

# Request for Proposal: Partner Data Reporting Contractor

## Project Goals

TRAILS seeks a detail-oriented, autonomous Data Analyst to support the capacity of TRAILS' Evaluation team. TRAILS is an organization that aims to equip school staff to deliver effective and culturally responsible mental health programming to students by providing them with the necessary professional development, implementation support, and resources tailored to the school setting.

A major focus of the Evaluation team is improving our organization's data equity. One pathway towards improved data equity is increased sharing of outcomes data back with school partners. The contracted Data Analyst will support the Evaluation team's capacity to take on this critical work. Specifically, they will process, analyze, and output outcomes data from the 2023-2024 school year for school partners.

## Contractor Qualifications

The Data Analyst should have:

- A high degree of proficiency in R
- High level of independence
- Experience with Qualtrics and administrative records
- Experience with data cleaning and reporting
- Proficient technical writing skills for documenting data cleaning and analysis procedures
- Ability to communicate complex data topics with diverse audiences

## Project Tasks

As part of partner data reporting during the project period, the Data Analyst will work with the TRAILS evaluation team to:

- (1) Process trainee and student outcome data required for school partner reporting in alignment with current TRAILS' evaluation team processes.
- (2) Generate trainee and student outcome reports for 2023-2024 school partners in alignment with current TRAILS' evaluation team processes.
- (3) Provide technical assistance and documentation to support use of the current reporting and repurposing of code for future requests.

# Project Deliverables & Acceptables

At the close of our partnership, the Data Analyst will deliver:

1. [PHASE 1 Data Processing - August 12th - August 31st]
  - a. Process raw trainee and student pre- and post- outcome Qualtrics data using R.
2. [PHASE 2 Data Reporting - September 1st - September 16th]
  - a. Output trainee and student outcomes data by school and overall within a district or intermediate school district, approximately 150 reports, using R.
3. [PHASE 3 Technical Assistance - September 17th - September 30th 2024]
  - a. Provide technical assistance to Implementation Project Managers as they incorporate output into partner presentations.
  - b. Create detailed documentation of all processing, analysis, and reporting work for future TRAILS Evaluation team reference.

# Project Timeline and Payment Terms

## Timeline

August 12th - September 30th, 2024 with a possibility of extension, as deemed required by the project team.

## Compensation

1. \$71.28/hr up to 25 hours per week
2. Payment will be issued no later than 30 days from the date of invoice submission
3. Invoices should be submitted monthly detailing total hours worked and tasks completed during the billing period
4. Any potential expenses incurred by the contractor should be submitted for approval to the reporting manager through the Concur portal. Upon approval, additional expenses will be reimbursed with the submission of valid receipts.

## Intellectual property

TRAILS owns the intellectual property rights for all original works created within the scope of the contract upon project completion and payment.

## Proposal Submission

Interested contractors are invited to submit their proposals by August 9th via email to [thein@trailstowellness.org](mailto:thein@trailstowellness.org). Proposals should be a maximum of 3 pages (not including code sample) and include the following:

- Cover letter or statement indicating the contractor's interest in the opportunity and providing an overview of their relevant experience.
- Resume
- 3 references that can speak to the contractor's expertise in data management and reporting.

Additionally, a sample of R code that demonstrates documentation and efficient data management abilities should be submitted as a separate file.

For inquiries or further information, please email [thein@trailstowellness.org](mailto:thein@trailstowellness.org).