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## Request for Proposals

### ***Overall Evaluation of Food Programs***

**Deadline for Applications:** January 31<sup>st</sup>, 2016

#### **Background and Purpose:**

Atira Property Management Inc. is seeking written proposals from consultants interested in conducting an overall evaluation of two food programs: a Community Kitchen program and a food delivery program.

Atira Property Management Inc. (APMI) offers personalized, client-focused management solutions for strata corporations, building owners, housing cooperatives, not-for-profit societies and developers in Greater Vancouver. Our belief: an unwavering commitment to excellence in customer service and progressive property management. This commitment means we carefully monitor the quality, safety, and environmental impact of everything we do.

APMI was established in 2002 and is a wholly-owned, for-profit subsidiary of Atira Women's Resource Society, an established not-for-profit, charitable organization that has operated in the Surrey, New Westminster, Burnaby, Vancouver and White Rock communities since 1983. All of the Society's services are dedicated to supporting women and their children affected by their experiences of violence and abuse. Atira Women's Resource Society operates first and second-stage transition houses, women's shelters, long-term and permanent housing as well as a number of related support groups and outreach programs. All profits earned by the property management company are donated to Atira Women's Resource Society to support its social profit activities.

APMI currently manages more than 80 strata corporations units as well as more than 20 cooperative and not-for-profit housing complexes. Our private-sector portfolio also includes residential apartments, commercial leases and a pool of single rental income properties. APMI manages a portfolio of 17 single room occupancy (SRO) hotels located in the Downtown core and the Downtown Eastside, with over 1,000 units of housing. Atira Property Management Inc. also employs more than 250 staff with significant barriers to employment, one of the largest Canadian employers of people who are marginalized. Both food programs serve the single room occupancy hotels.

Atira Property Management is committed to the ongoing review, support, development and enhancement of all our programs. For this reason, APMI is interested in engaging experienced consultants who are creative and who have experience working with people who have been marginalized in order to develop a comprehensive overall evaluation. Our objective is to determine what is working, what needs improvement and

what challenges the programs face, as well as identifying any recommendations to further strengthen the programs.

### **Responsibilities and Expectations:**

The overall evaluation will assist APMI and external stakeholders to determine and identify the strength and challenges of the Community Kitchen program and Food Delivery Programs.

- Create an in-depth evaluation measurement to assess the activities and results of the two programs;
- Explore the impact of the two programs;
- Identify new opportunities for further development of food programs within the SROs
- To work collaboratively with SRO tenants participating in and or benefiting from each of the two programs, staff, service partners and funders, to develop appropriate tools and methods; and
- Work with staff to gather appropriate background information;

### **Deliverables required at project completion:**

- **Formative** – The evaluation will be conducted and reported in such a way that program strengths and weaknesses are clearly identified and program improvement can result.
- **Participatory** - The evaluation process will involve input from internal and external stakeholders, including tenants, employers, service partners, licensing or accreditation bodies, staff and administration.
- **Standardized** – The evaluation will be conducted using standardized processes and methodologies and will be evidence-based.
- **Strategic** - The evaluation recommendations should facilitate short- and long-term planning for the programs.
- **Accountable** - The evaluation methodology will result in a published report that highlights review conclusions and recommendations. The report will be distributed to program tenants, staff and administration; the Board of Directors; Service Partners and funders.
- **Iterative** - The evaluation process will reference previous reviews and recommendations, with specific attention to trends and patterns.

### **Submission Requirements:**

- Indicate your understanding of the project requirements.
- Outline key success factors and challenges.
- Provide information to illustrate experience including:
  - ✓ Statement of qualifications
  - ✓ Experience working with people who have experienced oppression and who face multiple barriers.
  - ✓ Resumes of all principals to be involved and their roles and responsibilities for this project

- Describe methodology recommendation and how it will address our objectives.
- Provide details of your quality assurance (QA) practices.
- Describe any experience collecting data in Canada and program evaluations.
- Please describe expected timeline for this project, including key milestones.
- A fee proposal.

**Timeline:**

Evaluation timeline is from March 1<sup>st</sup>, 2016, to December 31<sup>st</sup>, 2016.

Please send proposal to the attention of:

**Tomi Cherniawsky**

Atira Women's Resource Society

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We will confirm receipt of proposal by 4:30PM (PST) January 31<sup>st</sup>. If you do not receive such confirmation, please contact Tomi