

Request for Proposals Data Capacity & Capability Consultant



Every Child. One Community. Cradle to Career.

Background/Introduction

The Foundation for Tacoma Students (FFTS) is the organizational backbone of the Graduate Tacoma community-wide movement. In pursuit of our mission to help every child achieve success from cradle to college and career, we have spent the last nine years working to build a community that honors partnership and collaboration to improve outcomes for all students, particularly those from historically underserved and minoritized populations. Over the years we have gained support, buy-in, and most importantly the trust of our community partners who have advanced the movement and created the successes we celebrate today. We connect the full community — educators, parents, students, early learning and higher education, elected officials, business and labor, community service and youth organizations, nonprofits and philanthropy and communities of faith — to help improve student achievement and success in Tacoma.

The Graduate Tacoma community movement is made up of more than 270 community partners, taking shared responsibility to align the necessary goals, data, and resources that builds a Tacoma where every child succeeds in career, school, and life. The Foundation for Tacoma Students serves as a results-based facilitator and convener and brings hundreds of Graduate Tacoma community partners together monthly to address the barriers that face students in achieving success. These partners make up the four Collaborative Action Networks the Foundation for Tacoma Students manages: Early Learning and Reading, Out of School and Summer Learning, Tacoma Science, Technology, Engineering, Arts, and Math (STEAM), and the Tacoma College Support Network.

The Foundation seeks an experienced consultant working in the areas of community convening, survey design and analysis, focus group interviews, data training and curriculum development, and Data Sharing Agreements.

The Data Capacity and Capability Consultant will begin with a broad assessment of community partner data capacities and capabilities, then use the results to develop in-person and online curriculum, other professional development, and shared tools for approximately 5-10 partner organizations. The consultant will help design, implement and test a pilot program using Data Sharing Agreements and FERPA-waived informed consent to test the effectiveness of improved data capability and capacity on partner interventions and programming.

Project Goals and Scope of Services

The primary goal of this project is to assist in creating a data literacy, capacity and capability building system. The consultant will work with our Director of Data to run a community scan assessing the data literacy, capacity, and capability needs of partner organizations, using survey and focus group results to develop three organizational typographies/tiers. They will then assist in developing and implementing a program of curriculum, training and tools for expanding literacy, capacity and capability for cohorts of organizations based on the typographies/tiers. The initiative will move cohort members through the tiers



**FOUNDATION FOR
TACOMA STUDENTS**

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of trainings with special attention given to developing and testing data sharing capacity for a subset of targeted partners with more advanced abilities. The consultant will play an essential role in this process and should be familiar with creating Data Sharing Agreements.

The Typographies/tiers will be based on:

1. Organizations needing basic data literacy training and resources;
2. Organizations needing intermediate data analytics and visualization training and resources, and;
3. Organizations needing advanced analytics and data sharing training and resources.

Curriculum, training, tools, and grants for each group will be designed to maximize increasing the literacy, capability, and capacity of cohorts based on the needs identified in the community scan process and to prepare organizations for advancing to the next tier. The initiative will use a continuous process improvement model to adapt as new learning emerges and to refine curriculum and tools over time. The project is term bound and attached to a larger grant expiring in March 2021.

Time and Place of Submission of Proposals

All proposals are due to Devin Rydel Kelly, Director of Data and Partnerships at the Foundation for Tacoma Students, on or before 07/30/2019. Proposal review and selection will take place on a rolling basis. Proposals must be submitted via email as an attached PDF, with the subject line “Data Capacity and Capability Consultant,” and can be sent to hr@graduatetacoma.org.

Timeline

This project is term bound and will span the recommended length from the contractor to achieve project results. FFTS would like to onboard this position in early August and anticipates at least a three-month commitment. The consultant will play a critical role in initial phases with potential to support and influence later ones. Phases are as follows:

July-August, 2019: Create initial project design and scope, including developing survey instruments and interview questions, identifying initial curriculum and training resources, potential delivery systems and vendors. Run initial focus groups with subset of pre-funded organizations for Summer 2019.

August-October, 2019: Assess data literacy among partner organizations. Includes surveys and landscape analysis, in-person focus groups with particular partners and other qualitative and quantitative research methods, as needed. Work with Director of Data and contract FERPA consultant on developing Data Sharing Agreement language.

October-November, 2019: Combine all learning to create three organizational tiers with trainings, curriculum and tools tailored by tier. Finalize associated delivery systems and possible shared tools. Develop length and scope of curriculum, beta test with targeted partners and modify as needed.



December of 2019: Finalize and share curriculum opportunities (via informational meetings and other forms of outreach). Work with FERPA consultant to ensure grant recipients in Tier 3 understand and are compliant with FERPA.

January, 2020 – April, 2020: Assist with providing in-person and online training and address effectiveness using continuous process improvement techniques. Work closely with targeted partners receiving data sharing training to ensure smooth process, effectiveness and compliance. Advance appropriate partner organizations to next tier.

April-May, 2020: Assess overall success of first round and adapt materials as necessary, advance appropriate partners to next tier. Collaborate with Director of Data to ensure Data Sharing Agreements are effectively enacted and identified data is shared securely.

Post-May, 2020: Potential revisions and ongoing work at reduced level, as needed. Potential testing of targeted programming intervention strategies with pilot program partners. Potential scaling of first tier training materials to broader community resource, if applicable.

Elements of Proposal

Collective Impact work requires extensive coordination with anchor institutions and other partner organizations, which can be a laborious and time consuming process requiring trust-building and numerous in-person meetings. Therefore, the consultant will need to be based in or able to relocate to Tacoma, Washington, or the Puget Sound area.

This in mind, please submit a proposal that includes the following elements:

- Description of the consultant/firm that gives an overview, names and credentials of the consultant and/or staff.
- A one-two page narrative outlining the consultant's strengths and distinguishing capabilities related to the project goals and scope of services.
- Particular attention to any data curriculum development or training experience.
- Particular attention to any Data Sharing Agreement creation experience.
- Particular attention to any community convening, scan or focus group experience.
- A representative selection of previous work in community convening, data training, curriculum development and/or data sharing agreements for current or past clients.
- Budget proposal to include daily rate, time projected to achieve goals and scope of work.

Evaluation Criteria

The ideal respondent will:

- Have been operating continuously as a consultant in one or more of the requested areas for a minimum of 24 months and possess all relevant skills as an individual or in-house within their firm.



- Have experience in data training and curriculum development, in creating or administering Data Sharing Agreements, and key competencies in education-related project management.
- Have competitive costs of services.
- Have expertise and a history of working with similar nonprofit or community based organization clients working in education.
- Have a familiarity with the City of Tacoma, Tacoma Public Schools, and the issues facing the diverse students in our community.
- Have familiarity with Collective Impact methodologies and Backbone Organizations.
- Have an understanding of or analysis of issues related to equity, poverty, and structural racism.
- Include a projected budget estimate.

Anticipated Selection Schedule

Respondents will be evaluated on a rubric and on a rolling basis.

