



Request for Proposal Local Evaluation Services

Volunteers of America, Dakotas (VOAD) is applying for the *FY 2023 Services Program for Residential Treatment for Pregnant and Postpartum Women (PPW) Grant* and is seeking local evaluators interested in providing evaluation services to support the requirement of continuous program improvement for the PPW grant.

Project Name

Volunteers of America, Dakotas Services Program for Residential Treatment for Pregnant and Postpartum Women (VOAD PPW)

Program Description

Through the PPW grant, Volunteers of America, Dakotas will provide comprehensive services for pregnant and postpartum women with substance use disorders across the continuum of residential settings that support and sustain recovery. As a family-centered program, services will also extend to family members and the minor children of the women, the latter of whom may reside with the women in the program facility at the woman's request. VOAD-PPW will be expected to provide a well-coordinated and integrated system of care for pregnant and postpartum women and their families that results in improved maternal and child health and reduces the negative impact of substance use on the participants, their children and family members. With this program, SAMHSA aims to reduce infant and maternal mortality among populations with high needs, decrease disruption of the family unit through improved access and retention in treatment, and increase access to clinically appropriate evidence-based substance use disorder residential services. The due date for the VOAD proposal submission is 3/22/2023.

Population to be served

This project will serve pregnant and postpartum women with substance use disorders in VOAD's 24-hour residential program. As a family-centered program, services also extend to family members and the minor children of the women. It is anticipated the project will serve a large number of American Indian individuals and other populations impacted by health disparities. The total number of participants to be served for this project is still to be determined. In FY 22, the program served 125 women.

Required Activities per SAMHSA

- Implement a thorough process for screening, assessment, and treatment planning of pregnant and postpartum women (see page 8 of the Notice of Funding Opportunity (NOFO)).
- Provide comprehensive SUD treatment services to pregnant and postpartum women across a continuum of specialty SUD at a residential level of care, based on the comprehensive, individualized screenings and assessments that inform individualized treatment plans (see pages 8 & 9 of the NOFO).
- Provide trauma-informed services to the minor children, fathers of children, partners of the women, caregivers for the children, and the extended family members of the women and children, as requested by the woman and as appropriate (see page 9 of the NOFO).
- Provide required supplemental services for minor children of the woman (see page 9 of the NOFO)
- Provide recovery support services and services that address social determinants of health (see pages 9 & 10 of the NOFO).
- Provide Case Management Services (see page 10 of the NOFO).
- Provide Harm Reduction Services (see page 10 of the NOFO).
- Establish a Steering Committee (see pages 10 & 11 of the NOFO).
- Recipients are required to allocate at least 10% of their budget towards community outreach and engagement efforts for underserved and vulnerable populations.
- If funded, applicants are expected to develop a behavioral health Disparity Impact Statement no later than 60 after the award.

Requirements and Expectations of the PPW Evaluation

The evaluator will be a key position in the PPW grant project (minimum 10% level of effort) and will be required to assist the VOAD PPW grant project to be compliant with the federal evaluation requirements set forth by the Substance Abuse and Mental Health Services Administration (SAMHSA). The selected evaluator will work directly with the Project Director who oversees the VOAD PPW Grant.

The scope of work for evaluation services is detailed below:

- The evaluator will assist VOAD in designing the program evaluation, including goals and objectives, for the PPW project. Meetings will be scheduled once the evaluator has been selected to design the program evaluation for the PPW project and develop the plan for data collection and performance measurement (see Appendices E and F, pages 57-61 of the NOFO). The selected evaluator will assist VOAD in analyzing program evaluation data and completing semi-annual and final reports.
- All SAMHSA recipients are also required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) including: number of individuals receiving services, abstinence from illicit

substance and alcohol use, housing status, employment status, criminal justice system involvement, access to services, retention in services, social connectedness, and units of analysis, including measures of disparities in access, service use, and outcomes across subpopulations. The GPRA data will be collected by the VOAD PPW project at intake, every six months thereafter, and discharge. The selected evaluator will assist VOAD in analyzing this data and providing summaries, to include in semi-annual and final reports.

- The selected evaluator will be key in assisting the project with periodic review of performance data and making recommendations for program improvement throughout the project period.
- The selected evaluator will be expected to assist VOAD PPW project in developing a tracking system to determine whether the project is having/will have the intended impact on behavioral health disparities.
- PPW grant projects will be required to submit reports on progress semi-annually (at 6 months and 12 months). The six-month report is due no later than 30 days after the end of the second quarter. The annual progress report is due within 90 days of the end of each budget period. The selected evaluator will be required to submit data summaries to VOAD PPW grant project 15 days prior to semi-annual and 30 days prior to the annual report deadlines in order to include this information with required reports.
- The selected evaluator will be required to provide a final, cumulative data report, to include both process and outcome evaluations, at the end of the project period. This will be due 60 days after the end of the project period on **November 30, 2028**.
- VOAD PPW will work with the selected evaluator to meet all of the requirements listed in Appendix D of the NOFO on pages 52-56, including obtaining an IRB, if necessary.
- Selected evaluators will be required to meet monthly with the PPW Program Director and other staff, as appropriate.
- Selected evaluators will be required to provide a 5-year proposed line item budget and budget narrative to include with the proposal. The budget should include the proposed Level of Effort in terms of percent or number of hours. It is a requirement of PPW grantees that the Lead Evaluator show a minimum level of effort of 10% or 208 hours annually.
- All national grantee meetings will be held virtually. As a key staff member of the PPW project, the selected evaluator will be required to participate.
- Selected evaluators will be required to submit a biographical sketch.
- Selected evaluators will be required to provide a Letter of Commitment.

Terms of Contract

- **9/30/2023 to 9/26/2028**

Volunteers of America, Dakotas Background and Purpose

Organization Description including mission statement:

Volunteers of America, Dakotas is called by the Gospel to guide people to live healthy and fulfilling lives. Reaching out to help those whom we are called to serve achieve their full potential, Volunteers of America, Dakotas demonstrates God's love by guiding people with behavioral health needs; supporting individuals with intellectual and developmental disabilities; strengthening those struggling with homelessness; and uplifting children, youth, and families. For more information, please visit our website at www.voa-dakotas.org

Proposal Deadline & Questions

- Please email a proposal of interest no later than **Friday, February 24, 2023** by COB/5:00pm (CST) to Deb Rice, Grants Director at d.rice@voa-dakotas.org for consideration.
- A link to the PPW Notice of Funding Opportunity (NOFO) can be found at: <https://www.samhsa.gov/grants/grant-announcements/ti-23-002>; this is also posted on the VOAD website at www.voa-dakotas.org.
- Questions regarding this proposal may be submitted electronically to Deb Rice, Grants Director at d.rice@voa-dakotas.org with the subject line *VOAD PPW Grant Question*.

Content for the proposal should include:

- A brief description of the firm and or consultant including qualifications and relevant experience.
- A brief description of content knowledge of individuals impacted by substance use disorders, specifically pregnant and postpartum women and their families.
- Provide a sample of work, including evaluation reports.
- Provide a proposed 12 month timeline of activities (Term of Contract is 9/30/2023 to 9/26/2028); and proposed deliverables as result of services.
- Price –Include information on how the price was determined. Proposal costs should not exceed **\$50,000 annually. Total proposed costs for the five-year period should not exceed \$250,000.** See scope of work for more information.

Notification

- ***Evaluator selection will be made by March 1, 2023 via e-mail.***

Preparation Costs

- All costs incurred in the preparation and presentation of this RFP shall be the responsibility of the applicant. All documents submitted will become the property of VOAD.

