

# REQUEST FOR PROPOSALS

## Safe Sleep Grant Program Evaluation



The Missouri Children's Trust Fund (CTF) is seeking a contractor to evaluate its Safe Sleep Grant Program, which includes five regional projects designed to prevent child fatalities due to unsafe sleep practices and environments. Preference will be given to applicants who have experience evaluating community-based projects with multiple components.

### WHO WE ARE

The Missouri Children's Trust Fund (CTF) was established by the General Assembly in 1983 as the State of Missouri's foundation for child abuse prevention, and is overseen by a seventeen-member board of directors, thirteen of whom are appointed by the Governor and confirmed by the Missouri Senate. Our mission is to strengthen families and prevent child abuse and neglect through grant distribution, education, awareness and partnerships. We are also [Missouri's Community-Based Child Abuse Prevention lead agency](#).

### BACKGROUND

To be considered for funding under the Safe Sleep Grant Program, proposed projects had to include distribution of safe sleep surfaces (e.g. safety-approved crib, bassinet, etc.) and an education component. Projects that addressed additional core focus areas of the Missouri Safe Sleep Strategic Plan were given priority consideration, and multi-intervention, collaborative, equity-driven approaches using evidence-based and/or evidence-informed practices were highly encouraged.

The Safe Sleep Grant Program runs from July 1, 2021 through June 30, 2025. Grantees are required to work with the program evaluation contractor, as directed by guidance issued on or before October 15, 2021. Grantees have already been informed that program evaluation tracking will begin on January 1, 2022, and that the REDCap platform will be used for data collection and reporting. CTF is working with grantees to ensure that all five sites have REDCap access, and that it is ready for CTF program evaluation tracking, by January 1, 2022.

### SCOPE OF WORK

CTF seeks a contractor to evaluate the performance of the CTF Safe Sleep Grant Program, and to analyze sleep-related infant death rates in the program service area, through the following deliverables:

- Design program evaluation plan, communicate plan with CTF, and make recommendations on required metrics per grantee, by October 8, 2021
  - Evaluation design should be informed by [grantees' project designs](#), the [Missouri Safe Sleep Strategic Plan](#) (SSSP), and the SSSP companion [literature review regarding evidence-based and evidence-informed safe sleep practices](#), and should adhere, but is not limited, to the following guidelines:
    - Use mixed methods (qualitative/quantitative) to assess the development, structure, and delivery of each site's safe sleep initiative
    - Summarize program outputs, and sort by race/ethnicity to the extent possible
    - Summarize program outcomes, using the measures described in [each initiative's evaluation plan](#), and map outcomes to the [American Academy of Pediatrics' Updated 2016 Recommendations for a Safe Infant Sleeping Environment](#)
    - Track number of sleep-related infant deaths, child's race/ethnicity, and entity classifying child's death (e.g. fatality review panel, coroner, medical examiner, etc.), during the grant period, within the program's service area
    - Compare sleep-related infant death rates during the years prior to the program to rates during the program period;
- Provide CTF and program sites with technical assistance on all aspects of the program evaluation process, as needed;
- Develop and administer project assessments for the five Safe Sleep Grant Program sites, and provide feedback on sites' progress to CTF staff on an annual basis, at minimum; and

- Summarize findings in a final report by the end of the contract period.

## **TIMELINE**

August 27, 2021: Proposals are due to CTF by close of business (5:00 p.m.)

September 17, 2021: Notice of award will be made on or before this date

## **GUIDANCE**

This contract will be paid on a reimbursement basis for hours worked at an all-inclusive rate, and will be based on an evaluation period that will begin on January 1, 2022 and end on June 30, 2025.

**Proposals shall not exceed three pages in length** and will respond to the following:

- What is the applicant's experience, and/or their agency's experience, with evaluating child abuse prevention programs?
- Please identify the primary individual(s) who will work on this project and describe their academic and professional background related to evaluation.
- What is the methodology that the applicant would use to accomplish the scope of work?
- Why is the applicant interested in working with CTF and/or on the issue of child fatality prevention?
- Please include a budget that shows the hourly billing rate, and shows the estimated number of hours needed to complete the deliverables outlined in the scope of work, described above.
  - The hourly billing rate should be all-inclusive, i.e. account for all project expenses; and
  - Indirect costs shall not exceed 10% of the total contract amount.

Completed proposals must be emailed to Jeni Sommerfeld at [jennifer.sommerfeld@oa.mo.gov](mailto:jennifer.sommerfeld@oa.mo.gov) by 5:00 p.m. on August 27, 2021. Selection will be based on the best and lowest bid. Questions about this RFP and/or the submission process should be directed to Jeni by email, or by calling (573) 751-2266.