

**Stop Opiate Substance Abuse Campaign (PaStop.org)  
Project Evaluator**

The Commonwealth Prevention Alliance, is seeking bids for a **Project Evaluator**, for the Pennsylvania STOP Opiate Abuse Campaign (PaStop.org), which is a statewide grant. Interested parties must have experience in the evaluation of substance abuse prevention programs. In addition, must have proof of liability/business insurance.

The STOP Opiate Abuse Grant is a statewide media messaging initiative spearheaded by the Commonwealth Prevention Alliance (CPA). The grant period is January 1, 2020 through December 31, 2020.

The scope and responsibilities for the contracted evaluator are listed below:

- Participate twice quarterly PA STOP grant workgroup meetings over the course of the year. Meetings are held via conference call (approximately 8 hours).
- Communicate as needed with the grant project director and CPA executive director via conference call (approximately 15 hours).
- An evaluation survey has been designed for the STOP Opiate Abuse Campaign, utilizing a balance of qualitative and quantitative methods. Evaluator will review this survey and tailor it to the needs of the 2020 deliverables.
- Work with the PA STOP media/marketing company to review data from an advanced analytical tool that will be added to both the PA STOP and PA START websites to allow granular metrics that reflect how many users are interacting with materials and downloads.
- Assist the PA STOP workgroup in developing a report to go to all mini-grant recipients which would detail their efforts with the grant dollars. Evaluator will collect these reports and place into a written report. There will be approximately 12-20 mini grantee recipients at \$3,000-\$8,000 per recipient.
- Provide written annual report.
- Consult with CPA Executive Director and PA STOP Project Coordinator, if needed.

Format bids must have the following information:

- ***Bid amount not to exceed \$20,000, including travel***
- Hourly Rate
- Projected Hours for the Project
- Examples of previous evaluations
- Examples of prior surveys developed
- Work statement showing how Scope of Service can be completed
- Reference inclusive of phone numbers
- Show previous experience in the evaluation of substance abuse prevention programs
- Travel expenses should include mileage (Federal rate), meals, conference registration (if applicable), lodging (if applicable – traveling more than two (2) hours one way.
- The agency/individual selected will be responsible for their travel to attend one (1) in person meeting, in Indiana County. If planning to attend the CPA Conference in June 2020 (State College, PA) please include those expenses (not required to attend). For more information on conference expenses please see the 2019 Conference Brochure at [www.commonwealthpreventionalliance.org](http://www.commonwealthpreventionalliance.org).

Questions: Please email Jeff Hanley at [jeff.hanley@commonwealthpreventionalliance.org](mailto:jeff.hanley@commonwealthpreventionalliance.org)

All bids must be received in writing by 12:00 p.m. on October 28<sup>th</sup>, 2019, and mailed to:

Please mail to:

Jeff Hanley  
CPA Executive Director  
142 W. South Hills Avenue  
State College, PA 16801