Attachment A – Participating Organizations
Effi Barry HIV\AIDS Capacity-Buiding Initiative
Year One - Basic

Organization	Ward	Contact Person	Contact Info.	HAA Project Officer
1-AKERU Afrikan Cultural Arts and Discipline Sciences System. 7074 8th St., SE, Suite 200, Washington, DC 20004-Free Quickbooks1/Pick-up by Dr. Miller	6,7	Dr. Germon Miller	550-1146 gyneme@yahoo.com	Gail Hansen 671-5091 Gail.Hansen@dc.gov
2-Angels and Associates 6071/2 Rhode Island Ave., NW, Washington, DC 20001-Free Quickbooks2/Pick-up by Ina	1,2,5, 8	Jacqueline McReynolds	526-3761 Mobile: (240)-271-2681 Angelsinc77@aol.com	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov
3-Children's National Medical Center HIV Services Adolescent Prevention Education Program 111 Michigan Ave., NW Washington, DC 20010-Free Quickbooks3/Pick-up by Maranda	5	Maranda Ward	476-5449 Fax: 476-3711 mward@cnmc.org	Gail Hansen 671-5091 Gail.Hansen@dc.gov
4-Cornerstone Community, Inc., 2720 Ontario Road, NW Washington, DC 20009-Free Quickbooks4/Pick-up by Tom	1	Tommy Zarembka	595-7001	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov
5-Emory Beacon of Light, Inc. 6120 Georgia Ave., NW Washington, DC 20011-Free Quickbooks5/Pick-up by Stephaine	4	Marsha C. Brown	829-5732 Marsha.brown@emorybol.org	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
6-Empowerment Center 5137 Astor Place, SE, Suite #3 Washington, DC 20019-Free	7	Dr. Kristal C. Owens	584-1111 Mobile: (301)-873-9702 info@empowerment-center.org	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov

Quickbooks6/Pick-up by Elaine			Kri101@aol.com	
7-Ethiopian Community Center, Inc., 7603 Georgia Ave., NW, Suite 100 Washington, DC 20012-Free Quickbooks7/Pick-up by Mesfin	4	Hermela Kebede Mesfin Ebera	726-0800 Mobile: (301)-442-9448 hermelakebede@yahoo.com eth@prodigy.net	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov
8-Greater Mount Calvary Holy Church HIV/AIDS Ministry, 610 Rhode Island Ave., NE, Washington, DC 20002-Free Quickbooks8/Pick-up Melfi	5	Katitia Pitts *email Tycely photo*	832-8190 Main: (703)5989-1214 Katitiaj15@yahoo.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
9-Greater Works Outreach Ministries, 601 Edgewood St., NE, Unit 716, Washington, DC 20017-Free Quickbooks9/Pick-up by Kisha	5, 8	Derrick L. Blue	491-4199 DerrickLBlue@aol.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
10-National Community Advisory Partnership c/o Health Education Network 612 Whittier St., NW Washington, DC 20012-Free Quickbooks10/Pick-up by Kevin	7, 8	Kevin Dennis	723-2263 kevinterryleedennis@hotmail.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
11-Institute for Behavioral Change, Inc. 401 H St., NE Washington, DC 20002-Free Quickbooks11/Pick-up Abesha	6	Vanessa Marenco Howard Mabry	675-8315 Vanessa@ibcmabry.com Ibcmabry@verizon.net	Gail Hansen 671-5091 Gail.Hansen@dc.gov
12-Institute of Urban Living, Inc., 3536 Minnesota Ave., SE Washington, DC 20019-Free Quickbooks Friday	7	Urla Barrow	301-693-0023 cell Urbrr@aol.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
13-Institute for the Prevention and Eradication of Violence 4409 S. Capitol St., SW Washington, DC 20032-Free	8	Corrine Simons	373-1815 Ipev2@hotmail.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov

Quickbooks12				
14-Neighbors of Seaton Place, Inc., 40 R Street, NE Washington, DC 20002-Free Quickbooks13	5	Cleopatra Jones	234-5399 487-7503 neighborsseaton@yahoo.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
15-Oromo Center 811 Upshur St., NW Washington, DC 20011-Free Quickbooks14/Pick-up by Abera	4	Abera Tefera Raya Abagaro	247-7226 Mobile: (240)-478-4684 Oromocenter96@yahoo.com	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov
16-Pediatric AIDS/HIV Care, Inc., PO Box 77543 Washington, DC 20013-7543/Pick-up Kiana	2	Khadijah Tribble	347-5366 Ktribble@pediatricaidshivcare.org	Luigi Buitrago 671-4813 Luigi.Buitrago@dc.gov
17-Residing in Group Housing Together (RIGHT) Inc. P.O. Box 31170 Washington, DC 20020/Pick-up by Mary	8	Mary Hughes	889-7700 rightinc@aol.com	Clifton Roberson 671-4807 Clifton.Roberson@dc.gov
18-SamariCorp Community Development Corp., Inc. 1016 Florida Ave. Washington, DC 20002-Free Quickbooks15/Pick-up Carolyn	5, 6	Elder Anne M. Powell	399-3995 apowell@newsamaritan.org	Gail Hansen 671-5091 Gail.Hansen@dc.gov
19-Street Wize Foundation 611 Pennsylvania Ave., SE, #341, Washington, DC 20006-Free Quickbooks17/Pick-up Chris	6	Chris Bryant	359-1612 info@streetwizefoundation.com	Gail Hansen 671-5091 Gail.Hansen@dc.gov
20-Ward 7 Arts Collaborative 4645 Nannie Helen Burroughs Ave., NE, Washington, DC 20019	7	Wanda Aikens	399-1997 Ward7artscollab@yahoo.com	Patrice Bailey 671-4946 Patrice.Bailey@dc.gov
21-African American Music Association, Inc. 4212 East Capital St., NE Washington, DC 20019-Free Quickbooks16/Pick-up by Farida	7	Saleem Hylton	398-3470 Shylton252@aol.com	

Attachment D – Participants
Effi Barry HIV\AIDS Capacity-Buiding Initiative
Year Two - Advanced

Organization	Ward	Contact Person	Contact Info.
Antioch Baptist Church 1105 50th St., NE, WDC 20019	7	Rev. William Gibbs	399-8188 church@antiochabc.org whgibbsabc@msn.com
Community Education Group 707 8th St., SE, WDC 20003	6	A. Toni Young	543-2376 atoniyoung@aol.com
Covenant House Washington 2001 Mississippi Ave., SE, WDC 20020	7	Vincent Rucker Adrienne Hawkins	610-9600 vrucker@chdc.org ahawkins@chdc.org
Homes for Hope 3003 G St., SE, WDC 20019	7	Dr. Veronica Jenkins	582-0169 Homesforhope@yahoo.com
Hughes Memorial United Methodist Church 25 53rd St., NE, WDC 20019	7	Rev. Connie Smith	398-3411 pastor@hughesmemorial.org
Planned Parenthood Ophelia Egypt Center 3319 Minnesota Ave., NE, WDC 20019	7	Irwin Royster	399-5036 Irwin_Royster@yahoo.com
Prevention Works 1407 S St., NW, WDC 20009	2	Ken Vail	588-5580 kvail@preventionworksdc.org
Unity Health Center Hunt Place 4130 Hunt Pl., NE, WDC 20019	7	Darryl Bowden	388-8160 dbowden@unityhealthcare.org
Concerned Citizens 3115 Martin Luther King Jr. Ave., SE, WDC 20032	8	Sam Foster Charles Avery	563-3209 charleswavery@yahoo.com
Christ House 1717 Columbia Rd., NW, WDC 20009	1	Allen Goetcheus David Inoue	328-1100 dinoue@christhouse.org
Different Avenues 829 Upshur St., NW, WDC 20011	4	Darby Hickey	829-2103 darby@differentavenues.org

Deaf Reach 3521 12th St., NE, WDC 20003	5	Sarah Brown	832-6681 browns@deaf-reach.org
Echelon Community Services 302 V St., NE, WDC 20002	1	Sonja Mattress	388-9400 Echelon1@comcast.net
Hill's Community Residential Support Services 1217 Evarts St., NE, WDC 20018	5	Marilyn Hill Dr. Irvin Barnes	636-3786 Marilynhill4@aol.com Drirvinbarnes@yahoo.com
Our Place DC 801 Pennsylvania Ave., SE, WDC 20003	6	Cherie Lindsay	548-2400 clindsay@ourplacedc.org
RISE Inc. 3219 Martin Luther King Jr. Ave., SE, WDC 20032	8	Valerie Bloomfield	561-3440 vbloomfield@riseinc-dc.org
Transgender Health Empowerment 1711 N. Capitol St., NE, WDC 20032	1	Brian Watson	636-1646 Bwatson@theincdc.org
Union Temple Baptist Church 1225 W St., SE, WDC 20002	8	Rev. Dana Olds-Tolliver	889-5346 revjackie@verizon.net
Gospel Truth Ministries 3109 Martin Luther Jr. Ave., SE, WDC 20032	8	Elder Ronald Williams	678-1281 ElderRonaldL@yahoo.com

Attachment B – Skills Training Course Description
Effi Barry HIV\AIDS Capacity-Buiding Initiative
Year One - Basic

Date	Time	Session **	Location
Thursday, April 3	9:00 – 4 p.m.	**Orientation** – Participants will receive an overview of Program and Panel presentation from experts in the field of HIV/AIDS. **Logic Models –** Participants will learn how to develop a tool that you will be able to use to visually describe the linkages between your program goals, activities, and expected outcomes	World Bank Mail Complex Executive Floor Omolara Fatiregun
Strategic Planning Track			
Thursday, April 10	9:00 – 4 p.m.	**Strategic Planning –** Participants will determine their organization's long-term goals and then identify the best approach for achieving those goals. **Strategic Relationships** – Participants will learn how to collaborate with inter-disciplinary groups to enhance their HIV/AIDS services.	TBD Stephen Broyles
Governance Track			
Thursday, April 24	9:00 – 4 p.m.	**Board Development** - Participants will learn how to raise the quality of their Board's operations up another level to become The organization's greatest asset.	TBD Chester France
Thursday, May 1	9:00 – 4 p.m.	**Policies and Procedures –** Participants will review and/or develop policies and procedures manuals that will include but will not limited be to job descriptions, time reports, and human resource policies.	Judiciary Square 441 4th Street, NW Gable Barmer
Financial Track			
Tuesday, May 13	9:00 – 4 p.m.	**Financial Management** – Participants will discuss the crucially important issues of how to properly account for contributions, how to match mission with financial resources, and how to read and understand nonprofit financial statements.	Judiciary Square 441 4th Street, NW Mike Gellman
Friday, May 16	9:00 - 4 p.m.	**Budgeting** – Participants will receive valuable information and guidance on planning the organization's budget cycle, budget preparation, and budget reporting.	Judiciary Square 441 4th Street, NW Mike Gellman
Resource Development Track			
Tuesday, May 27	9:00 – 4 p.m.	**Resource Development** – Participants will learn how to identify, cultivate, and secure financial and in-kind support for their organization. **Grant Proposal Writing** – Participants will learn how to write proposals for federal and local government grant makers as well as foundations.	Sumner School James Lindsey

Date	Time	Session **	Location
HIV Program Planning Curriculum Track			
Thursday, June 5	9:00 – 4 p.m.	**Programmatic Needs Assessment and Assets Mapping:** Participants will learn how to conduct internal needs assessments and assets mapping of internal programmatic indicators and external community indicators to assess resources, identify needs, and address gaps in ongoing services and proposed programs.	Judiciary Square 441 4th Street, NW Debbie Levy
Wednesday, June 18	9:00 – 4 p.m.	**"Translation of Data to Action"** Using information to Plan Data Driven Responses: participants will learn how to use primary and secondary quantitative and qualitative data to enhance data driven program planning.	Judiciary Square 441 4th Street, NW Jay Blackwell
Thursday, June 19	9:00 – 4 p.m.	**Program Monitoring and Evaluation:** Development of Monitoring & Evaluation Standards Part 1: Participants will learn how to develop program monitoring and evaluation plans including design, implementation, an evaluation of program quality assurance and program indicators	Judiciary Square 441 4th Street, NW Jay Blackwell
Thursday, July 24	9:00- 4 p.m.	**Program Monitoring and Evaluation:** Data Collection Methods Part 2: Participants will learn the importance of data collection methods to ensure data quality, and how to use this information to enhance existing programs and plan new programs.	TBD Jay Blackwell
Thursday, August 7	9:00- 4 p.m.	**Program Planning Part 1:** Participants will learn about health education, evidence based program models and health behavior change theory, and how to translate these theories into effective program planning.	Judiciary Square 441 4th Street, NW Stephen Broyles
Communications Track			
Thursday, August 21	9:00- 4 p.m.	**Cultural Competency** - Participants will learn how to effectively communicate with diverse HIV/AIDS vulnerable populations. **Social Marketing -** Participants will learn how to develop messages and products designed to promote the HIV/AIDS problem.	TBD Jay Blackwell
Presentation of Learning			
Tuesday June 24	8:30 – 12 noon	**Networking Breakfast**	Kellogg Conference Centern & Hotel Gallaudet College
September 11	9:00- 4 p.m.	**Presentation of Learning (POL) Designing Health Promotion Program:** Participants will work in groups to apply lessons learned in H1V program planning curriculum section to design an HIV program. Exercises and group presentations will be reviewed at the end of the session.	
Wednesday September 24	5:00 – 8 p.m.	**Graduation**	TBD

Attachment B – Skills Training Course Description
Effi Barry HIV\AIDS Capacity-Buiding Initiative
Year Two - Advanced

Date	Time	Session **	Location
March 6	9:00 – 4 p.m.	**Orientation** – Participants will receive an overview of Program and Panel presentation from experts in the field of HIV/AIDS. **Programmatic Needs Assessment and Assets Mapping:** Participants will learn how to conduct internal needs assessments and assets mapping of internal programmatic indicators and external community indicators to assess resources, identify needs, and address gaps in ongoing services and proposed programs.	Sumner School 1201 17th Street, NW Washington, DC Omolara Fatiregun
HIV Program Planning Curriculum Track			
March 12	9:00 – 4 p.m.	**"Translation of Data to Action" Using information to Plan Data Driven Responses**: participants will learn how to use primary and secondary quantitative and qualitative data to enhance data driven program planning.	Hillwood Museum & Gardens 4155 Linnean Ave NW Washington, DC 20008 Deborah Scott JayBlackwell
March 13	9:00 – 4 p.m.	**Program Monitoring and Evaluation: Development of Monitoring & Evaluation Standards Part 1:** Participants will learn how to develop program monitoring and evaluation plans including design, implementation, an evaluation of program quality assurance and program indicators.	Antioch Baptist Church 1105 50th Street,NE Washington, DC 20019 Deborah Scott JayBlackwell
April 9	9:00- 4 p.m.	**Program Monitoring and Evaluation: Data Collection Methods Part 2:** Participants will learn the importance of data collection methods to ensure data quality , and how to use this information to enhance existing programs and plan new programs.	Holland & Knight 2099 Pennslyvania Avenue, NW Washingtonk DC 20006 Tiller K. Fowler Room Deborah Scott JayBlackwell
May 22	9:00- 4 p.m.	**Program Planning Part 1:** Participants will learn about health education, evidence based program models and health behavior change theory, and how to translate these theories into effective program planning.	Antioch Baptist Church 1105 50th Street,NE Washington, DC 20019 Stephen Broyles
May 29	9:00- 4 p.m.	**Program Planning Part 2:** Participants will lean to apply health theory to program planning and HIV service delivery.	Holland & Knight 2099 Pennslyvania Avenue, NW Washingtonk DC 20006 Chesterfield Smith Room Stephen Broyles
June 12	9-12	**POL Planning** – Participants will work with their assigned partners to begin planning	TBD
Tuesday June 24	**8:30 – 12 noon**	**Networking Breakfast**	Kellogg Conference Center & Hotel Gallaudet College
July 17	9 – 12 noon	**Project Update**	TBD
August 14	9-12 noon	**Project Update**	TBD
September 4	9:00- 4 p.m.	**Presentation of Learning (POL) Designing Health Promotion Program**: Participants will work in groups to apply lessons learned in H1V program planning curriculum section to design an HIV program. Exercises and group presentations will be reviewed at the end of the session.	TBD
Wednesday September 24	5:00 – 8 p.m.	**Graduation**	TBD

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Adrian M. Fenty, Mayor
Office of Partnerships and Grant Services

Capacity Building Initiative

Organizational Assessment Tool

Organization: ________________________________

Completed By:___________________________________

Checklist to Evaluate a Nonprofit Board of Directors

Rating *	Indicator	Met	Needs Work	N/A
E	1. The roles of the Board and the Executive Director are defined and respected, with the Executive Director delegated as the manager of the organization's operations and the board focused on policy and planning			
R	2. The Executive Director is recruited, selected, and employed by the Board of Directors. The board provide clearly written expectations and qualifications for the position, as well as reasonable compensation.			
R	3. The Board of Directors acts a governing trustees of the organization on behalf of the community at large and contributors while carrying out the organization's mission and goals. To fully meet this goal, the Board of Directors must actively participate in the planning process as outlined in planning sections of this checklist.			
R	4. The board's nominating process ensures that the board remains appropriately diverse with respect to gender, ethnicity, culture, economic status, disabilities, and skills and/or expertise.			
E	5. The board members receive regular training and information about their responsibilities.			
E	6. New board members are oriented to the organization, including the organization's mission, bylaws, policies, and programs, as well as their roles and responsibilities as board members.			
A	7. Board organization is documented with a description of the board and board committee responsibilities.			
A	8. Each board has a board operations manual.			
E	9. If the organization has any related party transactions between board members or their family, they are disclosed to the board of directors, the Internal Revenue Service and the auditor.			
E	10. The organization has at least the minimum number of members on the Board of Directors as required by their bylaws or state statute.			
R	11. If the organization has adopted bylaws, they conform to state statute and have been reviewed by legal counsel.			
R	12. The bylaws should include: a) how and when notices for board meetings are made; b) how members are elected/appointed by the board; c) what the terms of office are for officers/members; d) how board members are rotated; e) how ineffective board members are removed from the board; f) a stated number of board members to make up a quorum which is required for all policy decisions.			
R	13. The board of directors reviews the bylaws.			
A	14. The board has a process for handling urgent matters between meetings.			
E	15. Board members serve without payment unless the agency has a policy identifying reimbursable out-of-pocket expenses.			
R	16. The organization maintains a conflict-of-interest policy and all board members and executive staff review and/or sign to acknowledge and comply with the policy.			
R	17. The board has an annual calendar of meetings. The board also has an attendance policy such that a quorum of the organization's board meets at least quarterly.			
A	18. Meetings have written agendas and materials relating to significant decisions are given to the board in advance of the meeting.			
A	19. The board has a written policy prohibiting employees and members of employees' immediate families from serving as board chair or treasurer.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Human Resource Management.

Rating *	Indicator	Met	Needs Work	N/A
E	1. The organization has a written personnel handbook/policy that is regularly reviewed and updated: a) to describe the recruitment, hiring, termination and standard work rules for all staff; b) to maintain compliance with government regulations including Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Occupational Health and Safety Act, Family Leave Act, Affirmative Action Plan (if required), etc.			
R	2. The organization follows nondiscriminatory hiring practices.			
R	3. The organization provides a copy of or access to the written personnel policy to all members of the board, the Executive Director and all staff members. All staff members acknowledge in writing that they have read and have access to the personnel handbook/policies.			
R	4. The organization has job descriptions including qualifications, duties, reporting relationships and key indicators.			
R	5. The organization's Board of Directors conducts an annual review/evaluation of its Executive Director in relationship to a previously determined set of expectations.			
R	6. The Executive Director's salary is set by the Board of Directors in a reasonable process and is in compliance with the organization's compensation plan.			
R	7. The organization requires employee performance appraisals to be conducted and documented at least annually.			
A	8. The organization has a compensation plan, and a periodic review of salary ranges and benefits is conducted.			
A	9. The organization has a timely process for filling vacant positions to prevent an interruption of program services or disruption to organization operations.			
A	10. The organization has a process for reviewing and responding to ideas, suggestions, comments and perceptions from all staff members.			
A	11. The organization provides opportunities for employees' professional development and training with their job skill area and also in such areas as cultural sensitivity and personal development.			
A	12. The organization maintains contemporaneous records documenting staff time in program allocations.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Volunteer HR Management

Rating *	Indicator	Met	Needs Work	N/A
E	13. The organization has a clearly defined purpose of the role that volunteers have within the organization.			
E	14. Job descriptions exist for all volunteer positions in the organization.			
R	15. The organization has a well-defined and communicated volunteer management plan that includes a recruitment policy, description of all volunteer jobs, an application and interview process, possible stipend and reimbursement policies, statement of which staff has supervisory responsibilities over what volunteers, and any other volunteer personnel policy information.			
E	16. The organization follows a recruitment policy that does not discriminate, but respects, encourages and represents the diversity of the community.			
E	17. The organization provides appropriate training and orientation to the agency to assist the volunteer in the performance of their volunteer activities. Volunteers are offered training with staff in such areas as cultural sensitivity.			
R	18. The organization is respectful of the volunteer's abilities and time commitment and has various job duties to meet these needs. Jobs should not be given to volunteers simply because the jobs are considered inferior for paid staff.			
R	19. The organization does volunteer performance appraisals periodically and communicates to the volunteers how well they are doing, or where additional attention is needed. At the same time, volunteers are requested to review and evaluate their involvement in the organization and the people they work with and suggest areas for improvement.			
R	20. The organization does some type of volunteer recognition or commendation periodically and staff continuously demonstrates their appreciation towards the volunteers and their efforts.			
A	21. The organization has a process for reviewing and responding to ideas, suggestions, comments and perceptions from volunteers.			
A	22. The organization provides opportunities for program participants to volunteer.			
A	23. The organization maintains contemporaneous records documenting volunteer time in program allocations. Financial records can be maintained for the volunteer time spent on programs and recorded as in-kind contributions.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Planning Regarding the Total Organization

Rating *	Indicator	Met	Needs Work	N/A
E	1. The organization's purpose and activities meet community needs.			
R	2. The organization frequently evaluates, by soliciting community input, whether its mission and activities provide benefit to the community.			
R	3. The organization has a value statement that is reflected in the agency's activities and is communicated by its constituents.			
A	4. The value statement includes standards of ethical behavior and respect for other's interests.			
E	5. The organization has a clear, meaningful written mission statement which reflects its purpose, values and people served.			
R	6. The board and staff periodically review the mission statement and modify it to reflect changes in the environment.			
E	7. The board and staff developed and adopted a written strategic plan to achieve its mission.			
A	8. Board, staff, service recipients, volunteers, key constituents and general members of the community participate in the planning process.			
E	9. The plan was developed by researching the internal and external environment.			
R	10. The plan identifies the changing community needs including the agency's strengths, weaknesses, opportunities and threats.			
R	11. The planning process identifies the critical issues facing the organization.			
R	12. The plan sets goals and measurable objectives that address these critical issues.			
E	13. The plan integrates all the organization's activities around a focused mission.			
R	14. The plan prioritizes the agency goals and develops timelines for their accomplishments.			
A	15. The plan establishes an evaluation process and performance indicators to measure the progress toward the achievement of goals and objectives.			
R	16. Through work plans, human and financial resources are allocated to insure the accomplishment of the goals in a timely fashion.			
A	17. The plan is communicated to all stakeholders of the agency -- service recipients, board, staff, volunteers and the general community.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Planning Regarding the Organization's Programs

Rating *	Indicator	Met	Needs Work	N/A
E	1. Programs are congruent with the agency's mission and strategic plan.			
A	2. The organization actively informs the public about its programs and services.			
A	3. Clients and potential clients have the opportunity to participate in program development.			
R	4. Sufficient resources are allocated to ensure each program can achieve the established goals and objectives.			
R	5. Staff has sufficient training and skill level to produce the program.			
A	6. Programs within the organization are integrated to provide more complete services to clients.			
R	7. Each program has performance indicators to insure that the program meets its goals and objectives.			
R	8. Performance indicators are reviewed annually.			
A	9. The agency networks and/or collaborates with other organizations to produce the most comprehensive and effective services to clients.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Planning Regarding the Organization's Evaluations

Rating *	Indicator	Met	Needs Work	N/A
R	1. Every year, the organization evaluates its activities to determine progress toward goal accomplishment.			
A	2. Stakeholders are involved in the evaluation process.			
R	3. The evaluation includes a review of organizational programs and systems to insure that they comply with the organization's mission, values and goals.			
R	4. The results of the evaluation are reflected in the revised plan.			
A	5. Periodically, the organization conducts a comprehensive evaluation of its programs. This evaluation measures program outcomes.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Checklist to Assess Financial Activities in Nonprofit Organizations

Rating *	Indicator	Met	Needs Work	N/A
E	1. The organization follows accounting practices which conform to accepted standards.			
E	2. The organization has systems in place to provide the appropriate information needed by staff and board to make sound financial decisions and to fulfill Internal Revenue Service requirements.			
R	3. The organization prepares timely financial statements including the Balance Sheet [or statement of financial position) and Statement of Revenue and Expenses [or statement of financial activities] which are clearly stated and useful for the board and staff.			
R	4. The organization prepares financial statements on a budget versus actual and/or comparative basis to achieve a better understanding of their finances.			
E	5. The organization develops an annual comprehensive operating budget which includes costs for all programs, management and fundraising and all sources of funding. This budget is reviewed and approved by the Board of Directors.			
R	6. The organization monitors unit costs of programs and services through the documentation of staff time and direct expenses and use of a process for allocation of management and general and fundraising expenses.			
E	7. The organization prepares cash flow projections.			
R	8. The organization periodically forecasts year-end revenues and expenses to assist in making sound management decisions during the year.			
E	9. The organization reconciles all cash accounts monthly.			
E	10. The organization has a review process to monitor that they are receiving appropriate and accurate financial information whether from a contracted service or internal processing.			
E	11. If the organization has billable contracts or other service income, procedures are established for the periodic billing, follow-up and collection of all accounts, and has the documentation that substantiates all billings.			
E	12. Government contracts, purchase of service agreements and grant agreements are in writing and are reviewed by a staff member of the organization to monitor compliance with all stated conditions.			
E	13. Payroll is prepared following appropriate State and Federal regulations and organizational policy.			
E	14. Persons employed on a contract basis meet all Federal requirements for this form of employment. Disbursement records are kept so 1099's can be issued at year end.			
E	15. Organizations that purchase and sell merchandise take periodic inventories to monitor the inventory against theft, to reconcile general ledger inventory information and to maintain an adequate inventory level.			
R	16. The organization has a written fiscal policy and procedures manual and follows it.			
E	17. The organization has documented a set of internal controls, including the handling of cash and deposits, approval over spending and disbursements.			
E	18. The organization has a policy identifying authorized check signers and the number of signatures required on checks in excess of specified dollar amounts.			
E	19. All expenses of the organization are approved by a designated person before payment is made.			
R	20. The organization has a written policy related to investments.			

R	21. Capital needs are reviewed at least annually and priorities established.			
R	22. The organization has established a plan identifying actions to take in the event of a reduction or loss in funding.			
R	23. The organization has established, or is actively trying to develop, a reserve of funds to cover at least three months of operating expenses.			
E	24. The organization has suitable insurance coverage which is periodically reviewed to ensure the appropriate levels and types of coverages are in place.			
E	25. Employees, board members and volunteers who handle cash and investments are bonded to help assure the safeguarding of assets.			
E	26. The organization files IRS form 990's in a timely basis within prescribed time lines.			
R	27. The organization reviews income annually to determine and report unrelated business income to the IRS.			
R	28. The organization has an annual, independent audit of their financial statements, prepared by a certified public accountant.			
R	29. In addition to the audit, the CPA prepares a management letter containing recommendations for improvements in the financial operations of the organization.			
R	30. The Board of Directors ,or an appropriate committee, is responsible for soliciting bids, interviewing auditors and hiring an auditor for the organization.			
R	31. The Board of Directors, or an appropriate committee, reviews and approves the audit report and management letter and with staff input and support, institutes any necessary changes.			
E	32. The audit, or an organization prepared annual report which includes financial statements, is made available to service recipients, volunteers, contributors, funders and other interested parties.			
A	33. Training is made available for board and appropriate staff on relevant accounting topics and all appropriate persons are encouraged to participate in various training opportunities.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

General Fundraising

Rating *	Indicator	Met	Needs Work	N/A
E	1. Funds are raised in an ethical manner for activities consistent with the organization's mission and plan.			
E	2. The Board of Directors and organization staff are knowledgeable about the fundraising process and the roles in the organization.			
E	3. The organization's Board of Directors has established a committee charged with developing, evaluating and reviewing fundraising policies, practices and goals.			
E	4. The committee is actively involved in the fundraising process and works to involve others in these activities.			
R	5. The Board of Directors, executive director and committee supports and participates in the total fundraising process, including project identification, cultivation, solicitation and recognition.			
R	6.The fundraising program is staffed and funded at a level consistent with fundraising expectations.			
A	7. There is direct communications and relationship between information services or marketing, accounting and other administration support functions to assist in the fundraising needs and efforts.			
E	8. The organization is accountable to donors and other key constituencies and demonstrates their stewardship through annual reports.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

Using an Outside Fundraiser

Rating *	Indicator	Met	Needs Work	N/A
R	10. If the organization chooses to use outside professional fundraisers, several competitive bids are solicited. Each prospective outside fundraiser's background and references are checked.			
E	11. The organization makes legal, mutual agreed upon, signed statements with outside professional fundraisers, outline each parties' responsibilities and duties, specifying how the contributed funds will be physically handled, and to guarantee that the fees to be paid are reasonable and fair.			
E	12. The organization has verified that the contracted fundraiser is registered as a professional fundraiser with the Attorney General and all filings necessary have been made before the work commences. (Registration requirements are dependent on state requirements.)			
E	13. The fundraising committee or appropriate representatives from the Board of Directors reviews all prospective proposals with outside professional fundraiser and reviews and accepts all agreements before they are signed.			
R	14. If the outside professional fundraiser plans to contact potential donors directly, the organization must review the fundraising materials (e.g., public service announcements, print or broadcast advertisements, telemarketing scripts, pledge statements, brochures, letters, etc.) to verify their accuracy and to ensure that the public disclosure requirements have been met.			
E	15. The organization properly reports all required information regarding use of outside professional fundraisers, amount of funds raised and the related fundraising expenses as required by state and federal governments. The gross amount of funds raised by the contracted fundraiser is reported on the organization's financial statement. The fees and costs of the campaign must be reported on the statement of functional expenses.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

ATTACHMENT E – INSTRUCTIONS

PREPARE PROPOSAL IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW

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1. Proposal Submission Requirements

The proposal shall consist of two separately bound sections, a technical proposal and a price proposal. **One (1) original and three (3) copies** of each must be submitted in sealed envelopes conspicuously marked: "Proposal in Response to Request for Quotation No. 421542.

All proposals must be submitted on 8.5" by 11" paper and typewritten. Telephonic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "Technical Proposal." The technical portion shall, at minimum, include the following:

2.1 Technical Approach and Capacity

a. Offeror shall provide a brief narrative which demonstrates its understanding of the District's requirement.

b. The Offeror shall provide a narrative, describing its expertise and ability to implement activities in accordance with the statement of work.

c. Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

2.2. Past Performance and Demonstrated Results

a. Offeror shall provide at least three (3) previous clients (preferably with whom it has provided claims adjusters or assistants) with whom it has performed successfully within the last three (3) years. The Offer's submission shall indicate the name, address, and telephone number of clients that requested such services. The Offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment G) and **return the signed form directly to Andrei Howze, Contract Specialist via fax at 202-727-8843 or via email at Andrei.howze@dc.gov on or before August 11, 2008.**

b. The Offeror shall provide the point of contact and other relevant information for references.

3. Price Proposal

This section shall be submitted under a separate cover titled **"Price Proposal".** The offeror shall complete Attachment F – Price Schedule. Pricing shall include all costs for the service described in Attachment G – Statement of Work.

Offeror shall provide a breakdown of the labor categories and number of hours proposed. Pricing shall be a firm fixed price.

4. Proposal Submission Date and Time

Proposals must be submitted no later than **2 p.m. EST** on **Monday, August 11, 2008**. Offerors may submit proposals by mail, at the address below, by fax to 202-727-8843, or email to andrei.howze@dc.gov. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

(a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;

(b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or

(c) The proposal is the only proposal received.

4.1 Hand Delivery or Mailing of Solicitation

Deliver or Mail to:
Government of the District of Columbia
Office of Contracting and Procurement
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001
Attn: Andrei Howze

Email to:

Andrei.howze@dc.gov

4.2 Proposal Submission Date

The closing date for receipt of proposals is **August 11, 2008 by 2:00 p.m.** local time.

5. Evaluation for Award

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a price and technical standpoint.

6. Proposal Evaluation

The District will evaluate proposals using the following criteria listed in descending order of importance:

A. Technical Approach and Capacity (40%)

a. Offeror shall provide a brief narrative which demonstrates its understanding of the District's requirement.
b. The Offeror shall provide a narrative, describing its expertise and ability to implement activities in accordance with the statement of work.
c. Offeror shall provide resumes of proposed staff to be assigned to this project, documenting experience in accordance with the statement of work.

B. Past Performance and Demonstrated Results (40%)

a. Offeror shall provide at least three (3) previous clients (preferably with whom it has provided claims adjusters or assistants) with whom it has performed successfully within the last three (3) years. The Offer's submission shall indicate the name, address, and telephone number of clients that requested such services. The Offeror shall have its client reference complete the attached Past Performance Evaluation Form (Attachment D) and **return the signed form directly to Andrei Howze, Contract Specialist via fax at 202-727-8843 or via email at Andrei.howze@dc.gov on or before August 11, 2008.**

C. Price (20%)

a. The Offeror's pricing proposal will be evaluated separately from the technical proposal.

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The District will use the total estimated maximum in the calculation. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 20 = \text{Evaluated price score}$$

The technical evaluation criteria above serve as the standard against which all proposals will be evaluated and serve to identify the significant areas which the offeror should specifically address in complying with the requirements in the Scope of Work. The technical proposal and price proposal shall be evaluated separately.

ATTACHMENT F – PRICE SCHEDULE

B.1 Pricing shall be firm fixed price and inclusive of all costs, including administrative and overhead costs.

B.2 The District contemplates award of a firm fixed price contract.

BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
0001	**Consulting services to evaluate the Office of Partnerships and Grant Services' Capacity-Building Programs.**	____________	$__________	$_____________

OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
1001	**Consulting services to evaluate the Office of Partnerships and Grant Services' Capacity-Building Programs.**	______________	$__________	$_____________

OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
2001	**Consulting services to evaluate the Office of Partnerships and Grant Services' Capacity-Building Programs.**	______________	$__________	$_____________

OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
3001	**Consulting services to evaluate the Office of Partnerships and Grant Services' Capacity-Building Programs.**		**$__________**	**$_____________**

OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Quantity (Hours)	Unit Price (Per Hour)	Total Amount
4001	**Consulting services to evaluate the Office of Partnerships and Grant Services' Capacity-Building Programs.**		**$__________**	**$_____________**

ATTACHMENT H – PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	RATING **(See Rating Guidelines on Page 2)**					
	5 – Excellent	**4** – Good	**3** – Acceptable	**2** – Minimally Acceptable	**1** – Poor	**0** – Unacceptable
Quality of Services/ Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: ____

2. Name & Title of Evaluator: ____

3. Signature of Evaluator: ____

4. Name of Evaluator's Organization: ____

5. Telephone Number of Evaluator: ____

6. Type of service received: ____
   (Continue on separate sheet if needed)

7. Period of Performance: ____

8. Remarks on excellent performance: Provide data supporting this observation. (Continue on separate sheet if needed)

   ____

   ____

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

   ____

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Minimally Acceptable), 3 (Acceptable), 4(Good), or 5 (Excellent). Use the following instructions as guidance in making these evaluations.

	Quality of Service/ Work	**Cost Control**	**Timeliness of Performance**	**Business Relations**
	-Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	-Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue	-Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed	-Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Adrian M. Fenty, Mayor
Office of Partnerships and Grant Services

ATTACHMENT G
SCOPE OF WORK – CAPACITY BUILDING PROGRAMS
PROGRAM EVALUATION

C.1 SCOPE:

The Mayor's Office of Partnerships and Grant Services (OPGS) seeks the services of a contractor to manage the implementation of a comprehensive program evaluation process for its Capacity Building Programs. The evaluation shall clearly demonstrate whether each of the Capacity Building Programs initiatives ultimately improved the operations for a group of over one hundred-fifty (150) local nonprofit organizations who have successful completed the two programs under the Capacity Building Programs. In addition it will assess whether the programs equipped each of these organizations to successfully apply for and manage district government grant funding. The evaluation will also compare the two initiatives of the Capacity Building Programs - the Effi Barry HIV/AIDS Capacity Building Initiative and the Strengthening Partners Initiative (SPI).

The estimated number of hours needed to complete this project is as follows:

- Design a comprehensive evaluation tool with which to evaluate the effectiveness of OPGS Capacity Building Programs: 50 hours
- Conduct a comprehensive evaluation (using the evaluation tool mentioned above) Capacity Building Programs**:** 200 hours
- Develop an individual evaluation development plan to sustain each service provider's efforts to scale up and maintain high quality services: 105 hour
- Provide a final evaluation report to OPGS: 90 hours

The Office of Partnerships and Grant Services reserves the right to award this contract in whole or in part. OPGS also reserves the right to approve any subcontractors/consultants hired by the prime contractor for this contract.

C.1.1 Applicable Documents –

Item No.	Title	Date
A	Participating organizations to be evaluated	NA
B	Capacity building skills training course descriptions	NA
C	Pre-Assessments of each of the nonprofit organizations that participated in the HIV/AIDS Capacity Building Programs and the Strengthening Partners Initiative program.	NA

C.1.2 Definitions

Corrective Action Plan (CAP): a plan that identifies areas of weakness in an organization that require action on the part of that organization; in the case of this scope of work, the CAPs are to be designed by both financial and operational assessors

Financial Assessment: an appraisal done by an authorized person to determine the financial capabilities of an organization (or the lack thereof)

Evaluation of Program Effectiveness: Understand, verify or increase impact of products or services provided and, if necessary, improve the service delivery to be more efficient and cost effective.

Operational Assessment: an appraisal done by an authorized person to determine the operational capabilities of an organization (or the lack thereof)

Technical Assistance: the act of assisting or the help supplied; in the case of this scope of work, assistance in the areas of financial and operational management

C.2 BACKGROUND

The Office of Partnerships and Grant Services (OPGS) in the Office of the City Administrator, advances the Mayor's policy priorities by providing resource development and technical assistance training to strengthen the capacity of District agencies, as well as faith-based and nonprofit organizations, to compete for all available competitive grants in order to offer needed services to local residents and stakeholders. Over the past six years, OPGS has provided the Strengthening Partners Initiative (SPI), a year-long intensive Capacity-Building program for area nonprofits and faith-based organizations.

The Effi Barry HIV/AIDS Capacity-Building Program is in its second year, in partnership with the DC Department of Health, and is designed to strengthen the capacity of the District's Effi Barry HIV/AIDS Capacity-Building Program service providers. The initiative is composed of three technical assistance phases – Intensive Capacity-Building Skills Training; On-site Financial and Operational Assessments/Capacity-Building Action Plans (CAPs); and On-site Technical Assistance for Implementation and Monitoring of CAPs; and other related project activities.

OPGS seeks the services of a contractor to manage the implementation of a comprehensive program evaluation process for its Capacity Building Programs. The evaluation shall clearly demonstrate whether each of the Capacity Building Programs initiatives ultimately improved the operations for a group of over one hundred-fifty (150) local nonprofit organizations who have successful completed the two programs under the Capacity Building Programs. In addition it will assess whether the programs equipped each of these organizations to successfully apply for and manage district government grant funding. The evaluation will also compare the two initiatives of the Capacity Building Programs - the Effi Barry HIV/AIDS Capacity Building Initiative and the Strengthening Partners Initiative (SPI).

The delivery of this service shall:

- address what impact the program has had on the growth and management of the local nonprofit organizations that participated in the Capacity Building Programs, using information from the documents listed in C.1.1-Applicable Documents above if applicable;

- recommend an individual evaluation plan with targeted goals and outcomes to sustain each service provider's efforts to scale up and maintain high quality services; and

- address what changes in program design need to be made, if any, using information from the documents listed in C.1.1-Applicable Documents above if applicable.

C.3 SCOPE OF WORK (TASKS)

This solicitation attempts to secure a relationship with a contractor who shall be responsible for to managing the implementation of a comprehensive program evaluation process for its Capacity Building Programs. The evaluation shall clearly demonstrate whether each of the Capacity Building Programs initiatives ultimately improved the operations for a group of over one hundred-fifty (150) local nonprofit organizations who have successful completed the two programs under the Capacity Building Programs. In addition it will assess whether the programs equipped each of these organizations to successfully apply for and manage district government grant funding. The evaluation will also compare the two initiatives of the Capacity Building Programs - the Effi Barry HIV/AIDS Capacity Building Initiative and the Strengthening Partners Initiative (SPI).

The contractor shall perform the following tasks:

C.3.1 Task One (1)

C.3.1.1 Design a comprehensive evaluation tool with which to evaluate the effectiveness of OPGS Capacity Building Programs by:

a. meeting bi-weekly with OPGS Manager for Nonprofit and Faith-based Relations and/or her designee to identify/address issues, concerns, and challenges to ensure that the evaluation tool collects relevant data;
b. building upon information provided in the Applicable Documents section (C.1.1 above), specifically Document C – Evaluation of Program Effectiveness;
c. using quantifiable measurements when collecting data through various methods from the interviews with participants

C.3.2. Task Two (2)

C.3.2.1 Conduct a comprehensive evaluation (using the evaluation tool mentioned in C.3.1 above) of the Capacity Building Programs. This evaluation report shall:

a. require bi-weekly meetings with OPGS Manager for Nonprofit and Faith-based Relations and/or her designee to identify/address issues, concerns, and challenges to ensure that the evaluation tool collects relevant data; the program evaluation is comprehensive, understandable, and complete; and the individual development plans are understandable and manageable;
b. includes interviews of each of the selected nonprofit organizations to determine what impact the program has had on the growth and management of these organizations;
c. use quantifiable measurements when collecting data; and
d. detail what changes in the program design need to be made, if any.

C.3.3 Task Three (3)

C.3.3.1 Recommend an individual evaluation plan to sustain each service provider's efforts to scale up and maintain high quality services. This plan shall:

a. provide targeted goals and outcomes for each of the pre-selected nonprofit organizations;
b. provide timelines and suggested timeframes for execution of these individual evaluation plans; and
c. suggest supplies, training, and/or tools needed to fulfill the individual evaluation plans

C.3.4 Task Four (4)

C.3.4.1 Provide a final evaluation product to OPGS. This product shall include:

a. a copy of the tool designed to evaluate the Capacity Building Programs;
b. the final evaluation report of the program;
c. individual evaluation plans;
d. a detailed report of suggested changes to be made to the program, with any supporting documentation on how these changes should be implemented and why; and
e. copies of bi-weekly reports and any other pertinent data.

- Sample evaluations for nonprofit and/or faith-based organizations;
- Resumes of key personnel; and
- Competitive price

C.4 PERIOD OF PERFORMANCE

The base period for conducting the comprehensive evaluation, recommending individual evaluation plans for the nonprofit organizations participating in the evaluation study, and delivering the final report shall be from the first day of the contract through **September 30, 2008**. All work regarding this contract, including reports on each of the tasks and copies of the evaluation plans, shall be submitted to OPGS by no later than **September 30, 2008.**

C.5 PAYMENT

The total contract will be based on the estimated number of hours as described in C.1 Scope.

- Design a comprehensive evaluation tool with which to evaluate the effectiveness of OPGS Capacity Building Programs: 50 hours
- Conduct a comprehensive evaluation (using the evaluation tool mentioned in above)**:** 200 hours
- Develop an individual evaluation development plan to sustain each service provider's efforts to scale up and maintain high quality services. 105 hour
- Provide a final evaluation report to OPGS. 90 hours

Total Hours - 445

TECHNICAL EVALUATION

This award will be based on the following evaluation factors:

- Knowledge of evaluation design and past performance in the design and delivery of program evaluations, preferably in the emerging nonprofit and public sectors;
- MBA or MA in related field required; PhD preferred. Related fields include, but are not limited to, research and evaluation, organizational development, curriculum development, executive leadership development, or nonprofit management;
- Familiarity with the field of evaluation, qualitative and quantitative research methods, data base construction and manipulation, and writing about issues in a straightforward manner, in additional to analytical ability and good communication skills;
- Past experience in support of the Government of the District of Columbia's nonprofit operational and financial capacity building services to local emerging and small nonprofits and faith-based organizations;
- Proven ability and sensitivity working with small HIV/AIDS-focused service providers, as well as diverse cultural and gender groups in the District of Columbia, and understanding of the socio-economic dynamics of communities East of the River;
- Awareness of barriers to emerging organizations' institutional growth and development;
- Significant experience relevant to evaluation enhanced learning programs;
- Experience related to curriculum and material development;
- Ability to work with diverse District based nonprofit and faith-based communities;
- List of three previous clients (preferably government and nonprofit sectors) with address, email, and phone number;

DELIVERABLES

Clin	Deliverable	Quantity	Format/Method of Delivery	Due Date	Payment Schedule
001	Project Updates		Meetings, phone, and electronic	Every two weeks	NA
002	Evaluation Assessment Tool	1	Hard and soft copies	Two weeks after initiation of contract	10% total contract cost
003	Report of On-site and telephone participant interviews	1	Hard and soft copies	Four weeks after initiation of contract	15% total contract cost
004	Draft of Data Analysis report	1	Hard and soft copies	Four weeks after initiation of contract	15% total contract cost
005	Draft of Evaluation Plans	1	Hard and soft copies	Six weeks after initiation of contract	15% total contract cost
006	Draft of Project Report	1	Hard and soft copies	Eight weeks after initiation of contract	NA
007	Final Report	1	Hard and soft copies	Eight weeks after initiation of contract	20% total contract cost