The Cleveland Department of Public Health (CDPH) is seeking a Research Evaluation Enhancement Project (REEP) approved Evaluator to assess and report on the delivery and effectiveness of the activities of its Local Office of Minority Health, The goals of the local office are as follows:

1. To monitor and report the health status of minority populations
2. Informing, educating, and empowering people
3. Mobilizing community partnerships and actions
4. Developing policies and plans to support health efforts

Through the activities of the local office, it is our vision to improve the health status of minority populations who live in the City of Cleveland and to assist in reducing health disparities within the region. As outlined in the Agreement of Terms (AOT) with the Ohio Commission on Minority Health, “Grantees are required to select an evaluator from the list approved by the Research Evaluation Enhancement Project (REEP). Additionally, grantees must comply with REEP program requirements established by the Ohio Commission on Minority Health. To that end, CDPH in conjunction with the local OMH is seeking a REEP approved Evaluator to perform the following tasks:

1. Review the local office continuation application and other grant proposals to assist the COMH in the formulation and refinement of process and outcome objectives;
2. Prepare a logic model that incorporates required and optional process and outcome objectives with short-term and long-term measures as articulated the local OMH;
3. Select evaluation methods that are appropriate to interventions identified in the local office proposal and other office plans;
4. Develop an evaluation plan that includes process and outcome measures (implementation) and behavioral/health status outcomes (changes in participants) relevant to the goals of the intervention;
5. Develop and disseminate survey instruments to assist in collecting needs assessment data, obtain participant perceptions; determine changed in levels of awareness, knowledge and behavior; measure effectiveness of collaborative efforts; and to assess participant satisfaction and local OMH Advisory Board perceptions;
6. Compile and analyze survey and other data;
7. Monitor and report on overall local office progress toward the attainment of process and outcome objectives
8. Attend local OMH Advisory Board meetings four times per fiscal cycle;
9. Participate in local OMH- sponsored activities and site visits as requested;
10. Regularly communicate with Commission assigned REEP Consultant;
11. Communicate regularly (monthly) with the local office staff via face-to-face meetings, phone calls, and e-mail regarding program activities and updates;
12. Give feedback, assistance, and recommendations to local office staff as requested or appropriate in the preparation of documents by providing information, suggestions and review;
13. Gather data and monitor programming for preparation of evaluation reports quarterly, annually, and as requested
14. Prepare quarterly, annual and biennial evaluation reports consistent with the timetables set forth by the local office.

# Key Competencies

## In addition to having REEP approved status, it is further expected that the selected contractor demonstrate the following competencies:

**1.** Demonstrated history of conducting evaluation in traditional settings and public health settings;

1. Ability to articulate a culturally competent framework for evaluation including specific strategies employed for data collection as well as pre and post evaluation strategies;
2. Ability to address health literacy issues in the evaluation process;
3. Evidence of ongoing cultural competency education and training;

# Deliverables and Timelines

Please note, at the discretion of the funding agency, reporting timetables are subject to change. The proposed timeline for the submission of documents and reports are as follows:

* SFY 2017 Evaluation Plan and Logic model – Due after engagement- Date to be negotiated
* Surveys and other data gathering instruments – As determined by local office Director;
* Quarterly Evaluation Report due to the Local office- April 1, 2017 and July 1, 2017;
* Annual Summary Report –not applicable in 2016;
* Biennial Summary Report – due to local office August 1, 2017

# Proposal Elements

## In addition to addressing the key competencies and proposed scope of work deliverables, please respond to the following questions.

1. Please describe your history of working with evaluation in public health settings.
2. Please describe your experience conducting research with African Americans, Asian American/Island Pacific groups, the Hispanic/Latino and Native American populations; disabled populations, persons with chronic health conditions and/or persons living in poverty.
3. Describe your availability to participate in Advisory Board meetings (3-4); key events and regular meetings with local office staff.
4. Describe any potential conflicts of interest in providing evaluation consultation with local office of Minority Health.

**5.** Include proposed budget for the described work.

# Submittal Instructions

## Please submit an original proposal and three (3) copies no later than Friday, January 27, 2017 to:

Frances Mills, Cleveland Office of Minority Health 75 Erieview Plaza 3rd Floor

Cleveland, Ohio 44114

# Criteria for Payment Approval

Payment for evaluation services will be processed upon submission of an approved invoice to the local Office Director and is contingent upon

* Execution of contract;
* Satisfactory completion of the above referenced scope of services; and
* Timely submission of deliverables.
* Submission of detailed invoice outlining work accomplished during the billing period.

# REEP APPROVED EVALUATOR LISTING

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