

SOLICITATION NUMBER: 97499 O3 – Nebraska Family First Prevention Services Act Plan Evaluation	RELEASE DATE: October 31, 2024
OPENING DATE AND TIME: December 12, 2024 @ 2:00 PM Central Time	PROCUREMENT CONTACTS: René A. Botts
SCOPE OF WORK RELEASE	

I. PROCUREMENT PROCEDURE

A. GENERAL INFORMATION

The State of Nebraska (State), Department of Health and Human Services (DHHS) issued Request for Qualification (RFQ) Number 97499 O3 for the purpose of selecting Qualified Contractors to provide Program Evaluation and Technical Assistance to DHHS.

This document presents a set Scope of Work being released related to that RFQ. This Scope of Work is specific to the Division of Children and Family Services (DCFS) who will engage a pre-qualified Program Evaluation Contractor with experience evaluating federal programs, to provide a clear and comprehensive evaluation plan of an Evidence Based Program (EBP) identified in the State’s Family First Prevention Services Act (FFPSA) Plan (the Plan). This evaluation will align with the study quality standards established by the Title IV-E Prevention Services Clearinghouse to ensure that the evaluation activities will contribute to the evidence base.

The link to the standards:

<https://preventionservices.acf.hhs.gov/resources/handbook-of-standards-and-procedures-2>.

The link to the federal Information Memorandum for the evaluation tip sheet is:

<https://www.acf.hhs.gov/sites/default/files/documents/cb/im1904.pdf>

Throughout this Scope of Work, the following applies:

1. Bidder – a Qualified Contractor that is submitting a bid in response to this Scope of Work
2. Contractor – the Vendor that has been awarded this Scope of Work
3. Qualified Contractor – a Vendor that submitted a proposal in response to RFQ 97499 O3 and met the evaluation thresholds to be admitted into the pool

SCHEDULE OF EVENTS		
The State expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.		
ACTIVITY		Date/Time
1.	Release Scope of Work	October 31, 2024
2.	Last day to submit written questions	November 14, 2024
3.	State responds to written questions through Scope of Work "Addendum" and/or "Amendment" to be posted to the Internet at: https://das.nebraska.gov/materiel/bidopps.html	November 21, 2024
4.	<p>Proposal Opening WebEx:</p> <p>When it's time, join your Webex meeting here.</p> <div style="background-color: #008000; color: white; padding: 10px; text-align: center; margin: 10px 0;"> <p style="font-size: 1.2em; margin: 0;">Join meeting</p> </div> <p>More ways to join:</p> <p>Join from the meeting link https://sonvideo.webex.com/sonvideo/j.php?MTID=md4f479584d8a3866c5470a4489c8fe60</p> <p>Join by meeting number Meeting number (access code): 2494 368 4616 Meeting password: QpPfybD739</p> <p>Tap to join from a mobile device (attendees only) +1-408-418-9388,,24943684616## United States Toll</p> <p>Join by phone +1-408-418-9388 United States Toll Global call-in numbers</p> <p>Join from a video system or application Dial 24943684616@sonvideo.webex.com You can also dial 173.243.2.68 and enter your meeting number.</p> <p>If you are a host, click here and login site to view host information.</p> <p>Need help? Go to https://help.webex.com</p>	December 12, 2024 @ 2:00 PM Central Time
5.	Evaluation period	December 12 – December 30, 2024
6.	Post "Intent to Award" to Internet at: https://das.nebraska.gov/materiel/bidopps.html	January 3, 2024
7.	Anticipated award date	January 17, 2024
8.	Estimated start date	February 3, 2025

B. SUBMISSION OF PROPOSALS

The State is accepting either electronically submitted responses for this Scope of Work.

1. For Bidders will submit electronic responses as follows:

a. Responses must be uploaded via ShareFile using the following link:

<https://nebraskastategov.sharefile.com/r-rfd87c654203848ccb757851cdb5d3078>

b. ShareFile works with Firefox, Internet Explorer and Chrome. It does not work with Microsoft Edge.

c. If multiple proposals are submitted, the State will retain only the most recently submitted response. It is the Bidder's responsibility to submit the proposal by the date and time indicated in the Schedule of Events. Electronic proposals must be received by DHHS by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.

d. When a response has been successfully submitted Bidder will receive an email confirming receipt of the file. If a confirmation email is not received the file did not successfully upload.

e. ELECTRONIC PROPOSAL FILE NAMES

The Bidder should clearly identify the uploaded Scope of Work proposal files. To assist in identification please use the following naming convention:

i. Nebraska Family First Prevention Services Act Plan Evaluation

ii. If multiple files are submitted for one Scope of Work proposal, add number of files to file names: Nebraska Family First Prevention Services Act Plan Evaluation file 1 of 2

iii. If multiple Scope of Work proposals are submitted for the same Scope of Work, add the proposal number to the file names: Nebraska Family First Prevention Services Act Plan Evaluation 1 File 1 of 2.

It is the responsibility of the Bidder to check the website for all information relevant to this Scope of Work to include addenda and/or amendments issued prior to the opening date. Website address is as follows:

<https://das.nebraska.gov/materiel/bidopps.html>.

Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to requirements, completeness, and clarity of content. If the Bidder's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming DHHS reserves the right to reject the proposal as non-conforming.

B. QUESTION AND ANSWER PERIOD

Bidders will be given an opportunity to clarify the intent and scope of the requested Scope of Work during the Question and Answer period prior to submission of their response. Questions regarding the meaning or interpretation of any Scope of Work provision must be submitted in writing to DHHS and clearly marked "**Nebraska Family First Prevention Services Act Plan Evaluation Questions**". DHHS is not obligated to respond to questions that are received late.

It is preferred that questions be sent via e-mail to dhhs.rfpquestions@nebraska.gov. It is recommended that Bidders submit questions using the following format.

Scope of Work Section Reference	Scope of Work Page Number	Question

Written answers will be posted at <https://das.nebraska.gov/materiel/bidopps.html> per the Schedule of Events.

C. ORAL DEMONSTRATIONS

DHHS may request bidders to prepare and deliver Oral Demonstrations of their Scope of Work responses.

II. SCOPE OF WORK

Project Name: Family First Prevention Services Act Evidence Based Program Evaluation

Term of Project: February 3, 2025 - December 31, 2027.

Payment Structure: Contractor shall invoice DHHS upon successful completion and acceptance of deliverables as determined by DHHS. Cost for each deliverable shall be net, including all personnel expenses.

Project Background:

The Family First Prevention Services Act (FFPSA) was signed into federal law in 2018 as part of the H.R. 1892-Bipartisan Budget Act of 2018. This act is landmark legislation for the child welfare system because it allows federal funds to be spent on prevention services. The goal of this legislation is to prevent out of home placement and provide trauma informed evidence-based parenting skills, mental health and substance use services to families at risk of and/or involved with the child welfare system. It is expected that use of evidence-based programs (EBPs) will result in improvements in overall system performance over time by reducing out of home placement, preventing child maltreatment from occurring and increasing child and family well-being.

The purpose of this Scope of Work Release is to select a qualified vendor to provide a well-designed and rigorous evaluation plan of Family Centered Treatment which may include a cross site evaluation approved by the Administration of Children and Families (ACF). The evaluation will utilize a Random Controlled Trial design OR Quasi-Experimental design and identify and understand how Family Centered Treatment is improving families' outcomes by preventing or shortening out of home placements. The evaluation will align with the Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures v2¹(link found on page one of this Scope of Work Release) and determine if the evaluation outcomes contribute to the evidence base of the service to strengthen the safety, permanency and well-being of all children and families.

Family Centered Treatment link:

<https://preventionservices.acf.hhs.gov/programs/645/show>

Reference to the cross site evaluation is found here:

<https://www.acf.hhs.gov/cb/policy-guidance/pi-18-09>

Additionally, the selected vendor will create an evaluation tool that DHHS will use after this contract expires.

The evaluation plan and the evaluation tool will comply with the Family First Prevention Services Act (FFPSA) as set forth on the linked documents found on page one of this Scope of Work Release.

INVOICES:

Deliverables should be submitted for review and approval, once approved, invoices shall be submitted to: DHHS.invoicebilling@nebraska.gov

DHHS – Family First Prevention Services Act
Attn: Jamie Kramer
301 Centennial Mall South, 3rd Floor
Lincoln, NE 68509
Jamie.Kramer@nebraska.gov

SCOPE OF WORK:**1. Awarded Contractor will:**

- a. Provide a clear and comprehensive Workplan that includes an evaluation plan for Family Centered Treatment that aligns with the study quality standards established by the Title IV-E Prevention Services Clearinghouse² to ensure that the evaluation activities will contribute to the evidence base. This will include:
 - i. Intervention, Target Population, and Evaluation Goals and Rationale
 - ii. Theory of Change
 - iii. Evaluation Design
 - iv. Logic Model
 - v. Data Collection, Sampling and Analysis Plan(s)
 - vi. Study Limitations
 - vii. Reporting, Disseminating and Using Findings
 - viii. Data Security and Privacy, Informed Consent Procedures, and Institutional Review Board Approval
 - ix. Evaluation Roles and Responsibilities
 - x. Timeline
 - xi. Budget
- b. Provide a DHHS approved and HIPPA compliant consent form to FCT program participants, seeking consent for non-identifiable data information of the program participant to be included in the evaluation.
- c. Enter into data-sharing agreements with DHHS contracted FCT providers to collect treatment and discharge data for outcome and process evaluations.
- d. Provide racial disparity measures that can be directly compared to DHHS' racial indices and groups.
- e. Evaluate the well-being of families over time because of participation in the evaluated program.
- f. Will develop and have approved by DHHS detailed data collection protocols and identify training needs regarding the data collection.
- g. Will execute an Administrative Data Sharing Agreement with DHHS.
- h. Will determine data sources and data collection procedures for each and all variables.
 - i. Identifiable information will be used solely by the Contractor for purposes of entering accurate, de-identified data information into said evaluation, through business associate agreement provisions

that meet the requirements of HIPPA, allowing for the sharing and use of protected health information with the Contractor.

- ii. The Contractor may use DHHS internal indicators through the DHHS CQI system and measures of progress that are available to further inform the evaluation.
- iii. Shall de-identify individually identifiable health information before inputting the de-identified data into the evaluation.
- iv. The Contractor is not permitted to use the identifiable data for any other purpose or to disclose identifiable data to parties other than DHHS.
- i. Shall obtain Institutional Review Board (IRB) approvals.
- j. Shall collaborate with DHHS and key multi-stakeholder groups at each stage of the evaluation to ensure evaluation transparency.
- k. Shall independently verify the quality and completeness of data, provide input as to which data collection timelines would be most useful for the evaluation, and integrate data from state databases to inform periodic analyses to provide valuable input to DHHS and system stakeholders.
- l. Shall attend, at minimum, monthly meetings to provide updates to DHHS or as requested.
- m. Shall maintain regular contact with the state's FFPSA liaison or designee.
- n. Shall create an evaluation tool to be used internally by DHHS, upon expiration of this Contract. This tool shall include:
 - i. How to plan, design, implement and use comprehensive evaluations in a practical way.
 - ii. Optimal strategies for conducting evaluations
 - iii. How to identify and use indicators for program planning and evaluation.

2. Staff Credentials and Licensure:

- a. Bidder's organization shall have staff with a terminal degree in social work, public policy, public health, statistics, or another relevant field and experience with quantitative/qualitative research methods.
- b. Bidder's organization shall have at least five (5) years of technical experience and knowledge in conducting research within child welfare, human services, and/or social services/policy.
- c. Bidder's organization shall have sufficient experience analyzing and translating data.
- d. Bidder's organization shall have sufficient project management experience.

3. Location of Work:

- a. DHHS will not provide workspace for the successful respondent. The successful respondent shall provide office space, supplies, telecommunication equipment, computer, and any necessary software or other supplies to carry out the scope of work.

4. Reporting Requirements:

- a. The Contractor shall provide quarterly progress reports to DHHS by the dates referenced in the Workplan.
- b. The Contractor shall provide and review a draft of the findings of the evaluation with DHHS prior to finalization of the evaluation.
- c. The Contractor shall submit the final evaluation to DHHS and ACF.
- d. The Contractor shall be responsible for all analyses and reporting for this project to DHHS and ACF.
- e. The Contractor shall protect all carrier data and documents using standard privacy procedures.
- f. All requests for modifications in reporting, formatting or transmittal of information shall be responded to by the Contractor within three (3) business days from receipt of such request.

5. Payment:

- a. Payment will not be made without the submission of an invoice.
- b. All invoices will reference the contract number.
- c. All invoices will reference "Nebraska Family First Prevention Services Act Plan Evaluation".
- d. All invoices will reference the deliverable is being invoiced.
- e. Any new or additional evidence-based programs requiring evaluation will be amended into the Scope of Work in writing by mutual agreement.

6. DHHS Responsibilities:

- a. DHHS will become the sole owner of all evidential materials that are developed and produced under the RFP.
- b. DHHS will appropriately obtain data elements for purposes of the evaluation and provide to the Evaluator through the SSH File Transfer Protocol (SFTP).

Deliverables:

Contracted bidder will:

- a. Collaborate with DCFS to finalize the evaluation plan, define goals, targeted questions, stakeholder engagement, data sources and analysis plans.
- b. Implement the evaluation plan.
- c. Provide and review a draft of the findings of the evaluation with DHHS prior to finalization of the evaluation.
- d. Submit a final comprehensive report with the results of the evaluation and its addition to the evidence base, to DCFS and ACF.
- e. Create and provide DCFS with an evaluation tool as described in Section 1.p.

DELIVERABLES COST SHEET	
Bidder SOW Cost Response	
Bidder Name	[enter text]
Deliverable 1 Cost: Evaluation Plan	[enter text]
Deliverable 2 Cost: Draft Findings Report	[enter text]
Deliverable 3 Cost: Final Report	[enter text]
Deliverable 4 Cost: Evaluation Tool	[enter text]
TOTAL PROJECT COST:	[enter project total cost]

Provide position titles and hourly rates for Change Orders as specified in the table below:

Position Title	Rate
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]

TECHNICAL RESPONSES:
Bidder may submit technical responses as a separate document at their discretion. Bidders shall not include "Deliverables Cost Sheet" in the technical response document but as a separate document.
1. Provide a narrative on how the bidder will address the Scope of Work items listed on page 5-6.
<bidder response>
2. Provide a narrative on how bidder proposes to identify and implement data collection tools and processes.
<bidder response>
3. Describe how the bidder will implement the evaluation plan.
<bidder response>
4. Describe any experience the bidder has conducting evaluations of federal programs. Provide example(s) of similar evaluations.
<bidder response>
5. Describe the bidder's experience working with the Family First Prevention Services Act or similar government programs. Provide example(s) of FFPSA or similar government program evaluations.
<bidder response>
6. Describe the experience and expertise of the key staff the bidder will involve on this project.
<bidder response>

EVALUATION CRITERIA:	
Proposals will be scored based on the following criteria:	
300 points	Technical Responses
100 points	Cost (Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award)
400 points	Total

Bidder Contact for this project:

MAIN CONTACT	
Name:	[enter text]
Company:	[enter text]
Email address:	[enter text]
Office phone:	[enter text]
Cell phone:	[enter text]
Available hours: Include time zone	[enter text]
ALTERNATE CONTACT	
Name:	[enter text]
Company:	[enter text]
Email address:	[enter text]
Office phone:	[enter text]
Cell phone:	[enter text]
Available hours: Include time zone	[enter text]