



Solano County Health and Social Services  
Letter of Inquiry  
Mental Health Programs Evaluation Project

**Solano County Department of Health and Social Services**

***LETTER OF INQUIRY REGARDING***  
**Evaluation of Mental Health Programs**

November 3, 2011

***Response requested by 2 PM on November 14, 2011***

Questions may be directed to Julie Sauro

Phone: 707-784-8535

Mail hardcopy to  
Health and Social Services

Attn: Julie Sauro

275 Beck Ave. MS 5-220

Fairfield, CA 94533

## **1.0 Introduction**

### **General Background**

Solano County Health and Social Services (H&SS) is soliciting letters of interest from organizations, agencies, or individuals experienced in providing evaluation services.

### **INTRODUCTION**

Beginning in 2009, H&SS' Mental Health Division began a restructuring of program systems by incorporating logic models for all external and internal programs. This new program structure requires explicit outcome measures for program activities with the inclusion of data reports. Although outcome measures and data reports are a clear construct of the restructuring, no suitable or significant design for analyzing of the outcome measures has been devised.

In order to assess the outcome measures and provide continuous feedback to both internal and external programs, the H&SS. Mental Health Services Act (MHSA) plan included funding for evaluation design, implementation, and report for Mental Health external and internal programs outcome measures.

### **POPULATION TO BE SERVED**

The participants utilizing these services will be the H&SS staff and contractors. Reports will also be shared with stakeholders and community members to describe program outcomes and provide annual reports.

### **SERVICE COMPONENTS OF THE PROGRAM**

1. Develop evaluation workplan and timeline.
2. Evaluation planning.
3. Data collection.
4. Data management and analysis.
5. Merge, clean, and manage datasets using the Statistical Package for Social Sciences (SPSS).
6. Develop tool for continuous program feedback.

7. Provide analysis and assistance with annual reports.
8. Provide project management and coordination activities.

**Minimum Qualifications of applicants:**

Organizations, agencies, or individuals will be required to meet the minimum qualifications as stated below in order to begin the contract process and develop services:

1. Minimum 5 year experience in the field of research and program evaluation of human services-related programs.
2. Ability to synthesize and present data and information relating to key early childhood issues and system capacity for services to young children, their families and providers of early childhood services.
3. Excellent communication (oral, written and presentation) skills, including proficiency in word processing/presentation computer software and graphic design.
4. Strong interpersonal and organizational skills, including ability to apply effective community engagement strategies and interact effectively with individuals and groups with diverse interests and needs, such as community/faith-based organizations, early childhood development practitioners, educators, government agencies and community groups.
5. Demonstrated ability to manage the administrative, programmatic, technical and fiscal elements of projects of similar scope to this evaluation.

<b>Response Content and Format</b>
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Interested parties should submit a Letter of Interest consisting of no more than three pages that answer the following questions:

1. Demonstrate experience with research and program evaluation of human services-related program within the last 5 years.
2. Describe services your agency can provide in Solano County by July 1, 2012 through June 30, 2013 according to the service components required in the Letter of Interest.
3. Attach a twelve month budget for services provided beginning July 1, 2012.

4. Provide at least 3 references for similar work completed within the past 5 years.

**PLEASE NOTE:**

**Letters of Interest must reference questions and criteria in exactly the same order by which they are posed in this solicitation.**