



**Request for Proposal
RFP# 2020-2021-01
Grant Evaluator**

Due: March 4, 2021 at 2:00 PM CST



NORTHWEST FLORIDA STATE COLLEGE

Purchasing Department

RFP #2020-2021-01 Grant Evaluator

Northwest Florida State College is seeking proposals for qualified candidates for a Grant Evaluator with experience evaluating federal grants, specifically those experienced with United States Department of Education Title III Strengthening Institutions Program are highly encouraged and preferred.

To receive full consideration, proposals must be submitted by **March 4, 2021 at 2:00 p.m. (Central Standard Time)**. Review of proposals will begin immediately and continue until the contract is filled. Sealed proposals subject to the terms, conditions, and specifications contained herein are hereby made part of this request. All proposal sheets must be executed and submitted in a sealed envelope. The face of the envelope must be addressed as follows:

RFP #2020-2021-01 Grant Evaluator
Attn: Katherine St. Onge, Director of Purchasing
Northwest Florida State College
100 College Blvd.
Niceville, FL 32578

The proposal must be received and physically located in the Purchasing Department no later than **2:00 p.m. CST on March 4, 2021** at which time proposals will be opened and recorded. Any proposals that arrive in the Purchasing Department after this time will be disqualified. The proposals will be immediately evaluated by the internal evaluation committee. Rankings from initial evaluation will be posted at <https://www.nwfsc.edu/about/purchasing/current-solicitations/>

Proposers shall submit one (1) original (marked "Original" and three (3) copies, one (1) readable CD or electronic thumb drive of the proposal complete with all supporting documentation in a sealed envelope/container marked as noted in the RFP. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation team.

All proposing firms shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of NWFSC in writing prior to the due date; failure to do so, on the part of the proposing firm, will constitute an acceptance by the proposing firm of any subsequent decision.

Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing, and received by NWFSC at least seven (7) calendar days prior to the due date.

Questions about the project should be communicated via email to Katherine St. Onge, Director of Purchasing, using the following subject line: **RFP #2020-2021-01 Question**. Such inquiries regarding this RFP must be submitted in writing to NWFSC's Director of Purchasing. NWFSC will provide written answers to the questions in the form of written addendum to all proposing firms who have received the RFP.

NWFSC will not be responsible for any oral instructions made by any employee(s) of NWFSC in regard to this RFP. Any proposals received after the date and time listed above will not be considered.

RFP #2020-2021-01
Grant Evaluator
Tentative Solicitation Schedule

Date	Time (Central Standard Time)	Action
February 7, 2021 February 14, 2021 February 21, 2021		RFP Advertised
February 24, 2021	3:00 PM	Last Day for Written Inquiries
March 2, 2021	3:00 PM	Answers to Written Inquiries Posted on NWFSC Website
March 4, 2021	2:00 PM	RFPs Due to Purchasing Department
March 4, 2021	2:05 PM	RFP Opening by Purchasing Department
March 4, 2021	2:30 PM	Committee Members Pick UP RFP copies
March 4 – 10, 2021		Committee Evaluation of RFPs
March 10, 2021	9:00 AM	Committee Meeting / Evaluations Due to Director of Purchasing for Tabulation
March 11, 2021	10:00 AM	Recommendation Memo to President's Office
March 23, 2021	3:00 PM	Recommendation to Board of Trustees for Approval

The above schedule is subject to change. All changes will be posted on the NWFSC Purchasing website at <https://www.nwfsc.edu/about/purchasing/current-solicitations/>

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Section 1: Project Summary

1. Request for Proposal Summary

Northwest Florida State College is seeking proposals from qualified candidates for Grant Evaluator in accordance with the Scope of Work specified in this Request for Proposal (RFP). Northwest Florida State College is seeking external evaluation candidates who possess the skills, expertise, experience, and resources to design and implement a robust evaluation plan for a United States Department of Education (DOE) Title III Strengthening Institutions Program (SIP). Northwest Florida State College is preparing to submit a SIP grant application in the FY2021 competition cycle and seeks evaluation design and implementation for SIP Part A - a rigorous evaluation of the proposed interventions and Part F – an evaluation design, that if well-implemented, will produce evidence about the project’s effectiveness that would meet the What Works Clearinghouse Evidence Standards with reservations. The SIP is a five-year award beginning October 1, 2021 and ending on September 30, 2026. Our expectation is to remain with the same evaluator for the life of the grant, with contracts awarded on a yearly basis.

2. Candidates Submitting Proposals

The terms “vendor,” “proposer,” “offerer,” “firm,” “consultant,” “company,” or “contractor” used in this RFP or any subsequent documents of communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter a contract for the goods and/or services requested in this RFP.

3. Description of Northwest Florida State College

Since its founding in 1963, Northwest Florida State College has been committed to its students’ success and dedicated to serving Okaloosa and Walton Counties in the panhandle of Florida. NWF State College is determined to be the first choice of students through accessible, affordable, and relevant higher education that bolsters the community, workforce, and economic opportunities.

The College’s student body is diverse, including high school graduates going directly to college, active duty military and separating veterans reorienting to civilian life, and people who are changing or returning to the workforce. Annual enrollment is 11,864, of which 9,423 are pursuing college credit and 2,441 are earning non-college credits. Unique to the College is its significant military population, with 19% (1,604) of the student body active or retired military.

Northwest Florida State College offers numerous Associate’s degrees and certificates in the fields of Arts, Humanities, Communication, and Design, Business, Education, Health Sciences, Industry, Manufacturing, and Construction, Public Safety, Social and Behavioral Sciences, and STEM. The College also offers bachelor’s degrees in Nursing, Elementary Education, and Early

Childhood Education, as well maintaining articulation agreements with other Florida Institutions of Higher Learning to assist students who wish to continue their education with other Bachelor degrees. Additionally, the College is active in the community, partnering with employers and community organizations throughout the Panhandle.

Section 2: Scope of Work

The Grant Evaluator will be required to write the evaluation section of the grant application narrative pre-award and serve as the project evaluator post-award in support of the College's grant activities. The pre-award writing must be a pro-bono contribution. In return for this pro-bono contribution, the College will:

- Name the Grant Evaluator in the grant application;
- Include a description of the Grant Evaluator's credentials and expertise in the grant application;
- Incorporate the evaluation section into the grant application; and
- Include the Grant Evaluator in the grant budget as either a consultant, sub-contractor, or sub-awardee.

Note: The candidate should be aware that there is a risk to the evaluator because not all grant applications will be awarded and the College may or may not be funded. The Grant Evaluator will be selected based up on best fit for the type of grant proposals, capabilities, and experience of the candidate, capacity, and cost.

The Grant Evaluator will review the internally approved SIP grant application, write the evaluation design in accordance with DOE SIP criteria specified in the application guidelines, and implement an evaluation plan for the objectives and associated activities that will be completed over the five-year grant period.

The Grant Evaluator will ensure that there is alignment between project objectives, activities, and process/outcome measures; development of assessment measures if they are not in place; on-going project planning with the Title III team to monitor progress of the grant; provide instruction on data collection, management, and entry; and assist in reporting, including interim reporting (such as with process measures) and annual reports.

Drafts of all deliverables are to be delivered to Northwest Florida State College for review and comment one month prior to the Title III application due date. All deliverables will then be incorporated into the College's application and submitted to the U.S. DOE for review and comment. Throughout the project, assigned Northwest Florida State College staff and faculty will maintain regular communication with the Grant Evaluator, who will be required to submit quarterly reports on evaluation activities. Further, the evaluation design should specify the frequency of regular meetings (onsite and virtual) to provide guidance and feedback to the Title III team.

Section 3: Proposal Preparation and Submittal

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Before submitting a proposal, each candidate shall familiarize themselves with the entire RFP, including:

Scope of Work, contract form, and all laws, regulations, and other factors affecting contract performance.

The candidate shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy themselves as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the candidate.

The candidate is responsible for delivery of their proposal by the deadline, notwithstanding any claims of error of failure by email service. No proposals or proposal modifications may be submitted orally or via telephone or facsimile.

Any costs incurred by the candidate for submitting a proposal are at the expense of the candidate.

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The candidate's proposal should be organized in sections as outlined below:

1. Cover Letter

All proposals must include a cover letter submitted under the candidate's name, containing the signature and contact information. The cover letter should express the candidate's interest and serve as an executive summary of the proposal.

2. Grant Evaluator Profile and Required Questions Form

All proposals must include the complete Proposal Form signed by the candidate, committing the candidate to a contract with the College.

3. Northwest Florida State College Vendor Registration and W-9

The candidate must complete a Northwest Florida State College Vendor Registration form and W-9 form, **after** an offer has been made.

4. Qualifications

The proposal must describe the candidate's qualifications to provide the requested products and/or services. A professional resume/vita may be submitted, but must include the following

- a. Grant Evaluator Profile form and supplemental information to address additional questions and statements
- b. Candidate's experience, competencies, and overall capabilities
- c. Candidate's experience with approach and description of methodology used
- d. Candidate's education, certifications, and/or licensures
- e. References: The candidate must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity. Each of the references must include the following information:

- i. Entity Name
- ii. Industry Type
- iii. Address, City, Province/State/Country
- iv. Contact Name, Title, Phone Number, and Email address
- v. Year(s) service(s) provided
- vi. Scope of the project

5. Proprietary Information

The College is a public entity, and cannot, and does not warrant that proprietary information will not be disclosed, upon public records request. The candidate should be aware that all proposals shall become public record, as defined under Florida Statute 119 – Public Records.

6. Cost Proposal

The Cost Proposal is required to be included with the original proposal.

- a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.
- b. Provide detailed explanations of any assumptions that the candidate made in calculating the project costs in order to provide sufficient information for the College to be able to prepare a detailed cost analysis and comparison.
- c. Identify when the candidate proposes to bill the College (e.g. progress payments, milestone, weekly, monthly, etc.).
- d. Indicate if any items are optional and specify them in a separate section(s).
- e. The College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for any reasons.
- f. The cost proposal is intended to be an accurate projection of the expected expenses for serving as the evaluator and should be based on the projected scope of work.
- g. Only post-award activities should be included in the budget as activities prior to grant proposal submission are undertaken on a pro-bono basis. The evaluation component of the overall budget must be appropriate to the evaluation activities projected and in line with DOE standards and past precedents.

7. Appendix

The Proposal Appendix must include:

- a. All documents or forms required by the College to be completed by the candidate, including the required documents specified in the RFP and submitted in MS Word or PDF format only.
- b. If the candidate intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the candidate must supply the name, address, qualifications, and criteria used by/for the selection of any third party, and the intended services to be performed. The services provided under the scope of work proposes, in part or in whole, shall not be subcontracted or assigned without prior written permission of the College.
- c. Samples of any documentation or form that the candidate will require the College to sign.
- d. A previously submitted evaluation report authored by the candidate.

Section 4: Selection and Contract Award

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the candidate will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible, and serves the best interests of the College.

Selected candidates may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the candidate.

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria set forth in this RFP.

Candidates not selected will be notified by email.

Section 5: Grant Evaluator Profile Form

Candidate Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Evaluation categories where the candidate has expertise (check all that apply):

- | | |
|---|--|
| ☐ NSF | ☐ NASA |
| ☐ USDOE | ☐ NIH |
| ☐ USDOL | ☐ NEH/NEA |
| ☐ Florida Dept. of Education | ☐ NSF |
| ☐ Private Foundations | ☐ HHS |
| ☐ HRSA | ☐ Others: please list |
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Please respond to the following questions and statements:

1. List the key personnel who will be involved in the evaluation and provide a copy of their professional resume/vita. If none, please indicate none.
2. List three example evaluation projects of federal, state, or local programs you have accomplished. Please include: duration of work, grant amounts, and types of evaluation services provided. Be sure to explain the quantitative and qualitative evaluation process that was used.
3. List the processes or software used for quantitative analysis.
4. Describe the process used for estimating the cost for federal, state, or local program evaluations.
5. Provide one sample pre-award proposal evaluation plan that you have written, with private information redacted.
6. Have you, or any other key personnel listed in item 1, ever been debarred or excluded from federal procurement and non-procurement programs throughout the United States government and from receiving general contracts of certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits?
7. Can you provide an audit, if requested?

8. What is the average lead time to write a pre-award grant evaluation plan from the time it is submitted to you?
9. Provide at least three references for your work as a grant evaluator.

Note: You may submit brochures or other written information about your evaluation services as part of your proposal. Your response to this request for proposal does not imply assurance of grant evaluation services at Northwest Florida State College.