



## Request for Proposal

### General Overview

Loving Spoonful is issuing a Request for Proposal (RFP) for the services of a Consulting Firm ('Firm') to assist in the development and implementation of program evaluations for Loving Spoonful's GROW Project. This will involve stakeholder engagement, creation and/or adaptation of evaluation tools, implementation and analysis of evaluations, and reporting.

It is understood that the information in the RFP is a combined Statement of Qualifications and a Price Proposal and shall be the general basis for the selection of a Firm to provide this professional service and study.

Loving Spoonful expects to select the highest scoring Firm based on a structured scoring evaluation. The scoring evaluation (see page 5) will consider each Firm's ability to perform the required service, experience, approach and methodology to the project, the personnel assigned to the actual project work, the costs of the project, the time period in which the project will be completed, reference checks and the clarity of the submission.

### Organization Information

Loving Spoonful connects people with good food in Kingston and area through innovative, collaborative programs and outreach. The fundamental principle underlying Loving Spoonful's work is that all people need good food to thrive.

We recognize that food is a powerful community builder and engages in partnerships across the region to create social inclusion and a strong local food system. Loving Spoonful recognizes poverty as the primary barrier to accessing good food and renounces the continuation of poverty in Canada. Loving Spoonful promotes, supports, and champions programs and policy change that realizes social, environmental, and economic justice.

Loving Spoonful envisions a resilient community and local food system, that nourishes all people and supports dignified access to good food. We aim to build community around good food across Kingston and area, providing programs and championing policies that build capacity in the local food system.



## **Project Specifications**

Loving Spoonful's GROW Project aims to empower children to become leaders in building a strong, connected community around good food. The GROW Project provides curriculum-connected workshops for Grades 4 - 8 students, and curriculum extensions for Kindergarten - Grade 3, offering a full year of experiential learning opportunities that help set the foundation for lifelong healthy behaviours. The primary beneficiaries of the program are elementary school children and their school community.

We are currently in 21 schools across the Kingston area and we have been contacted by organizations across Ontario looking to implement our program. The Covid-19 pandemic has acted as a point of reflection and allowed us to redesign our program to better suit the current reality.

Our goal is to develop a fee-for-service structure and modify the program to enhance long-term sustainability. To do this, we will connect with other organizations to learn how to adapt our program to meet the needs of other communities and demographics. Adapting program materials, evaluations and resources to enhance online accessibility, with complimentary hands-on components to improve the uptake of the program in other regions.

## **Qualifications of the Firm**

- Experience in creating, developing/adapting and implementing evaluations for community programs
- Ability to effectively disseminate data and mobilize knowledge
- Solid financial acumen and experience
- Demonstrated ability to perform engagement and facilitation
- Experience working with children and youth from diverse backgrounds is an asset
- Understanding of non-profit organizations is an asset
- Knowledge and practice in community-based, participatory research is an asset
- Knowledge of trauma informed practice is an asset

## **Scope of Work**

This project includes stakeholder engagement, project evaluation, resource development and reporting. The core elements of the project include:

Through engagement, facilitation and consultation with primary evaluation users (students, teachers and school administrators):

- Review past evaluations of the GROW Project and incorporate findings as necessary
- Identify and prioritize purpose of the evaluation
- Create priority evaluation questions
- Develop methods to generate programmatic evaluation findings
- Create a suite of evaluation tools that can be adapted to different geographical locations and contexts
- Facilitate and enhance the use of the evaluation as project capacity permits
- Gather data over the term of the project
- Organize and present data for interpretation
- Prepare evaluation report to coincide with funder reporting deadlines, and present as a key aspect of the final grant reporting

### **Project Timeline & Activities**

- June 27, 2022: Request for Proposals issued.
- July 22, 2022: Request for Proposals closed.
- July 25, 2022 - August, 5, 2022: Review Applications & Offer Virtual/Phone/In-Person Interviews.
- August 8, 2022: Selection completed and successful Firm notified.
- August 12, 2022: All applications notified.
- August 22, 2022 - August 31, 2022: Complete onboarding, gather information, review logic models and theory of change, identify key users, and establish evaluation plan.
- September 2022 - November 2022: Create a suite of evaluation tools for use in the GROW Project.
- December 2022: Trial evaluation tools with key users for mid-year analysis (teachers, students, school boards, etc.).
- January 2023 - March 2023: Gather results from mid-year evaluation, identify areas to improve or change, adapt evaluation tools.
- April 2023 - June 30, 2023: Complete year-end evaluation with all key users, gather and analyze results, create final evaluation report, share report with Loving Spoonful team and other stakeholders.

## Required Proposal Information

### Executive Summary:

- Detail relevant points from the proposal, including an overview of project schedule, deliverables and costs.

### Firm Profile:

- Provide a brief summary of your Firm and its accomplishments.
- Provide a summary of related work experience(s) developing and implementing program evaluations, analyzing data and disseminating data to stakeholders.

### Project Team:

- Identify the key members who will work on this project, and a summary of their expertise and roles. If the Firm will utilize sub-contractors, please provide details of their roles and expertise as well.

### Proposed Approach & Methodology:

- Describe your approach to completing the proposed scope of work and associated deliverables. This can include;
  - Conceptual ideas
  - Project plan/timelines
  - Services provided and associated costs
  - Decision points
  - Tasks and responsibilities

## Deliverables

The following shall be delivered to Loving Spoonful after the completion of the project:

- Two print (2) copies of the final report to include; approach, evaluation design and methods, findings, challenges and limitations, and recommendations.
- One (1) electronic copy of the final report in Microsoft Word.
- All materials received and produced by the Firm in the undertaking of this project;
- In general, all reports and presentation materials shall be in a form and of a quality to be acceptable for reproduction and presentation and shall be acceptable to Loving Spoonful.



All information and files required to complete this project will become property of Loving Spoonful.

### **Pricing**

- The Firm's quote must include all deliverables and phases of work. Pricing must be in Canadian dollars, and shall include Harmonized Sales Tax (HST).
- If the quote excludes certain prices or fees, please provide a detailed list of fees excluded and an explanation.
- There is a \$11,300.00 budget, inclusive of taxes, for this project.

### **References**

- Submissions must include two references. Please include company name, contact person(s), with title, phone number and email.

### **Evaluation Criteria**

Project Approach & Methodology – 20

Cost of Services & Services to be Provided – 20

Firm's Experience & Expertise – 20

Demonstrated Understanding of the Project & Ability to Complete Deliverables – 20

Experience Working with Children & Youth – 5

Experience Working with Non-Profit Organizations – 5

Innovation & Creativity – 10

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### Submission Details

- All submissions will be submitted electronically, preferably in PDF format. All submissions, or questions, can be directed to: Leslie Hanson, GROW Coordinator, at; [leslie@lovingspoonful.org](mailto:leslie@lovingspoonful.org).
- For more information about Loving Spoonful, please check out our website at; [www.lovingspoonful.org](http://www.lovingspoonful.org).