

WPN 15-257 | Via wvOASIS.gov

RFP #

CRFP 0511 No. BCF1500000001

## **Title IV-E Waiver Project: Third-Party Evaluator**

### **Part II: Cost Proposal**



**May 27, 2015**

**Submitted to:**  
State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305

**Submitted by:**  
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**Mark Freedman**  
Vice President



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May 27, 2015

Robert Kilpatrick, Senior Buyer  
State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

RE: Title IV-E Waiver Project: Third Party Evaluator, CRFP No. 0511 BCF1500000001  
Westat Proposal Number 15-257

Dear Mr. Kilpatrick:

Westat is pleased to submit a proposal for the Title IV-E Waiver Project Evaluation. We propose a strong team of child welfare experts to lead the evaluation. Jane Mettenburg, proposed principal investigator, and Dr. Jaymie Lorthridge, proposed project director, would lead the research team.

Ms. Mettenburg is a Westat Senior Study Director with leadership roles on many national and local child welfare evaluations. Ms. Mettenburg is currently directing two Title IV-E waiver evaluations. For the Michigan IV-E Waiver Demonstration, "Protect MiFamily," Ms. Mettenburg directs all aspects of the evaluation of trauma-informed practice. She is also responsible for creating the analytical files and designing the outcome analyses for Phase III of Ohio's IV-E Waiver Evaluation. In addition to her waiver work, she directs data mining tasks and site-specific administrative data analysis for the Permanency Innovations Initiative (PII) Project. PII is a Presidential Initiative to reduce the number of youth in long-term foster care.

Dr. Jaymie Lorthridge is a Westat Senior Study Director with extensive experience in multisite research and evaluation of projects. Dr. Lorthridge currently oversees fidelity assessment for Protect MiFamily and serves as the Permanency Innovations Initiative evaluation site lead for the RISE grantee. As a site lead, she oversees the planning and implementation of a mixed-methods evaluation of RISE's intervention Care Coordination Team (CCT) services for youth in foster care in Los Angeles County. CCT services are delivered using a wraparound approach.

We look forward to your review of our proposal. If you have questions, please contact me at 301-294-2857 or at [markfreedman@westat.com](mailto:markfreedman@westat.com) or Jane Mettenburg at 301-517-8012 or at [janemettenburg@westat.com](mailto:janemettenburg@westat.com).

Sincerely,

A handwritten signature in black ink that reads "Mark Freedman".

Mark Freedman  
Vice President

**Attachment C: Cost Sheet**

Include cost information below as detailed in the Request for Proposal and submit per SECTION FIVE. Cost should be clearly marked.

| Item*  | Deliverable   | Due Date  | Unit Price | Quantity | UOM | Item Total (Unit Price X Quantity) |
|--|---|---|------------|----------|-----|------------------------------------|
| 1  | Attend Orientation meeting with Agency  | Within five working days of award of the contract   | 6,893      | 1        | EA  | 6,893                              |
| 2  | Draft Evaluation Plan   | Within 60 calendar days of award of the contract  | 52,496     | 1        | EA  | 52,496                             |
| 3  | Final Evaluation Plan   | Within 90 days of award of the contract   | 19,456     | 1        | EA  | 19,456                             |
| 4  | Interim Evaluation Report   | No later than 60 calendar days after the conclusion of the 10th quarter following the demonstration's implementation date | 91,973     | 1        | EA  | 91,973                             |
| 5  | Final Evaluation Report   | No later than six months after the conclusion of the demonstration  | 96,663     | 1        | EA  | 96,663                             |
| 6  | Produce and make available for public use data tapes, including documentation necessary to permit re-analysis of the data gathered during the course of the evaluation. | No later than six months after the conclusion of the demonstration  | 41,136     | 1        | EA  | 41,136                             |
| 7  | Semi-Annual Progress Reports  | 10/20/2015; 04/20/2016;<br>10/20/2016; 04/20/2017;<br>10/20/2017; 04/20/2018;<br>10/20/2018; 04/20/2019                   | 167,979    | 8        | EA  | 1,343,832                          |
| 8  | Prepare written reports as requested by Agency  | Upon Agency Request   | 57,664     | 1        | EA  | 57,664                             |
| 9  | Facilitate conference calls to provide status of evaluation, problems or findings, and resolutions  | Monthly - Date and time as agreed upon by Agency and Vendor   | 85,585     | 1        | EA  | 85,585                             |
| 10   | Attend and participate in each meeting of the Child Welfare Waiver Demonstration States that occurs during the term of the evaluation contract                          | Upon Agency Request   | 33,875     | 1        | EA  | 33,875                             |
| 11   | Assist Agency with final implementation plan  | Upon Agency Request   | 19,757     | 1        | EA  | 19,757                             |
| 12   | Optional Services (including but not limited to data base collection)   | Upon Agency Request   | 6,484      | 1        | EA  | 6,484                              |
| <b>TOTAL PRICE (total of all Item Totals, above)</b> |   |   |            |          |     | <b>\$1,855,814</b>                 |