



Illinois Children's  
Healthcare Foundation

## **Request for Qualifications**

### **For the Consultation, Coordination and Evaluation of Illinois Children's Healthcare Foundation's CHILDREN'S MENTAL HEALTH INITIATIVE *Building Systems of Care: Community by Community***

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The Illinois Children's Healthcare Foundation (ILCHF) is a statewide private foundation that is focused on serving all children in the State of Illinois. ILCHF's mission is to create opportunities for and lead in the development of initiatives that improve the health of all children. The Foundation supports organizations that share its values of open collaboration and selfless commitment to this purpose.

#### **OVERVIEW OF ILCHF's CHILDREN'S MENTAL HEALTH INITIATIVE**

ILCHF is issuing an RFP for the evaluation of a multi-year, multi-million dollar Children's Mental Health Initiative (CMHI), *Building Systems of Care, Community by Community*. ILCHF will select several communities throughout the State of Illinois to provide them with the resources needed to build upon and/or enhance their community's children's mental health system of care (SOC).

Each community that is funded in the CMHI will undertake a 1 year Planning Phase to perform a comprehensive assessment. This will include the development of a formal strategic business plan, organizational structure, financial model and plan for sustainability. During this first phase, the ILCHF will provide training, technical assistance and consultation to the communities to assist them with their process. ILCHF will invest in each of the communities that are successful in this Planning Phase by giving them the support over the subsequent 3-year period to implement their business plans and a plan for long-term sustainability.

**NOTE:** These commitments will be based on the communities reaching set outcomes and the Foundation's financial situation.

ILCHF anticipates that after this 4-year Planning and Implementation Phase each of the funded communities will serve as a learning community to be paired with other communities that are prepared to develop and/or enhance their own children's mental health systems of care.

The ILCHF's Children's Mental Health Initiative (CMHI) will enable communities to develop, or build upon and enhance, their SOC for children and youth. These SOC should be built upon a set of values that includes family and child-centered practice and policy, cultural and linguistic competence, and grounding in developmental knowledge. The SOC should provide a cross-system, inter-agency infrastructure that sustains services and supports that are consistent with the principles of the RFP for the Children's Mental Health Initiative, and:

- ✓ Promote positive mental health;
- ✓ Prevent mental health problems in children and families; and
- ✓ Intervene for children and families impacted by mental health disorders.<sup>1</sup>

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<sup>1</sup> "Transforming Children's Mental Healthcare in America: Systems of Care," n.d., <<http://www.systemsofcare.samhsa.gov/programs/evalprogram.aspx>> (8 July, 2009)

**NOTE:** For information and details about the CMHI, see the 2009 Call for Proposals on ILCHF's web page at [www.ilchf.org](http://www.ilchf.org).

ILCHF will contract with an Evaluation Team (Team) to provide technical assistance and consultation during a development/planning phase, and conduct a multisite evaluation of the implementation of systems of care in each of the CMHI communities. The CMHI communities will be expected to work with the Team to plan and adopt goals and methods for assessing particular outcomes as well as their own metrics. ILCHF expects that some of these will be consistent for the CMHI, and some will be unique to and dependent upon each specific community.

One long-term outcome that is expected from the CMHI is that the community SOC will be sustainable. The Team will continue to monitor communities that are funded for 2 years post-funding of the implementation of CMHI. This will enable the Evaluation Team to assess the extent to which program infrastructure, philosophy, services, and funding are able to be maintained, as well as to determine the relevant factors that have influenced their sustainability.

No part of this evaluation project shall consist of carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publishing or distributing of statements) or any political campaign on behalf of or in opposition to any candidate for public office.

Additionally, evaluation project funds may not be used for general operating funds, organizational capacity building or capital expenditures, or fundraising.

## **TIME FRAME**

The contract with the Evaluation Team is expected to be awarded in December, 2009, and to begin in early January, 2010. ILCHF is projecting that 3-4 communities will be selected for CMHI funding for a period of 4 years, from June 2010 through August 2014.

The contract for the Evaluation Team is expected to extend for approximately two years beyond the funding for the grantee communities. This will provide the time necessary to assess the sustainability of individual projects and the CMHI as a whole, final data analyses and report writing.

## **BUDGET**

The total budget for this evaluation is not to exceed \$500,000. Payments will be determined in the contracting process and will be based upon the acceptance the agreed-upon deliverables in the contract.

Final payment will be made upon successful completion of a final report that is acceptable to ILCHF, and able to be disseminated to audiences that will be identified during the course of the CMHI.

## **NATURE OF FUNCTIONS AND SCOPE**

### **Consultation/Review of Proposals Phase**

Estimated dates: January 1, 2010 – June 30, 2010

During the Consultation and Review of Proposal Phase, the Evaluation Team will:

1. Lead ILCHF in planning and developing preliminary initial goals and outcomes for the CMHI.
2. Assist ILCHF in developing and/or identifying a rubric for a scoring tool to use in assessing the applications for the CMHI.
3. Lead ILCHF in reviewing and selecting proposals for funding through the CMHI. The review process will include two rounds. The first round will be a paper review of proposals with the ultimate goal of recommending a smaller set of proposals to go on to the next round. The second round will comprise a deeper analysis of the applicants as well as site visits. The Evaluation Team will be required to have some of its members participate on-site during each site visit.

Anticipated deliverables for the consultation and review of proposals phase:

- Develop and submit a preliminary plan to evaluate the CMHI, which shall include, at a minimum, plans, procedures and timelines for instrument selection and/or development; data collection; data analysis and reporting; and a budget for the Evaluation Plan.  
(**Note:** the final plan will be developed after consultation with the selected communities)

### **Communities' Planning Phase and Final Evaluation Development**

Estimated dates: June 1, 2010 – June 30, 2011

During the Planning Phase for the CMHI-funded communities, the Evaluation Team will:

1. Lead ILCHF and the grantee communities in planning and developing final goals and outcomes for the CMHI, including development of tools and instruments for data collection.
2. Provide technical assistance and consultation to the CMHI-funded communities to enhance community-level evaluation capacity and develop their community-specific goals and metrics, as well as the goals and objectives that are common to all selected communities.
3. Provide technical assistance and consultation to grantee communities in the development of their respective Implementation and Sustainability Plans.
4. Assist in the planning of and participation in CMHI meetings held by ILCHF (4 meetings are currently projected).
5. Assist ILCHF in reviewing and analyzing the grantee communities' Implementation and Sustainability Plans.

Anticipated deliverables for the Planning and Final Evaluation Development Phase:

- Develop and submit a final plan for the evaluation of the CMHI, which shall include, at a minimum, plans, procedures and timelines for instrument selection and/or development; data collection; data analysis and reporting.
- Monthly reports on interactions with selected communities.
- Executive summary reports on CMHI meetings held by ILCHF.

### **Communities' Implementation Phase and Evaluation**

September 1, 2011 – August 31, 2014

During the Implementation Phase for the CMHI-funded communities, the Evaluation Team will:

1. Lead ILCHF in the project data collection and analyses. This process will include regular meetings with ILCHF and the selected communities.
2. Provide targeted technical assistance and continuous quality improvement of the program at the community grantee level.
3. Provide assistance to communities in looking at their program data and outcomes to determine whether there is a need to make program revisions around their program metrics.
4. Provide technical assistance and consultation, and coordinate the provision of additional specialized expertise, as it is needed, to the community.
5. Assist in the planning of and participation in CMHI meetings held by ILCHF (anticipate 1 meeting/year).

Anticipated deliverables for the Implementation and Evaluation phase:

- Submit a quarterly report on the progress of each community and CMHI overall.
- Monthly reports on interactions with selected communities.
- Executive summary reports on CMHI meetings held by ILCHF.

### **Post-Funding Assessment and Write-Up**

September 1, 2014 – August 31, 2016

During the Post Funding Assessment and Write-up Phase, the Evaluation Team will:

1. Provide ongoing assessment of the sustainability of individual projects and the CMHI as a whole.
2. Finalize the collection and analysis of evaluation data.
3. Present final report to ILCHF and to CMHI-funded communities.
4. Host symposium on final report findings and outcomes of CMHI.

Anticipated deliverables for the post funding assessment and write up phase:

- Submit a quarterly report on the progress of each community and CMHI overall.
- Monthly reports on interactions with selected communities.
- A written manual that can be used as a training curriculum for the CMHI as a whole in the basics of evaluation and the values that need to be incorporated into a system of care for the mental health needs of children.
- Final report and presentation to ILCHF.

## **GENERAL EXPECTATIONS OF EVALUATION TEAM**

ILCHF has the following general expectations for the Evaluation Team:

- There will be an Evaluation Team leader who will manage the Evaluation Team and serve as the liaison between the Evaluation Team and ILCHF staff.
- The Team will meet regularly with ILCHF and Grantees throughout the terms of the contract for the evaluation.
- All evaluation plans and instruments will be developed with input from ILCHF with ILCHF having final approval on all plans and instruments before their implementation.
- ILCHF will own all intellectual property ("IP") arising out of the CMHI. To further the purposes of this Initiative, ILCHF reserves the right to license the IP back to CMHI communities and/or the Evaluation Team. Each CMHI community and the Evaluation Team will be expected to execute all documents that are necessary or desired to give effect to ILCHF's ownership of such IP and to license such IP back to the CMHI communities and/or the Evaluation Team.
- The Evaluation Team has a proven ability to coordinate services and assess the strengths of partnerships;
- The Team has some content-expertise in community-based mental health services for children and youth, and in system of care strategies; and,
- The Team has knowledge of the public health system in Illinois.
- The Team must possess professional writing and editing skills
- The Team must possess cultural competency and sensitivity to community needs.
- And, the Team must have experience working with diverse individuals, organizations (community-based organizations, large institutions) and communities (rural, urban).

## **REQUIREMENTS FOR RESPONSE TO REQUEST FOR QUALIFICATIONS**

In order to be considered for this evaluation contract, each applicant Evaluation Team must submit a Letter of Qualifications that is not to exceed 10 pages for Sections I-VI. The page limit does not apply to the information that you will provide in Section VII and VIII.

**Format:** You must use 1" margins and a legible 12 point Arial typeface. Pages should be consecutively numbered in order. The information should be provided in the order of the outline above, and each section should be clearly numbered and labeled.

Letters of Qualifications must contain the following information:

- I. **Liaison.** Submit the name and contact information of the Team Leader who will serve as the liaison between the Evaluation Team and ILCHF.
- II. **Personnel.** Submit the names, experience and potential roles of all of the Evaluation Team members, including individuals who will be working as consultants with the Evaluation Team.
- III. **Technical Expertise.** Indicate the type of work the Evaluation Team members generally perform.
- IV. **Project Description.** Provide a brief overview of the approach the Evaluation Team would anticipate employing to conduct this evaluation.
- V. **Project Experience.** Provide a description of the prior experience the Evaluation Team has had working together on similar projects.
- VI. **Writing Experience.** Submit the name of the Team member who will be the primary person responsible for writing the evaluation reports. The work sample that this person submits must be an evaluation report, and one of his or her references should be a client for whom they have written an evaluation report. Please do not submit a peer-review article but rather a product for a foundation or public funder. A professional editor in lieu of a dedicated team member is acceptable.
- VII. **Detailed Budget Worksheet and Detailed Budget Narrative.** Provide a detailed budget worksheet and detailed budget narrative for the approach you have proposed. The detailed budget and budget narrative should detail out the work to be performed and the cost associated with the work. Please note that ILCHF will only reimburse up to 10% for indirect costs. (The information in this section is in addition to the 10-page limit above):
- VIII. **Individual Team Member Information.** The following information must be submitted for each Evaluation Team member: (The information in this section is in addition to the 10-page limit above):
  - Curriculum vitae
  - Work sample
  - Three references (names and contact information)

**Additional Information (optional).** The Evaluation Team may provide additional information and/or documentation that is not requested in any other sections and that it believes would be helpful to ILCHF in evaluating this proposal. However, **information that is significant to the evaluation of your application must be detailed in Sections I-VII above.** The additional information will be reviewed subject to the discretion of the reviewer.

## ILCHF SELECTION CRITERIA

ILCHF will evaluate each proposal on a qualitative basis. This will include analyzing the Team's:

- Expertise in both quantitative and qualitative methods.

- Knowledge of Illinois' public and private mental health systems.
- Ability to work productively with clients to develop evaluation plans, including evaluation design, methodology and expected outcomes.
- Ability to quickly and effectively develop trusting, positive, working relationships with the CMHI community teams.
- Successful experience providing technical assistance and consultation on technical and training matters in the area of children's mental health and systems of care
- Experience in conducting similar evaluations.
- Experience producing final reports, accessible to both lay and technical audiences, which are easy to read, well-organized and professionally presented.
- Degree of innovation in the evaluation approach.
- Ability of the key team members to commit to participate in the evaluation of the CMHI over the course of its 6-year timeframe; and
- Ability of the Evaluation Team to complete the evaluation within the timeframe and budget.

**Responses to this Request for Qualifications are due to the ILCHF offices no later than 3:00p, Friday, October 30, 2009.** Please submit **6 complete**, unbound copies that are separately clipped together. Faxed or e-mailed submissions will not be accepted. Responses should be sent or delivered to:

Harvey Saver  
Program Officer – Mental Health Initiatives  
Illinois Children's Healthcare Foundation  
1200 Jorie Blvd. Suite 301  
Oak Brook, IL 60523

ILCHF is projecting that all Evaluation Teams that submit completed responses to this Request for Qualifications will receive notification of the final result of the selection process for the Evaluation Team by December 18, 2009.

## QUESTIONS

Questions concerning the Request for Qualifications should be directed to:

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