REQUEST FOR PROPOSALS

Independent Program Evaluation Services

Growing Health in the Yukon Flats: SDPI Expansion for Food Security, Community Wellness, and Diabetes Prevention

RFP issued	**November 4, 2026**
Questions due	November 13, 2026
Proposals due	November 25, 2026 at 8:00 PM AKST
Anticipated selection / start	December 2, 2026
Contract term	December 2, 2026 – June 30, 2027; any extensions subject to authorization
Submission contact / email	Nadine Torres, Nadine.carroll@catg.org (907) 687-5812
Proposal delivery	Electronic submission to Nadine.carroll@catg.org with subject "Growing Health Evaluator RFP"

1. Invitation and project background

CATG invites qualified independent evaluators or evaluation firms to submit proposals to design and implement a practical, culturally responsive evaluation of Growing Health in the Yukon Flats. The project expands CATG's existing Special Diabetes Program for Indians (SDPI) activities through an Alaska Rural Health Transformation-funded initiative.

Activities are planned in Arctic Village, Beaver, Fort Yukon, and Venetie and include household gardening assistance, community gardening collaboration, nutrition and cooking education, food preservation, traditional foods, physical activity and wellness opportunities, diabetes prevention education, screenings, and referrals. Four part-time community-based positions support implementation under the SDPI Director.

2. Purpose and evaluation questions

The evaluator will establish defensible baseline and follow-up measures, assess implementation and participation, document community experience, and support continuous program improvement. The evaluation should address:

- Who is reached across the four communities, and who is not reached?
- Are grant activities implemented as planned?
- Do participating households report changes in knowledge, skills, confidence, food access, food preparation, preservation, gardening, and diabetes prevention awareness?
- What practical barriers, cultural strengths, and local adaptations affect implementation and sustainability?
- What progress is demonstrated toward the narrative's three-year goal that at least 75% of participating households report increased knowledge, skills, and confidence related to growing, preparing, preserving, or accessing healthy foods?

3. Scope of work

A. Evaluation design and startup

- Review the approved project narrative, workplan, award conditions, participant eligibility policy, and existing CATG forms; identify inconsistencies and recommend resolutions for CATG approval.
- Develop a concise evaluation plan, logic model or measurement map, data dictionary, outcome definitions, and collection schedule with clear responsibility assignments.
- Specify numerator, denominator, survey matching method, missing-data treatment, and interpretation for the 75% household outcome; distinguish Year 1 interim measures from the three-year target.
- Consult with the SDPI Director, community staff, and appropriate community representatives on culturally respectful and feasible methods.

B. Instruments and data collection

- Review and finalize the household application, baseline survey, education completion record, midseason check-in, and end-of-season survey already drafted by CATG.
- Use matched, consistently worded baseline/follow-up items where change is claimed; advise whether validated food-security questions are appropriate.
- Create practical tracking templates for unique individuals, households, community, activities, classes, assistance provided, follow-up, screenings, and referrals, with safeguards against double counting.
- Train CATG staff on consistent collection, informed participation, secure handling, and quality checks; provide remote technical assistance as needed.
- Recommend a feasible approach to community feedback, such as short interviews, listening sessions, or open-ended survey questions, subject to CATG approval.

C. Analysis, reporting, and improvement

- Analyze enrollment, implementation outputs, participation, survey completion, changes in household-reported outcomes, and community-level variation where sample sizes permit.
- Provide periodic written progress summaries, data-quality findings, and actionable recommendations for CATG leadership.
- Prepare a Year 1 evaluation report and an accessible summary for community feedback; support CATG in interpreting results and identifying improvements.
- Provide final editable instruments, clean aggregated datasets/data dictionary as permitted, calculation documentation, and a brief handoff/training session.

4. Existing project targets and measurement considerations

The project workplan includes targets of at least 100 participants enrolled, 75 household baseline surveys, 40 households receiving gardening assistance, and at least 100 screenings, along with education, outreach, and wellness activity targets. The evaluator must verify final approved targets with CATG and distinguish individuals, households, encounters, and events. The project narrative states the 75% household improvement outcome over three years, not necessarily within Year 1.

CATG's proposed participant framework allows households in all four communities to apply for garden assistance, prioritizes diabetes-related risk and food-access needs, requires three educational sessions for assistance recipients, and includes a midseason check-in and end-of-season survey. The evaluator will help operationalize these decisions without imposing clinical diagnosis as a general participation requirement.

5. Deliverables and anticipated schedule

Within [30] days of contract start	Kickoff meeting; document review; evaluation workplan and measurement map
By January 31, 2027	Final baseline/follow-up instruments, data dictionary, staff training, and collection procedures
Quarterly	Progress memo, data-quality review, and recommendations
By July 30, 2027	Year 1 evaluation report and community-facing summary; timing to be reconciled with actual growing/harvest season
At contract close	Editable instruments, analysis methods, aggregated files as permitted, and handoff

Note: The source workplan lists December 31, 2026 for establishing the evaluation framework and June 30, 2027 for annual evaluation reporting. If contracting occurs after either milestone, CATG will approve a revised achievable schedule. No bidder should assume historical baseline data exist or can be reconstructed.

6. Coordination, confidentiality, and data stewardship

- The evaluator reports to CATG's designated project lead and coordinates with the SDPI Director and community-based staff.
- CATG retains ownership and control of project records and evaluation deliverables, subject to the executed contract and applicable law.
- The evaluator must propose secure storage, limited access, data minimization, retention/return, and breach notification practices.
- Personally identifiable clinical information must not be placed in ordinary gardening tracking files; any access to clinical data requires CATG authorization and applicable privacy arrangements.
- Community findings should be reported in ways that avoid identifying individuals or small groups; no external publication or reuse without CATG's written approval.

7. Minimum qualifications

- Demonstrated experience evaluating community health, food security, diabetes prevention, rural health, or comparable initiatives.
- Ability to design feasible mixed-method evaluations and measure change with small populations and incomplete follow-up.
- Experience working respectfully with Alaska Native Tribes, Tribal health organizations, or comparable community-governed programs; local experience is preferred, not mandatory.
- Capacity to train staff remotely, manage sensitive data appropriately, and provide clear, usable reports.
- Independence from program implementation decisions and disclosure of potential conflicts of interest.

8. Proposal contents

Submit one PDF proposal, not exceeding 5 pages excluding resumes and references, containing:

- Cover letter and primary contact information.
- Understanding of the project and proposed evaluation questions/methods.
- Workplan, schedule, staffing, and availability, including travel assumptions if proposed.
- Approach to culturally responsive engagement, small sample sizes, privacy, data quality, and CATG staff training.

- Examples of comparable work and qualifications of key personnel.
- Itemized fee proposal with rates, estimated hours, travel, and other expenses shown separately; do not assume a CATG budget ceiling.
- Disclosures of conflicts, subcontractors, and any exceptions to proposed contract terms.

9. Proposal evaluation and selection

CATG proposes the following review factors; confirm final weights and procurement procedures before release:

Relevant evaluation experience and qualifications	**25 points**
Technical approach and measurement quality	30 points
Community-responsive approach and practical feasibility	20 points
Workplan, staffing, and schedule	15 points
Price and cost reasonableness	10 points

CATG may seek clarifications, conduct interviews, verify references, negotiate scope and price, or decline all proposals in accordance with its applicable procurement policies and award requirements. Issuance of this RFP does not obligate CATG to award a contract or reimburse proposal costs.

10. Submission instructions and questions

Email questions to Nadine Torres at Nadine.carrroll@catg.org by November 13, 2026. Submit proposals electronically to Nadine.carroll@catg.org by November 25th at 8:00 PM AKST. Late proposals and any required attachments will be handled under CATG's applicable procurement procedures.