

## **Data Partner and Research Support Request for Proposal**

Funded by a \$20 million contribution from Wells Fargo, The Houston Fund for Social Justice and Economic Equity (HEF) portal has opened to receive applications from diversely owned and led small businesses and non-profit organizations throughout the City of Houston. To support the administration of this meaningful work, the Houston Equity Fund has engaged the Greater Houston Community Foundation (GHCF) by to administer the grant making process. At this time, HEF is seeking a data partner to support the reporting aspects of the effort.

### **Proposed Scope of Work**

To serve as partner on this project, this proposed scope is to lead in efforts of the data collection. Other measures of importance include quality assurance, data analysis, and reporting efforts for this programming. As such, the data partner must have the skillset to:

- Develop reporting tools that will be used to track outputs and outcomes of funded entities.
- Conduct quality assurance assessments.
- Assist in training funded entities on how to utilize any self-report tools for grant compliance.
- Audit data reports of funded entities to assess for completeness and accuracy.
- Capture the essence of the impact of the initiative beyond statistical data with a deep dive into story telling and narratives.
- Use multiple outreach strategies to ensure that a thorough picture of the impact of initiative is inclusive of representation throughout the city of Houston. robust report completion and data accuracy
- Provide full reports of data.
- Support data submission in accordance with compliance components of grantor required documentation.

### **Core Elements of Data Support and Analysis**

1. Quality Assurance of Reporting by Funded Entities
2. Data Analysis & Reports
3. Qualitative data metrics
4. Quantitative data metrics

**Interested companies/reviewer leads, please direct proposal/bids to [www.houstonequityfund.org](http://www.houstonequityfund.org). Upload proposals/bids to the Request for Proposals submission box.**

*\*Grant Data Partners and Research Partners are not eligible for this grant\**