



## REQUEST FOR PROPOSALS

### Data Collection/Assessment for the YMCA's Quality Improvement System in Early Learning Programs

**Prepared by:** YMCA of Metro Chicago Department of Learning and Evaluation

**RFP Release and Due Date:** RFP release date: Monday, June 17, 2019. Application due date: Monday, July 29, 2019

**Budget:** \$130,000 over two years

**Work Timeframe:** August 15, 2019 to August 14, 2020 with extension for one additional year (August 15, 2020-August 14, 2021) based on contract completion and quality in Year 1.

The YMCA of Metropolitan Chicago is seeking an assessment partner for a one-year partnership, with the opportunity for an additional year extension based on performance. The partner will support and lead several assessment collections throughout the academic year under Y Quality (Y/Q) Initiative, a program that seeks to enhance student outcomes among children age 0-5 (~80% of which are in Head Start programming) through a unique professional development system for educators.

#### 1. ORGANIZATIONAL OVERVIEW & PROGRAM DESCRIPTION

The Y's mission is to develop strong children, families and communities across Metropolitan Chicago through academic readiness, character development, violence prevention, and fitness & healthy living. For more than 155 years, the Y has been an active partner in supporting communities across five counties in Illinois. Today, 3,000 Y employees develop and nurture the potential of 60,000 youth and their families. The expansive Y network of 22 membership centers, 5 camps, and 140 program sites across the city and suburbs provide Y communities with safe and supportive environments, health and wellness opportunities, and educational programming for all ages, ethnicities and socioeconomic statuses. Y programs span the developmental continuum, targeting early education and extended-day enrichment for school-age youth and teens.

Across the Y/Q Initiative, over 900 students, age 0-6, are served in Early Head Start, Head Start and non-Head Start programming. Approximately 440 children are served in Early Head Start/Head Start programming across 10 sites in Chicago. Those neighborhoods include: East Garfield Park, Englewood, Humboldt Park, Little Village, Logan Square, Lower West Side, North Lawndale, Pilsen, Rogers Park, South Chicago, and Woodlawn.

In addition, children are served in early learning programs across 7 suburban locations, from DuPage County in the west to McHenry County in the north. The programs are primarily fee-based and range from three-, four- and five- days a week, part or full-day programming.



**The vision of the Y/Q Initiative is to** be an example of “reverse model” quality, where culturally appropriate practices build enduring academic and social emotional learning skills for all children. **The primary goal of the initiative is to further advance child-level outcomes to ensure children in low-resourced settings are school ready and developed within language, literacy, social studies, math, and social-emotional domains.** This is done through a Professional Development model whereby educators are a part of the Professional Learning Communities, which feed into site-specific Communities of Practice.

## **2. EVALUATION PURPOSE, OBJECTIVES, & KEY QUESTIONS**

The Y/Q team seeks an assessment partner to lead and/or support ongoing data collection efforts within the Y's continuous improvement pathways. Data collection efforts will occur continuously throughout the academic year (August-June) and will include direct observational assessment and primary data collection via surveys and other assessment(s). The assessment partner will NOT be taking part in any quantitative or qualitative analysis.

### **2.a. CURRENT OR PROPOSED DATA COLLECTION EFFORTS & INSTRUMENT/TOOL ASSOCIATED.**

The Y/Q Initiative is guided by pathways for continuous improvement, which are viewed, in tandem, as key outcomes in this work. **Data collection support is needed in direct relation to the following pathways and associated assessments:**

Classroom Practice Outcome Pathways:

- Physical Environment: ECERS/ITERS
- Instructional Quality: CLASS

Organization Climate & Conditions Outcome Pathways:

- Organizational Climate: Organization Equity Assessment, Program Administration Tool
- Professional Identity: Administrator Role Perception survey

***In addition, the Y/Q Initiative will utilize the Early Education Essentials and will require robust data collection efforts within this framework.***

## **3. COLLABORATIVE TEAM STRUCTURE**

The Y/Q work is guided heavily by an internal Evaluation Team in the Department of Learning and Evaluation (L&E) at the Y of Metro Chicago. In addition, there will be a third party external evaluator responsible for high-level, advanced analyses. The Y's L&E Evaluation team will liaison all data collection efforts between the assessment partner, the third party external evaluator, and the Y. The Y's L&E Evaluation team will also be responsible for data cleaning, processing, and overall preparation of ~90% of data.

**4. DELIVERABLES AND TIMELINE.** Assessment, collection points, and evaluation plans will be solidified once an external evaluation partner is finalized. The Y/Q Initiative does approximately 95% of data collection and assessment during the academic year, which generally spans from August to June. Each assessment is usually collected one to two times/academic year.



## 5. PREFERRED ASSESSOR QUALIFICATIONS

Individuals, firms, and consortia are encouraged to submit proposals for this work. Preferred competencies and experience include:

- Track record leading data collection efforts within an education setting;
- Extensive experience working with early education and childhood programs, specific knowledge of local level early learning operations, policies, procedures highly preferred
- Ability to operate and assess for certified assessments such as CLASS, ECERS/ITERS
- Ability to collect data and assess in a timely, efficient manner with short turnaround time to the Y/Q team;
- Extensive experience working with cross-site teams;
- Must be located in the Chicagoland area.

**6. BUDGET.** \$130,000 in total funds over the course of two years. Ideally, \$65,000 is allocated for each awarded year of work. Each evaluation budget should be accompanied by a budget justification outlining fund allocation. There are no restrictions to what can be added to the budget.

## 7. PROPOSAL REQUIREMENTS. The Full Proposal should include:

- Cover letter, including organization/individual names who would complete the evaluation, brief introduction to background of qualified partner(s);
- Statement of the Organization/Individual's qualifications (Max. 2 pages single spaced, Ariel font, size 11);
- A description of previous data collection efforts and any information regarding assessor certifications (Max. 3 pages single spaced, Ariel font, size 11);
- Example(s) of other entities previously worked with (may submit up to 3);
- Qualifications of lead assessor(s); and
- Detailed budget and budget justification

Completed proposals must be received by Jen Cooper, MPH, Director of Measurement and Evaluation at YMCA Metro Chicago no later than Monday, July 29<sup>th</sup>, 2019 at 12:00AM CST. Please submit the materials via email by sending directly to Jen Cooper at [jecooper@ymcachicago.org](mailto:jecooper@ymcachicago.org). **Please ensure all materials are in PDF format. Submissions are encouraged to be in one PDF upload, instead of separate attached files.**