



# Request for Proposals (RFP) Independent Evaluator HEART Program (Helping Every Area of Relationship Thrive) Program

## Issuing Organization

Community Based Connections, Inc. (CBCI)

## 1. Introduction

Community Based Connections, Inc. (CBCI) is seeking proposals from qualified individuals or firms to serve as the independent evaluator for its HEART Program (Helping Every Area of Relationship Thrive), a comprehensive family strengthening and responsible fatherhood initiative.

CBCI has been awarded \$1,250,000 annually for a five-year project period to implement the HEART Program, with the potential for a supplemental award for the evaluation starting in year two of the project based on an approved evaluation plan and federal funding availability. The program will serve individuals and couples including fathers, mothers, and families through evidence-based parenting, relationship education, and family strengthening services.

The selected evaluator will design and implement a rigorous local evaluation, including a randomized controlled trial (RCT) or quasi-experimental design. The evaluation may focused on primary workshop using the Nurturing Parenting Program curriculum and/or secondary workshop participation (e.g., 24/7 Dad®, Understanding Dads, and Moms as Gateway curricula), along with formative and summative evaluation components.

Please note: This procurement and any resulting contract are contingent upon the approval and funding of the evaluation plan by the funding agency. CBCI reserves the right to modify or cancel this solicitation based on funding determinations.

## 2. Scope of Work

- Development of an impact evaluation design
- Design and implementation of participant randomization procedures
- Development of data collection instruments (surveys, assessments, fidelity tools)
- Integration and use of nFORM (or comparable federal data systems) for data collection and reporting
- Oversight of data quality, data management, and data security protocols
- Conducting formative evaluation to support program improvement
- Conducting summative evaluation to assess program outcomes and effectiveness
- Monitoring program fidelity and participant engagement
- Performing statistical analysis of outcomes

- Producing interim, annual, and final evaluation reports
- Supporting Institutional Review Board (IRB) submission and compliance
- Providing technical assistance to program staff

### 3. Minimum Qualifications

- Experience conducting evaluations for federally funded programs
- Experience with family strengthening, responsible fatherhood, or related programs
- Expertise in experimental or quasi-experimental research designs
- Strong quantitative and qualitative research skills
- Experience using nFORM or similar systems
- Experience working with community-based populations
- Knowledge of IRB processes

### 4. Proposal Requirements

- A. Organizational Background and Experience
- B. Key Personnel (include key contact person, phone number and email address)
- C. Evaluation Design and Approach
- D. Cost Proposal (4-year breakdown) – up to 20% of the award
- E. Past Performance and References
- F. Data Security and Ethical Considerations

### 5. Evaluation Criteria

- Experience and qualifications (30%)
- Evaluation design quality (30%)
- Program experience (35%)
- Cost effectiveness (15%)

### 6. Timeline

RFP Release Date: Tuesday, March 31, 2026

Proposal Deadline: April 7, 2026

Selection: April 10, 2026

Contract Start: Based on the approval of the evaluation plan by the US Department of Health and Human Services

### 7. Submission Instructions

Submit proposals electronically to: [cjohnson@communitybasedconnections.com](mailto:cjohnson@communitybasedconnections.com)

Subject Line: HEART Program Evaluation Proposal

### 8. Additional Information

CBCI reserves the right to accept or reject proposals.

This opportunity is contingent upon approval and funding of the evaluation plan.