

**Columbus County Partnership for Children  
109 W. Main St.  
Whiteville, NC  
(910) 642-4260**

**[barbara.hamme@columbusmartstart.org](mailto:barbara.hamme@columbusmartstart.org)  
[www.columbusmartstart.org](http://www.columbusmartstart.org)**

## **Contracted Program Evaluation Services Proposal Format**

**Cover Letter** ( *brief letter addressed to Wilbur Smith, Executive Director, giving a brief overview of agency (or individual) submitting proposal*)

**Background and Experience of Contractor** (*include experience with Smart Start and other non-profit agencies and other relevant information*)

**Scope of Work** (*Respond in narrative form how these objectives will be accomplished*)

- Determine if the Partnership is currently funding effective programs to meet Performance Based Incentive Standards (PBIS) standards and address community needs.
- Determine if the Partnership's current programs are sufficient to maximize progress to meet or exceed PBIS standards and address community needs.
- Recommend strategies to improve effectiveness of currently funded activities.
- Examine the Partnership's data collection system and make recommendations for using data for to improve effectiveness.

**Proposed Budget for Services from August 1, 2011 to June 30, 2012** (*Provide line item budget for duration of project including the projected total amount for services rendered and expenses*)

**Completed proposals not to exceed five (5) pages must be received in the Columbus County Partnership for Children Office by 12 p.m. (Noon) on August 18, 2011.**