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REQUEST FOR PROPOSALS

Evaluation for the CCST Science & Technology Policy Fellowship

DEADLINE FOR SUBMISSIONS: 29 March 2019

Organization: CCST Science & Technology Policy Fellowship (CCST Science Fellows) of the California Council on Science and Technology (CCST).

Project: Conduct an evaluation of the impact of the CCST Science Fellows program over its ten-year life, including a full description and justification of metrics used to evaluate impact. In addition to a retrospective study, the chosen evaluator will provide findings and conclusions to support a final set of recommendations for program improvement going forward, and an ongoing monitoring and evaluation plan.

Timeframe: Six months, anticipated 1 April 2019 through 30 September 2019.

Proposal Deadline: COB 29 March 2019 (note change of date)

Background: An initiative of the California Council on Science and Technology (CCST) since 2009, the CCST Science and Technology Policy Fellowship program (CCST Science Fellowship) places professional scientists and engineers in the California State Legislature for one-year appointments. These placements serve dual goals of 1) providing the California Legislature with state-of-the-art scientific and technical advice and 2) providing the Fellows with professional development opportunities and training in public policy. Fellows spend the year working hands-on with decisionmakers to develop solutions to complex scientific and technical issues facing California through their interaction with the legislative process. The Fellowship is ideal for qualified applicants who are interested in improving the interface between science and legislative policymaking and who want to learn the public policymaking process.

With increasingly complex science and technological issues facing society today, the effective interface of science and public policy is becoming ever more important. Building on the successful and highly acclaimed national model of the Science and Technology Policy Fellowships offered by the American Association for the Advancement of Science (AAAS) in the federal public policy arena, the CCST Science and Technology Policy Fellowship creates a similar opportunity in the California Legislature. The Fellows learn the intricacies of the California legislative process through their direct participation and provide legislators and their staffs with clear and unbiased advice, answers to technical questions, and clarification of policy options on

a diverse array of policy issues, many of which have science- and technology-related attributes.

The evaluation study should be designed with two stakeholder groups in mind. The first is the funders of the program, both current and potential – the state of California, partner institutions, and private foundations and individuals. For this group, it will be important to demonstrate the impact the program has had on both Fellows and their host offices. The second stakeholder group is the staff at CCST, as the evaluation will provide guidance for program improvements going forward and enable the staff to better “tell the story” of the program in communications efforts. It could help to identify promising areas of future growth for the program, and also serve as a model for CCST as it seeks to evaluate the Fellowship program in the future. It is important that the methodology and written deliverables be credible to our government and foundation funders as well as accessible to a more general educated audience.

Details about the CCST Science & Technology Policy Fellowship are available at <https://ccst.us/ccst-science-fellows-program/>

Cohort of study: The evaluation should focus on recent Fellows (Years 6-9), but some questions may benefit from data from all Fellows (Years 1-9) such as the impact of the Fellowship on career trajectories and comparing placement opportunities. The current class of Fellows (Year 10) will not be included in the study.

Primary focus - Outcomes: The primary focus of this study will be to conduct a retrospective analysis to identify the extent to which the CCST Science Fellows accomplish the following:

1. Understanding of the role of different levels of government (i.e., federal, state, local) in policymaking.
2. Understanding of how policymaking impacts science and vice versa.
3. Increased knowledge about policy formulation and implementation.
4. Enhanced communication of scientific knowledge to audiences having diverse backgrounds.
5. Enhanced leadership skills in promoting science-policy integration.
6. Incorporating scientific/analytical input into placement work activities and policymaking processes.
7. Effective use of stakeholder networks in promoting science-policy integration.
8. Incorporation of the integration of science and policy into career trajectory or other future professional activities.

Secondary focus - Impacts: The secondary focus of the retrospective analysis is to identify whether CCST Science Fellows have achieved any of the following high-level impacts:

1. Strengthened policy-science dialogue/discourse.

2. Public policy informed by science and technology.
3. Betterment of society through more effective state policies.
4. Expanded interests and career options for alumni.
5. Network of leaders well versed in science and policy.
6. Enhanced CCST organizational reputation.

Additional Learning Questions: CCST would like to use the evaluation to understand the following additional learning questions:

1. High-level understanding:
 - a. What is the long-term impact of the Fellowship on a Fellow's career or future professional pursuits?
 - b. What is the impact on the offices where the Fellows serve or, more generally, on state policy?
2. How Fellows' experiences differ across the program:
 - a. How do evaluation data and outcomes compare for Fellows in different placement situations (legislative committee vs personal office);
 - b. How do evaluation data and outcomes compare for different disciplinary backgrounds?
 - c. Are there any common challenges or obstacles faced during the Fellowship among all Fellows, or among types of placements?
 - d. How do evaluation data and outcomes compare between Fellows placed in host entities that have a STEM focus (e.g. Environmental Quality or Natural Resources Committees) and those that do not (e.g. Judiciary or Budget Committees)?
 - e. What portion of Fellow's policy engagement has a STEM focus versus non-STEM focus? To what degree do transferable skills from academic training inform and benefit non-STEM related policy.
3. CCST staff functions:
 - a. How can CCST improve on its operations, systems, processes, communication, and client services to better achieve the goals of the program and serve the Fellows?
 - b. Are there particular areas of CCST staff activities that are perceived to be strong?
 - c. Are there particular areas of CCST staff activities that are weak or that need improvement?
4. Program management:
 - a. How might the Fellowship be improved to better accomplish its mission?

- b. How can the evaluation data be used to inform the recruitment, selection, training, placement, and professional development of Fellows?
- c. How do the demographics of the Fellows compare to the demographics of graduate and professional school enrollments in California?

Data Collection: Data can be collected via a variety of means from CCST Science Fellows alumni, supervisors/mentors, former legislators, and other designated stakeholders. Upon award, the awardee will have access to existing CCST Science Fellows data for analysis as needed (Appendix 1). CCST will also supply an initial list of names of individuals in various stakeholder groups, as well as their contact information. Data collection could include:

- Review of Fellow self-assessment results (Appendix 1).
- Review of selected Fellowship year-end reports (Appendix 1).
- Review of selected host-office supervisor exit-survey results (Appendix 1).
- Survey of CCST Science Fellow alumni from the designated classes.
- Interviews with selected alumni, host representatives, and mentors.
- Survey of post-Fellowship career positions at various intervals following the Fellowship.
- Fellows network analysis.

Awardee is encouraged to identify data collection methods in their proposals. No particular method is prescribed by this RFP. Awardee is required to develop a sampling plan and list of interview and survey questions and seek prior written approval from CCST before implementation.

Deliverables:

1. Overall project plan, with milestones and key dates.
2. A plan for the retrospective evaluation that addresses the outcomes and impacts, as well as the additional learning questions identified above.
3. Draft sampling plan and survey and interview questions for CCST review before implementation.
4. A retrospective evaluation report that summarizes results of the evaluation from the collective and host-specific perspectives; and from the perspective of CCST Science Fellows groups broken down by discipline, career stage, or other relevant criteria.
5. A strategic learning report that outlines recommendations collectively to the whole program, specific to a host entity or CCST Science Fellows group, and specific to CCST Science Fellows' operations and alumni. It would also pose additional questions for future analysis.
6. A plan for future monitoring and evaluation that addresses the collection of base-level

data annually (assessing current CCST Science Fellows' reporting/assessment surveys) and obtaining data in samples from alumni at specific intervals to determine both short- and long-term impact of the program. Appropriate intervals would be determined by awardee.

7. A set of recommendations on strategic communications that describe the high-level takeaways of the evaluation.
8. Monthly written status reports and check-in calls with CCST to track progress and budget.
9. Copies of all data collected or generated during the evaluation or related efforts.

Contacts/Resources: Consultant(s) will report to Amber Mace, CCST Interim Executive Director, with primary contact being Teresa Feo, Program Associate. The project could involve interaction with other members of CCST staff, designated current and alumni CCST Science Fellows, selected partner legislative office liaisons and host office points of contact, supervisors/mentors, and CCST partners familiar with the program.

Proposal Submission: Submission package should be not more than **10 pages**, to include the following items in the following order. Proposals that do not adhere to these specifications may be penalized and/or disqualified.

1. **A completed title page** including the following information: full name, title, company (if applicable), mailing address, phone number, and email address of key personnel. Please include the links to any websites and/or social media accounts that may be referenced for additional information.
2. **Description of the proposing entity**, including background and high-level expertise of the project team relevant to this project (1-page limit).
3. **Proposed plan and methodology** for this study, including a justification based on current best practices. Include a description of anticipated final products.
4. **Budget.** The budget for the study must include a budget narrative that explains costs for each line item, and includes key personnel, labor-hour estimates, labor rates, estimated travel expenses, and any materials cost. Budget should include breakdowns and estimated hours for specific project elements and deliverables. Travel expenses are required to follow CCST travel regulations (available upon request). Budget should not exceed \$40,000 USD.
5. **List names and contact information of three professional references for similar work.**
6. **Appendix A - Up to three samples of applicant's prior evaluation work** (not included in the 10-page limit).
7. **Appendix B – Resumes of key personnel to be involved and their roles in this project** (not included in the 10-page limit).

The chosen team will hold at least two in-person meetings with CCST at their Sacramento office, one within the first thirty days of the project to formulate/approve questions and arrive at a deeper understanding of the program, and one no later than 30 days prior to the end of the contract to share findings and recommendations. If travel is necessary, travel costs for these two in-person meetings should be built into the budget.

Proposals will be evaluated on the basis of

- Adherence to guidelines set out in this document.
- Demonstrated understanding of the CCST Science Fellows program.
- Prior experience evaluating STEM-related policy programs, including Fellowship programs.
- Strength of the proposed methodology and associated final products.
- Proposal cost.

For questions or more information, contact:

Teresa Feo, Program Associate, California Council on Science & Technology

E-mail: teresa.feo@ccst.us Phone: (916) 492-0996

Submit proposals as a single PDF by email with the subject line “CCST Fellowship Evaluation RFP Submission” to teresa.feo@ccst.us

APPENDIX 1. EXISTING CCST Science Fellows PROGRAM DATA

Host Office Exit Surveys since 2014 (year-five Fellows)

Fellow Self-Assessments since 2014 (year-five Fellows)

- Fellows Post-Fellowship Survey
- Year-end bill report and topics worked-on spreadsheet.
- Fellows Exit Interview transcripts
- Year-end self-assessment: narrative report

Alumni Programs

- 2016 Alumni Survey
- Alumni Network Proposal
- Alumni Network Report to WHH, 2016
- Alumni Fellows’ newsletters (Available files in PDF)
- Video interviews of select alumni

Additional Resources

- Fellowship Management Assessment 2011
- Fellowship Management Assessment 2014
- Annual Fellowship Evaluation Reports (HIRE Reports: Years 1 – 5)

- Fellowship Legislative Placement Handouts (Year 1-10; 2009 – 2019)
- Fellowship blog (Available online)
- Fellowship Staff list
- Fellowship Selection list
- Fellowship Advisory Committee list
- Reports to Funders (Numerous files available by year)
- Print testimonials, quotes and letters
- Fellowship social media posts: FB, LinkedIn, Twitter (Available online)
- Fellowship website contents (Available online)
- Fellows – Where Are They Now? document
- Hiring and Diversity graphs (Year 1-9; 2009 – 2018)
- Applications by Year (Year 1-9; 2009 – 2018)
- PhD Institutions by Year (Year 1-9; 2009 – 2018)
- CCST Science Fellows Brochure
- MOU with Legislature, Approved October 1, 2009
- ASSEMBLY BILL 573, August 6, 2009
- Mary Maxon and Bruce Alberts, 2018. “Science for state legislatures”, *Science* 360 (6384) 9, DOI: 10.1126/science.aat7661
- Bruce Alberts et al., 2018. “How to bring science and technology expertise to state governments”, *PNAS* 115 (9) 1952-1955, DOI: 10.1073/pnas.1800543115