**REQUEST FOR PROPOSALS**

The LightHouse for the Blind and Visually Impaired in San Francisco is soliciting proposals to evaluate the efficacy of the organization’s student-facing programs.

LightHouse is a nationally recognized 501(c)(3) organization, providing a range of training, education, life enrichment and other opportunities to blind and visually impaired students across the San Francisco Bay Area and beyond. The mission of the LightHouse, founded in 1902, is to promote the independence, equality and self-reliance of people who are blind or visually impaired. The LightHouse embarked upon a three year strategic plan in 2017, and one of the core focus areas of the final plan is establishing an ongoing methodology for program effectiveness and evaluation. The LightHouse has more than 80 unique programs, spanning the breadth of the blindness experience, including skills training, community service and integration, innovation, and technology and employment services. We also offer robust programs at our Enchanted Hills Camp in Napa, three satellite training centers, and a direct-employment light manufacturing facility. Altogether we serve approximately 3,000 people who are blind or have low vision every year.  Our goal is to determine how effective our programs are and how to evaluate their scope and impact going forward.

The successful proposal will address two key needs. The first is to measure the impact and effectiveness of several dozen key LightHouse programs. The second is to develop an ongoing system for staff to continue internal program measurement and evaluation going forward.

The LightHouse seeks to work with an outside consultant to build a flexible mechanism for evaluating program effectiveness, both in the program development process and while programs are active. We wish to build a mechanism so that program directors and management will quickly know when programs are succeeding, and also help determine how we might wish to change or eliminate programs that exhibit limited effectiveness.

**PROPOSAL REQUIREMENTS**

In your proposal, please include the following information:

1. Your proposed Scope of Work for this project (please limit this section to a maximum of 10 pages).
2. A description of the overall arc of your team’s proposed approach to the creation and implementation of program evaluation, from Day One to completion. What phases and structure do you suggest?
3. How will your team approach the research and development phase of the project? What do you need to know to advise the LightHouse on program creation and evaluation? How might you design ways to measure seemingly-unquantifiable aspects such as personal transformation, community formation, or self-confidence?
4. How will your team work with the LightHouse leadership team? What is the estimated number of hours required of senior staff, Board members and others during your proposed process?
5. How might you adapt your presentation and collaboration techniques to work with participants who are blind or have low vision?
6. What are the steps and timelines of your proposed program evaluation process?
7. What form will your final product take in format, length, narrative, and presentation?
8. You are welcome to attach any other information that you believe would be helpful to the LightHouse’s assessment of your proposal. Please limit attachments to 12 pages of text, adhering to the document-accessibility requirements above. This includes:

* Biographies and relevant experience for persons who will work on the project, especially any disability or blindness experience.
* Cover letter with contact information.
* Budget.
* Project timeline.
* References (two).

***To facilitate distribution and review by blind LightHouse staff, we request that all documents associated with your application be accessible (e.g., Word, accessible PDF, or HTML documents using styles such as headings and lists, with no images of text or un-described images).***

**SUBMISSION DEADLINE AND PROCESS**

**Proposals are due no later than 5:00 pm PDST on Friday June 1st.**

* Please email your application to Scott Blanks, Senior Director, Programs at [**sblanks@lighthouse-sf.org**](mailto:sblanks@lighthouse-sf.org)
* Please use ‘Program Evaluation RFP’ in the subject line.

Questions?  Feel free to contact Scott Blanks at the above email address.