



## **Request for Proposal: Evaluation Consultant**

### **I. INTRODUCTION**

The Regional Victim Serving Societies (Western Alberta Regional Victim Serving Society, Eastern Alberta Regional Victim Serving Society, Southern Alberta Regional Victim Serving Society and Central Victim Serving Society) hereinafter referred to as RVSSs respectively, invites qualified Evaluation firms/consultants to submit proposals to develop a comprehensive Evaluation Strategy and logic model for each of the RVSSs in Alberta.

Although the request is the same for each region, the proposal should include a cost for the development of an Evaluation Strategy and Logic Model for each RVSS.

### **II. TERMS AND GENERAL CONDITIONS OF ENGAGEMENT**

#### **Term of Engagement**

It is the intention of the four Victim Serving Societies to enter into an agreement with the successful firm/consultant to provide Evaluation services starting in September 2025 and completed by March 2026. The Intention is to have an Evaluation Strategy and Logic model for each RVSS.

There is no current Evaluation Strategy and Logic Model as all four organizations are new. The work should encompass inputs or resources, activities, outputs and outcomes. The Evaluation Strategy and logic model should acknowledge varying approaches to service delivery, as well as activities at:

System Level – Encompasses the RVSS system. Model Level-

Encompasses the individual RVSS model.

Delivery Site – Encompass where each RVSS service is delivered (i.e. local RCMP detachment/community)

The logic model should focus on describing elements that will facilitate model and delivery site change. Together, model and delivery site enablers are factors that allow for transformational improvement (improvement for victims).



The Evaluation Strategy should include core evaluation questions for evaluating each Regional Victim Serving Society and make recommendations for data collection.

### **Regional Victim Serving Society Objectives**

The RVSSs are responsible for providing Victims of Crime and Trauma with Victim Service programming and support. The RVSSs operate in a network of other agencies, service providers and programs to provide client centered, holistic and coordinated approach to support and engage Victims of Crime while they are involved in the criminal justice system.

Services fall under the six (6) pillars of Victim Services

**Meet** with Victims of Crime and/or tragedy as an essential service provider and act as a primary point of contact while Victims are involved in the criminal justice system process.

**Mitigate** the immediate aftereffects of an event.

**Refer** clients to appropriate justice system partners, specialized and community-based partners and other local organizations to enhance Victim outcomes.

**Accompany** clients through criminal justice system processes, from the initial police investigation, through pre-trial, criminal prosecution, and sentencing.

**Coordinate** a local team of volunteer advocates.

**Engage** with their local communities at events such as parades, farmers markets, job fairs, indigenous ceremonies, etc.

The Evaluation Strategy should include the measurement of key performance indicators and the enablers that affect the organization's success.

### **Acceptance of Proposal**

The RVSS's reserves the right to reject all Proposals for any reason or to accept any Proposal based on Proposals received which the RVSSs, in their sole unrestricted discretion, deems most advantageous. The lowest of any Proposal may not necessarily be accepted.

The Firm acknowledges the RVSSs rights under this clause and absolutely waives any right of action against RVSSs failure to accept its Proposal whether such right of action arises in contract, negligence, bad faith, or any other cause of action.

The acceptance of any Proposal is subject to approval by the Boards of Directors of each of the RVSSs.

### **Awarding of Contract**



The successful firm will be notified in writing after the selection is made by RVSS's Board of Directors.

The Firm will not, without written consent of the RVSSs, assign or transfer this contract or any part thereof.

### **Experience and Qualifications**

The Firm must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

1. At least 5 years' experience in Evaluation planning and logic models
2. Member of the Canadian Evaluation Society
3. Credentialed Evaluator
4. Have sufficient staffing, facilities, financial resources, and expertise to address the scope of the services.

## **III. GENERAL INFORMATION**

### **Background Information**

The Regional Victim Serving Societies were incorporated as not-for-profit organizations in October 2023.

Our organizations provide support and court navigation for victims of crime and tragedy and are funded by the Government of Alberta.

The RVSS Chief Executive Officers report to their respective Board of Directors.

When fully operational, **each RVSS** will have approximately:

- 50 employees
- Avg 25-35 locations (including corporate headquarters and field offices located in RCMP detachments across Alberta)
- Approx. 50-100 volunteer advocates each

## **IV. SCOPE OF SERVICES**

### **Services**

The Evaluation firm/consultant will be expected to:

1. Review current program mandate and services.
2. Make recommendations for measurement.



3. Develop Evaluation Strategy and Logic Model for each RVSS.
4. Give biweekly progress reports to the Chief Executive Officers during the process.

## V. AUDIT PROPOSAL

### Proposal Requirements

A covering letter shall be provided with the proposal clearly stating the firm's/consultants' understanding of the services to be provided.

The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s).

Proposals, as a minimum, should include: (Please follow the numbering provided)

1. **Company Profile and Contact Information:** A brief profile of the firm indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax service, accounting or management services. Provide information on the size and organizational structure of the auditing firm.
2. **Number of clients and experience**
3. **Other Services:**
  - a) Description of the methodology to be used for development
4. **Fee Proposal:** The firm's/consultants fixed fee quote for a service as described herein.
  - a) The firm will include a breakdown of fees for the actual preparation and completion of work.
  - b) Indicate any additional services that the firm can provide that might be beneficial to the RVSS as appropriate and an associated fee schedule.
5. **References:** Three references within the last three (3) years. Include numbers of years of service and a contact name, telephone number and email address for each. References will only be called should your proposal be shortlisted.

### Proposal Evaluation Criteria

Firms must meet the following mandatory requirements to be considered for further evaluation. Please note that while proposals must meet the following criteria, the process for assessing proposals may not be limited to the following criteria.

1. Proposal completed and authorized by a person authorized to bind the Firm to statements made in the submission.



2. Proposal submitted to the appropriate contact by the closing date and time.

### **Evaluation Criteria**

Proposals that comply with the mandatory requirements will be evaluated on a qualitative basis using, inter alia, the following criteria:

1. Understanding of Engagement - 5 points
2. Experience - 25 points.
3. Firm/Consultant Personnel Qualifications - 15 points.
4. Implementation Approach - 20 points
5. Additional Services – 5 points
6. References - 10 points
7. Fee – 20 points

Shortlisted firms/consultants may be required to attend a brief virtual interview.

### **Evaluation Process**

1. All proposals will be reviewed and scored against the evaluation criteria as described above by the RVSS's Chief Executive Officers.

### **Submission of Proposals and Terms for Acceptance**

Proposals must be sent to Samantha Semograd, Chief Executive Officer, Western Alberta Regional Victim Serving Society, by email at [info@westarvss.ca](mailto:info@westarvss.ca)

Submissions will be received until July 18<sup>th</sup>, 2025.

Proposals received after the deadline will not be considered.

All proposals submitted will be irrevocable for ninety (90) days following the closing, subject only to the following:

1. Notwithstanding the above, a Firm/consultant will be permitted to withdraw their proposal prior to the closing provided that it has first notified in writing of its intention to do so.
2. A firm that has withdrawn a proposal may submit a new proposal prior to closing, pursuant to this request, provided that such action is done in compliance herewith.



### **Key Dates**

- Issue RFP by June 4<sup>th</sup>, 2025.
- Bidder's questions deadline – July 10<sup>th</sup>, 2025
- Deadline for proposals – July 18<sup>th</sup>, 2025
- Proposal reviews and interviews completed by August 15<sup>th</sup>, 2025.
- Notification of award by August 29<sup>th</sup>, 2025

### **Default / Termination**

The RVSSs may, by Notice of Default to the successful Firm, immediately terminate in whole or in part of the contract if the Firm fails to perform the services required.

The RVSSs (at their sole discretion) may withdraw this RFP and/or immediately terminate any contract awarded through this RFP process without penalty if there is a violation of agreed conditions.

### **CONTACT AND DISCLAIMER**

Any inquiries regarding this request for proposal should be directed to Samantha Semograd at [info@westarvss.ca](mailto:info@westarvss.ca)

#### **Disclaimer**

The information contained in this RFP is supplied solely as a guideline for firms and is not comprehensive or exhaustive.

Each firm is responsible for reviewing and understanding the terms and conditions of this RFP, and the scope of services being requested. The RVSS'S will not be responsible for any loss, damage or expense incurred by a firm/Consultant as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of the firm.

Further, the RVSS's are not liable for any costs incurred in the preparation of the proposals.