

Measure X Needs Assessment and Program Evaluation Draft RFP

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Agenda

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Objectives and Scope of Services

The Measure X Needs Assessment and Program Evaluation will:

1. Deepen understanding of community needs and current Measure X program impacts
2. Support data-informed decision-making on Measure X priorities and investments
3. Strengthen accountability and transparency through external review
4. Build capacity for continuous improvement and program management



Proposed Timeline

Milestone	Date
RFP Issued	November 10, 2025
Proposals Due	December 12, 2026
Contract Award Notification	January/February 2026
Project Start	February/March 2026
Final Report	November 2026



Needs Assessment & Program Evaluation Framework

1. Integrated Needs Assessment

- a. Conduct a Service Gaps Analysis identifying unmet needs by program, population, and geography – within voter-approved Measure X service categories
- b. Incorporate findings from previous needs assessments and reports

2. Community Engagement

- a. Use mixed methods such as surveys, focus groups, interviews, and social media trend analysis, to ensure representation from the County's demographic, socioeconomic, and geographic diversity
- b. Consult with the MXCAB, County departments, BOS and officials, partners, and other key stakeholders

3. Program Evaluation & Capacity Building

- a. Assess and refine the Key Performance Indicators, reporting templates, and data visualizations for Measure X annual reporting
- b. Train staff on evaluation framework and reporting tools



Key Deliverables

1. Evaluation Framework & Staff Capacity Building
 - a. Refined KPIs, reporting templates, and visuals
 - b. Training to enable consistent, ongoing evaluation
2. Final Report – Executive summary of key findings and recommendations, plus full report on methodology, successes, opportunities, and recommendations
3. Presentation(s) to key stakeholder groups and the Board of Supervisors



Vendor Qualifications

1. Demonstrated experience with large-scale public sector needs assessments and program evaluations
2. Strong expertise in research methods, survey design, data analysis and visualization
3. Proven ability to engage diverse stakeholders
4. Capacity to deliver high-quality results on time with a multidisciplinary team



Scoring Criteria

Category	Points
Scope & Methodology	40
Qualifications & Experience	30
Cost/Value	15
Stakeholder Engagement	10
References	5
Total	100



Requested Action

Staff seeks direction on:

1. Any edits and other additional considerations the Committee would like staff to incorporate prior to release of the RFP.
2. Approval to proceed with solicitation of proposals based on the attached RFP.