



Request for Proposal | Stakeholder Survey

Proposal Due By

September 22, 2023 (by midnight Eastern Time)

The Indiana Afterschool Network (IAN) is excited to announce Requests for Proposals (RFPs) to develop, build, administer, and analyze our Stakeholder Survey to help us understand how our stakeholders view out-of-school time, and set the baseline metrics for our 2023-2026 Strategic Plan.

IAN Background

IAN's mission is to advance opportunities for learning beyond the school day so that all Indiana youth can grow into healthy, thriving adults. IAN is a statewide intermediary that serves over 1,000 afterschool programs across Indiana, providing them with resources, standards, and training to improve the quality of their programming. We aim to set the bar on what it means to be a great afterschool provider, and we strive to help programs reach it – because better program quality ultimately means better outcomes for kids.

Project Overview

The Indiana Afterschool Network is seeking to identify a qualified contractor to design and administer a survey to help us understand how our stakeholders view out-of-school time. The survey should measure the stakeholders' awareness, understanding, and buy-in of Indiana out-of-school time programs, as well as in-school and out-of-school coordination for the relevant stakeholders. IAN estimates 6,000 stakeholders should receive the survey. This survey will be utilized annually over the 4-year strategic plan to measure progress made from the baseline year. IAN seeks a partner to develop, administer, and analyze data from the survey in year 1 (end of 2023/beginning of 2024) and administer and analyze survey data in years 2-4 (end of 2024-2026).

The survey will be measuring success on IAN's strategic plan Goal 1 "Increasing awareness and support for the OST field" and Goal 3 "Build OST System Capacity and Coordination."

Scope of Project

The scope of this project is to:

- Understand the goals of IAN's Strategic Plan, the KPI and metric analysis needed to measure progress toward our goals, and our 6,000 stakeholders.
- Design a survey to measure stakeholder awareness and the coordination between in-school and out-of-school time.
- Administer the developed survey to our 6,000 stakeholders to maximize engagement and survey completion.
- Collect and analyze the survey results to develop a baseline report to present to IAN.
- Administer the survey at the end of 2024, 2025, and 2026, iterating the instrument only as needed.
- Analyze the survey responses from the 2024, 2025, and 2026 surveys, and provide an actionable report to IAN.

Deliverables

At the completion of this project IAN will receive:

- A survey to measure stakeholder awareness and in-school and out-of-school coordination.
- Administration of the survey to our identified stakeholders.
- Each year, a report analyzing the survey results including a year-over-year comparison.

Project Timeline

- Please provide your project timeline for the initial year 1 survey (end of 2023/beginning of 2024), starting with a project kick-off, including survey design, administration of survey, survey close out, result analysis, and ending with providing the final report.
- Years 2-4 survey implementation and analysis timelines to be determined with selected contractor at a later date.

Budget

- Please provide your budget scope for meeting the above deliverables and scope of the project.

Summary of Desired Qualifications

- 5+ years experience in survey design, administration, and result analysis
- Experience developing KPI measurement systems and providing actionable reports for nonprofits
- Experience successfully administering surveys and maximizing response rate with 5000+ stakeholders
- Strong organizational and time management skills
- Strong interpersonal and leadership skills
- Must demonstrate ability to work in and promote an inclusive environment that reflects the broad diversity and backgrounds represented by our providers, partners, and employees in which every individual feels respected and valued

Submission Requirements

- One PDF document, presenting the following requirements in whatever format you think is most clear and compelling:
 - Proposal contact name, email, and phone
 - Qualifications, including relevant knowledge and experience that illustrate how you have been successful with a project of similar scope and scale, and relevant work samples or overviews of similar projects
 - Plan of work to address the scope of this project and provide the deliverables listed above in required timeframe
 - Expected logistical or methodological challenges, and how they will be addressed or minimized to achieved project goals
 - Proposed budget scope
- Submissions should not be longer than 10 pages.
- Please do not include generic marketing materials for your service.
- **Submissions should be submitted to IAN@indianaafterschool.org by September 22, 2023 (midnight Eastern Time).**

Non-Discrimination Statement

IAN uses an open Request for Proposal (RFP) system when seeking to contract with partnering organizations. IAN does not and shall not discriminate on the basis of race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), marital status, religion, age, disability, genetic information, service in the military, familial status, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Questions

- Questions about the project or the proposal should be addressed to Kaya Dorsch (Director of Strategic Initiatives) at IAN@indianaafterschool.org.

Virtual Office Hours Session

- IAN will be hosting a Virtual Office Hours Session to answer any questions you may have that you would prefer to ask “in-person” or to discuss further. Kaya Dorsch, the project lead, will be available in an open Zoom room for the duration of the session, and we encourage interested parties to drop in at any time to learn more about the project and ask any questions they may have.
- September 12, 2023, at 10 am to 12 pm.
- ZOOM Registration Link:
 - <https://us02web.zoom.us/meeting/register/tZUvcu2srzIqE9ZHRB-VhnPTrEZKJzij0gYo>

RFP Timeline

- RFP Launch – August 28th
- Virtual Office Hours Session held September 12th, 10 am – 12 pm (EST)
- Proposals due by September 22nd
- Interviews will be held with selected finalists – October 2nd – October 6th
- Project Contractor to be selected by October 13th

Contact Email

IAN@indianaafterschool.org

IAN Info

- Website: www.indianaafterschool.org
- Facebook: www.facebook.com/INafterschool
- Twitter: twitter.com/Inafterschool