



# State of New York County of Broome Government Offices

## Broome County Health Department

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### Request for Proposals: Evaluator

#### Overview:

In fulfillment of requirements for the Center for Disease Control's Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A: LOCAL), the Broome County Health Department is seeking proposals for an individual to provide evaluation services. The amount of available funding up to \$14,999 with a part time schedule (15-20 hours per month) that may vary from month to month for an anticipated contract period of March 1, 2025-August 31, 2025, with anticipation to renewing annually until August 31, 2028, per CDC funding and satisfaction of deliverables.

The program evaluator must have training in and experience applying: (1) evaluation theory, concepts, standards, methods, and tools to assess the effectiveness and efficiency of programs, policies, and organizations; (2) methods, techniques, and tools used to analyze program, organizational, and mission performance; (3) performance measurement principles and methods to evaluate program or organizational performance using metrics and outcomes; (4) principles, methods, and tools of quality assurance, quality control, and reliability; (5) concepts, practices, and techniques used to effectively engage with partners internal to the applicant's organization as well as external partners; (6) principles of health equity relevant to program evaluation; and (7) methods for disseminating findings from program evaluations through peer reviewed and other publications, conference abstracts, and clear communication materials targeted appropriately to a variety of partners.

The evaluator will work alongside Broome County Health Department Overdose Prevention Program (BCHD OPP) staff in reporting to the CDC, partners, and community. Local, state, and national travel may be possible for this position. Contractor should anticipate traveling to Atlanta, GA in July 2025 for an annual CDC OD2A: LOCAL meeting.

Applications including all of the requirements should be submitted to the Overdose Prevention Program staff email: [OverdosePrevention@broomecountyny.gov](mailto:OverdosePrevention@broomecountyny.gov) by 11:59pm on **Tuesday, February 11, 2025**. **To ensure your submission is received, the Broome County Health Department is requesting all applicants add a read receipt to the email. An email confirmation will be sent within 2 business days of submission. If an applicant does not receive an email confirmation, please call (607) 778-2805 and leave a detailed message including: name, date, time, and contact information to reach you.**

The applicant must provide and maintain during the terms of services herein insurance as described in the attached contract insurance specifications. Evidence of such coverage should be submitted as part of the application and the successful applicant must furnish Proof of Insurance to the Law Department prior to the signing of the contract.

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**Method of Award:**

The contract will be awarded to the candidate whose application meets and best fits all qualifications listed below:

- Relevant evaluation experience 40%
- Sample(s) of a relevant previous evaluation you completed- 20%
- Development of sample OD2A: LOCAL evaluation outline - 30%
- Budget-10%

**Scope of Work:**

- Work collaboratively with BCHD OPP, and community agencies to ensure collection of data necessary for evaluation required by the CDC NOFO.
- Consult with Broome County Overdose Prevention Program about evaluation considerations.
- Create an evaluation Translational Product with input from BCHD OPP.
- Attend quarterly Evaluation Community of Practice Meetings hosted by the CDC.
- Work with the BCHD OPP team to identify, collect, and submit monthly data required by the OD2A LOCAL initiative.

**Requirements for Application:**

Please respond to the following in your application:

**Demographic Information:**

1. Name, phone number, and email address for the applicant.

**Experience:**

2. After reviewing the OD2A: LOCAL NOFO (attached), choose **one** required activity (i.e. Linking people with SUDs to evidence-based treatment and retaining individuals in treatment, naloxone distribution) to evaluate. Create a table that includes evaluation questions, indicators, outcomes, data collection methods, and data sources. These terms are defined in Appendix A.

3. Include a resume with application that lists any relevant experience.

**Budget:**

4. Provide a detailed budget and justification, including hourly rate, mileage for local travel (up to \$500), \$3,000 of National travel, trainings, and any supplies you may need up to \$14,999 for March 1, 2025-August 31, 2025.

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**Rubric:**

The RFP Committee will consist of 5 Broome County staff. Proposals will be scored on the rubric below.

	<b>3</b>	<b>2</b>	<b>1</b>	<b>Score</b>
Experience and history as a program evaluator - 40%	The applicant clearly describes their experience and history as an evaluator. The applicant has extensive experience in creating and conducting evaluations.	The applicant somewhat or mostly describes their experience as an evaluator. The applicant has some experience in developing or conducting evaluations.	The applicant's description of their experience in evaluation is unclear. The applicant has little to no experience in program evaluation including development and conducting activities.	
Example of evaluation(s) provided - 20%	The applicant provided an example of a relevant previous evaluation they created and executed. The example shows excellence in evaluation.	The applicant provided an example of a previous evaluation they created and executed. The example shows competency in evaluation.	The applicant provided no or a poor example of a previous evaluation they created and executed. The example shows little experience in evaluation.	
Development of sample evaluation outline (table) – 30%	The applicant created an appropriate table with all requested elements that align with a required OD2A: LOCAL activity. Applicant's product shows strong understanding of OD2A: LOCAL evaluation requirements.	The applicant created a table with some of the requested elements that align with a required OD2A: LOCAL activity. Applicant's product shows satisfactory understanding of OD2A: LOCAL evaluation requirements.	The applicant did not create an appropriate table with all requested elements that align with a required OD2A: LOCAL activity. Applicant's product shows lack of understanding of OD2A: LOCAL evaluation requirements.	
Budget- 10%	The requested budget is clear, reasonable, and justifiable.	The budget is clear, but the reason and justification may be unclear.	The budget is unclear. The budget is not reasonable or justifiable.	

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## **Appendix A**

*From OD2A: LOCAL Evaluation and Performance Measurement Plan Guidance*

Evaluation Question: Evaluation questions can be either process or outcome focused. Evaluation questions describe exactly what you are evaluating.

Outcome: Describe general changes in behavior, skills, knowledge, attitudes, values, condition, status, or other attributes related to your activities. Outcomes can be short-term, intermediate, or long-term.

Indicators: Measure the degree of achievement, are nondirectional, are considered operationalized outcomes, and specify how the outcome will be measured. Indicators can be qualitative or quantitative.

Data Collection Method: Describe how the data will be collected.

Data Source: List the source of your data (e.g., administrative data, jurisdictional policies, survey responses, interview transcripts).