrastructure, resource or equipment needs related to effective service delivery.
- Outcomes may include: overall ability of LCS and faith-based partners to expand and enhance services through LFPPT partnership; faith-based partners' ability to implement program on-site; utility of this model in reaching stated goals and objectives; and LCS' ability to refine this model to package and disseminate the model and secure longer-term funding and partnerships.

Requirements for RFQ response

All responses must include a statement of qualifications concisely describing the applicant's capabilities relative to this project. This response must be in keeping with LCS' key research questions, service model, and user populations, as described herein. The response must include the following:

1. A track record of formal evaluation services as well as an understanding of HIV/AIDS and substance abuse and capacity expansion , preferably as demonstrated by previous work,
2. A listing of previous clients and projects,
3. If responding as a firm, the ownership, size, location of the office responsible for providing services to LCS,



4. If responding as a firm, its legal organization (e.g. corporation, partnership) and year of incorporation,
5. If responding on behalf of an evaluation team, a description of role and level of effort
6. A statement, in one page or less, of any other relevant factors that should be considered by LCS in evaluating the proposal,
7. A proposed cost estimate for services to be provided, along with specific ideas for performance based criteria for evaluation of applicant's success in achieving the objectives of the program (see Terms and Conditions, below), and
8. Resumes for all staff who will be working on the project.

Responses shall be evaluated by a selection committee on the basis of the applicant's skills and experience, proposed cost, presentation and completeness of response, and ability and willingness to work with LCS leadership.

Terms & Conditions

Any firm or person submitting a proposal shall state their willingness to agree to the following terms and conditions:

1. The awardee must be fully committed to the mission of Latino Community Services.
2. A contract will be signed by the awardee and Latino Community Services for one year of evaluation work, with the extension based on deliverables.
3. Termination – A termination agreement is to be negotiated between the parties that includes provisions on termination for cause and termination for convenience.
4. Oral Presentation – any individual or firm who submits a proposal in response to this RFP must be willing to make an oral presentation at the request of the LCS Board or Management during the week of November 2, 2009.
5. Compensation – the cost of the evaluation is not to exceed \$50,000 on a yearly basis.

Proposal Submission

All bid proposals will consist of **one electronic PDF copy of the proposal** emailed to:
lcs@lcs-ct.org

Proposals will not be accepted via postal mail or facsimile.



It shall be the responsibility of the applicant to email the proposal on or before **5pm on Friday, October 23, 2009**. LCS reserves the right, at its sole discretion, to reject and return without review any proposal received after the proposal submission time and date.

Applicants will be notified on selection for a presentation by October 28, 2009.

For more information about this RFP, please contact:

Erica Roggeveen Byrne
Program & Institutional Advancement Director
Latino Community Services, Inc.
eroggeveen@lcs-ct.org

Questions must be received by email by October 16. Responses will be sent by October 20.