REQUEST FOR PROPOSAL FOR:

Third Party Evaluation Services

Project GBC13-24

Community College System of New Hampshire

Great Bay Community College – lead grantee – Portsmouth, NH

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the New Hampshire Advanced Manufacturing Partnerships in Education (AMPed, formerly called RAMPUp) for consultants experienced and qualified to provide Third Party Evaluation services for Great Bay Community College (GBCC) and its six consortium colleges, collectively known as the Community System College of NH (CCSNH) for advanced manufacturing educational programs under the federal Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant sponsored by the U.S. Department of Labor (US DOL) Employment and Training Administration, grant #TC-22504-11-60-A-33.

CERTIFICATIONS:

The consultant (also referred to as evaluator) who is awarded the contract must comply with the terms of the CCSNH P-37 contract and of the US DOL TAACCCT grant. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations. Compliance regulations are indicated further down in the document under the header COMPLIANCE BY CONSULTANT WITH LAWS AND REGULATIONS.

A completed Alternate W-9 form (no fee) must be submitted with the contract.

CONTRACT TERM:

The term of any resulting contract shall end upon completion and submission of the NH (Round 1) TAACCCT grant’s final report to US DOL which is due on November, 14, 2014. GBCC may terminate the contract at any time by giving the consultant a 30-day written notice, with or without cause. The consultant may terminate the contract upon 30-day written notice to CCSNH, with or without cause.

BACKGROUND:

The U.S. Department of Labor (DOL) has awarded up to $500 million in grant funds for the TAACCCT grant program. The TAACCCT grant provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the Trade Adjustment Assistance for Workers program and prepare program participants for employment in high-wage, high-skill occupations. The targeted population of this program is workers who have lost their jobs or are threatened with job loss as a result of foreign trade.

GBCC is the lead grantee on the statewide New Hampshire community college consortium grant proposal that focuses on the Advanced Manufacturing Career Pathway training.

Under the $19.9 million NH TAACCCT grant, the largest in New Hampshire and CCSNH’s history, Great Bay Community College and its six consortium colleges are in the process of preparing a workforce qualified for immediate and projected job openings in the New Hampshire advanced manufacturing industry with concentrations in advanced materials and composites, advanced machine tool, precision welding, mechatronics and robotics, precision manufacturing, automation and process control, and energy processes and controls.

The community colleges and CCSNH spearheaded the development of the AMPed project initiative and have joined with the public workforce system in NH to ensure that the project not only meets the needs of industry, but also meets the needs of TAA participants, unemployed and dislocated workers seeking employment within the industry. The public partners have been instrumental in the development of this application and are committed to leveraging their expertise and resources to ensure overall success. The public partners include: the NH State Workforce Investment Board, the Office of Workforce
Opportunity (OWO), the NH Department of Resources and Economic Development, NH Employment Security, the NH Department of Labor, and the Governor’s Office; all which have been actively involved in providing valuable information and insight into the NH TAACCCT grant initiative.

**AMPed** encompasses a broad range of strategies that will connect education to advanced manufacturing and will drive lasting improvements throughout the community college delivery system to better prepare workers for this vibrant industry. Those strategies will include defining and developing career pathways within advanced manufacturing, improving developmental education with particular emphasis on increasing math skills, developing a “common core” advanced manufacturing certificate program with defined industry skill standards, expanding opportunities for articulation among the community colleges and between secondary and four year institutions, enhancing student support services to increase retention, promoting career opportunities in advanced manufacturing, infusing the use of technology and flexible programming to increase access and success of non-traditional learners, and outfitting labs with state-of-the-art technology and equipment.

**PAYMENT AND COMPENSATION:**
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Great Bay Community College. Partial payments are allowed.

**OWNERSHIP OF MATERIALS PRODUCED:**
GBCC shall own any and all materials created or produced by consultant, including but not limited to reports, research, analysis and recommendations. The consultant either shall provide all such elements to GBCC or shall maintain all such elements in a manner acceptable to GBCC, and shall provide all such elements to GBCC at any time and upon cessation or termination of contract.

**SCOPE OF SERVICES:**
Work within this request for proposal (RFP) shall include the following:

*Evaluator’s Role*
In broad terms, the evaluator will support the operation and implementation of the grant by 1) analyzing progress against strategy implementation 2) providing evaluation of deliverables produced under the grant to date 3) assessing student outcomes 4) developing an evaluation report that provides recommendations for adjustments and improvements to programs 5) ensuring CCSNH is in compliance with mandatory reporting requirements 6) attending meetings with the grant management and staff from each college and CCSNH systems and grant office personnel 7) participating in evaluator webinars including TAACCCT evaluator online community of practice 8) attending evaluation conferences offered by DOL in Washington, DC.

*Evaluator’s Qualifications*
The evaluator must have extensive knowledge of high quality project research, principles and methodologies; experience with data collection and analysis; demonstrated expertise in conducting same of similar federally funded grants as described herein; knowledge of postsecondary education; experience assessing student academic success; and the ability to evaluate and produce the deliverables specified in the Measurable Progress and Implementation and Outcome Measures in the Amped technical grant proposal. The evaluator should be familiar with the American Evaluation Association’s Guiding Principles for Evaluators (www.eval.org/Publications/GuidingPrinciples.asp) and the Program Evaluation Standards of the Joint Committee on Standards for Educational Evaluations (www.wmich.edu/evalctr/jc/).

*Other Requirements*
The evaluator shall foster collaboration and evaluation relevance. The external evaluator shall be expected to meet with CCSNH faculty, staff and key stakeholders, including advisory boards, curriculum committees and Board of Directors periodically. Presentations to the Academic Affairs council, Systems Leadership Team and other groups will be made as necessary.

The evaluator shall also collaborate with external organizations including Department of Higher Education (DHE), NH Employment Security (NHES), Career Technical Education (CTE) and other state agencies, including political state representatives as required.

*Evaluator’s Point of Contact*
The evaluator’s primary liaison will be the Grant Manager, with the secondary liaison being the Grant Researcher and Analyst.
**Contract Performance Period**
The evaluator contract shall begin upon issuance of contract award and extend through the submission of the final annual report on November 14, 2014; contingent upon both AMPed’s successful operation and continued funding from the U.S. Department of Labor.

**Work Product**
Data collection methods (e.g., surveys, interview protocols) developed and quantitative and qualitative data collected for the purpose of conducting this evaluation shall be retained as the property of the lead grantee, GBCC.

**STATEMENT OF WORK:**
The consultant awarded this contract shall perform the tasks and sub-tasks listed below:

**Task 1: Design**
The first month of the project will be devoted to understanding the AMPed program’s progress to date and developing the evaluation strategy plans for the remainder of the grant.

**Task 1.1: Conduct start-up Meetings.** Start-up meetings will be conducted between the TAACCT grant management team, fiscal agent and systems office grant personnel to discuss the project, priorities for the evaluation, methods and sources of data collection, timelines, expectations, etc.

**Task 1.2.a: Conduct College Information-Gathering Sessions.** The evaluator will conduct visits to each of the consortium colleges for the purpose of understanding the school’s advanced manufacturing concentration, curriculum and measurable outcomes and deliverables under the grant. The visits will involve gathering, analyzing and utilizing data at each of the schools in order to measure consistency with the grant proposal for each college’s advanced manufacturing programs, student/participant obligations and employment opportunities within each school’s region. The visits may also include meeting with primary area business partners.

**Task 1.2.b: Start-Up Meeting Report.** The evaluator will provide a summary of project understandings and agreements to the NH TAACCT grant management team.

**Task 1.2.c:** Conduct site visits throughout the life of the project as necessary to gather, analyze and utilize data.

**Task 1.3: Prepare a Design Report.** The evaluator will prepare a brief Design report to describe a detailed strategy for carrying out the project activities. This will be submitted to the AMPed grant management team and be revised as necessary based on the management team’s comments or to accommodate additional data collection needs.

**Task 2: Data Collection**
Data will be collected from multiple sources: grantee participant level administrative data from the Banner/Cognos information system, the NH Department of Employment Wage data, community college registrar offices, and individual college partners’ Quarterly Progress Report Template. The systems office IT department and grant Researcher and Analyst will help facilitate access to this data.

**Task 2.1: Collecting Participant Level Administrative Data**
1) Banner/Cognos data- This data will be entered into the Banner system by the CCSNH systems office IT department for each college’s students and participants. Queries and reports can be generated for individual participants, schools and aggregate across the consortium as needed.
2) It may be necessary to utilize a state-wide data system to supplement the Banner data and for data validation purposes.
3) It will be necessary to use NHES wage data to verify employment, wage information and employment retention.
4) Use of College Registrar data as needed.

**Task 2.2: Validating Comparison Cohort Selection**
Assist in validating the appropriateness of automotive-related programs at the colleges as a comparison cohort (or identify an alternative group).
Task 3: Analysis and Reporting
1) The evaluator will be expected to assure compliance with mandatory reporting requirements. **Note:** The final report at the end of the evaluation period should include: executive summary, evaluation methodology, summary of program, presentation of formative and summative results (including a mix of graphic data representations and narrative explanations of findings, with an emphasis on outcomes, comparisons and observations), conclusions and implications and recommendations for future research.
2) Make presentations a minimum of 2 times per year to a variety of faculty, partners and stakeholders to communicate and explain useful data results based on AMPed progress in alignment with grant deliverables.
3) Prepare a narrative and data analysis that assesses and draws conclusions about the efficacy of the AMPed program strategies as they impact employment outcomes for project participants.
4) Prepare all required reports in a format that follows CC BY licensing, Open Source and Creative Commons requirements.
5) Support the evaluation design and implementation process during any DOL monitoring visits.

Task 4: Deliverables Review
Conduct reviews of the deliverables produced through the grant to include: articulation agreements, IT performance improvements, system enhancements, statewide marketing efforts, common and fully transferable credit-bearing courses, common core manufacturing competencies, efficiencies of scale, Career Pathways, curricula, course materials, teacher guides, and other products developed with grant funds.

**RFP EVALUATION AND REVIEW CRITERIA:**

1) Introduction (10 points) – Provide a narrative which includes information that shows an understanding of the background of TAACCCT Round 1 grant and the NH TAACCCT AMPed project. Additionally include:
   A. Proposer Certification form – Ensure that all addenda, if applicable, are acknowledged.
   B. Consultant’s Qualification Statement
   C. Corporate Information: If proposer is a corporation, provide a copy of the certification from your state Secretary corporate status and good standing, and in the case of out of State Corporation, evidence of authority to do business in your state.
   D. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal’s interest in this company.
   E. History of firm: Indicate brief firm history/bio.
   F. Drug Free Workplace Certification.
   G. W9- Attachment A

2) Technical Proposal (40 points) – Submit a detailed plan, including specific timelines, for accomplishing each of the tasks outlined in the Statement of Work of this RFP. Scoring on this criterion will be based on the extent to which the applicant presents a clear strategy and related deliverables, outlines timelines and demonstrates an understanding of the scope of the Third party Evaluator’s role; requirements of the SGA; DOL reporting requirements; and the goals and outcomes of the AMPed technical grant proposal.

3) Qualifications and Experience (30 points) – Provide detailed information about your experience with community colleges, large-scale consortium-based research projects, grants, and data collection, evaluation and analysis. Include any relevant experience with DOL and TAACCCT grants. Include information about your capacity to complete the Statement of Work, including your ability to manage the research, fiscal, collaboration, and administrative aspects of the Third Party Evaluator’s role. Include a minimum of 3 professional references.

4) Budget (20 points) – Provide the total amount required to perform the duties and fulfill the Statement of Work, and describe in detail the amount required for each of the items listed below. Attach budget documents as needed. Also include a budget narrative that provides a description of costs associated with each of the following items:
   a) Personnel
   b) Travel
   c) Supplies
   d) Other

5) Budget Summary (0 points) – Provide a summary of this budget as outlined in Exhibit A of this RFP.
**PLEASE NOTE:** DOL regulations limit the consultant fees paid under this grant/agreement to $585 per day without additional DOL Grant officer approval.

**ADDITIONAL INFORMATION:**

Great Bay Community College reserves the right to make a written request for additional information from a consultant to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to GBCC due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The consultant who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

After the Award of Bid, the consultant shall submit a list of all employees, all sub-consultant employees, and other related personnel who will be physically required to work at any NH community college campus, providing the following information for each person:

- Name
- Employer’s Company Name

Great Bay Community College reserves the right to request a criminal background check on any employee of consultant. Great Bay Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONSULTANT WITH LAWS AND REGULATIONS:**

In connection with the performance of the Services, the consultant shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the consultant, including, but not limited to, civil rights and equal opportunity laws.

In addition, the Consultant shall comply with all applicable copyright laws.

During the term of any contract, the consultant shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

If the contract is funded in any part by monies of the United States, the consultant shall comply with all the provisions of Executive Order No. 11246 of September 24, 1965 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41C.F.R. Part 60) and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations.

The consultant shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of the their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.

The consultant agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

**PUBLIC INFORMATION:**

The responding consultant hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire and rules under the federal TAACCCT grant regarding public information.
PUBLIC DISCLOSURE:

Any information contained in the bid that a consultant considers confidential must be clearly designated. Marking of the entire bid or entire section of the bid (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this bid to the contrary, consultant pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders.

Generally, each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), the state/CCSNH shall endeavor to maintain the confidentiality of portions of the bid that are clearly and properly marked confidential. If a request is made to CCSNH to view portions of a bid that a consultant has properly and clearly marked as confidential, CCSNH will notify consultant of the request and of the date that CCSNH plans to release the records. By submitting a bid, consultants agree that unless the consultant obtains a court order, at its sole expense, enjoining the release of the 6 requested information, CCSNH may release the requested information on the date specified in the CCSNH’s notice without liability to the consultants.

INSURANCE:

Insurance will be more fully addressed at the time a P-37 is submitted after the bidding process. The consultant awarded the awarded the contract will need to comply with all the terms and requirements of the P-37.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the Great Bay Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

SUBMISSION OF RFP RESPONSE:

Bids are due on or before Wednesday, May 22, 2013 at 4:00 p.m. If any Addenda to the RFP are issued, please acknowledge this in your bid. Your response must include all the materials requested in this RFP document if applicable. Bids should be mailed to Great Bay Community College, 320 Corporate Drive, Portsmouth, NH 03801-2879 Attention: Joan Belladue, TAAACCT Grant, or hand carried to Joan Belladue at address above. Great Bay Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Joan Belladue at (603) 427-7740.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our website only at: http://www.ccsnh.edu/open-bids. Select among the options in the left banner for open, closed or under review status.

AWARD:

Great Bay Community College reserves the right to accept or reject any or all of the proposals. Great Bay Community College reserves the right to waive any and all informalities in its best interest.

SUMMARY OF FEES:

Please provide below a summary of fees that would be charged based on the 20-point Budget line items in RFP Evaluation and Review Criteria. These should be quoted as fully burdened (i.e., direct labor + overhead + profit) hourly or project-based rates offered on a time-and-materials basis. Prices stated below must be valid for the length of the resulting contract unless extended by mutual written agreement between GBCC and the consultant. Make any explanatory notes/comments on a separate page following this exhibit.
PROJECT: Third Party Evaluation Services

COLLEGE NAME: Community College System of New Hampshire

PROPOSAL CONTACT AND COST FORM

Company Name: _________________________________________________________________________

Address: ______________________________________________________________________________

Telephone Number: _________________________________________________________________________

Fax Number: ______________________________________________________________________________

All labor to complete the project: $ _______________________________________
(From #4 Budget Categories in the RFP EVALUATION AND REVIEW CRITERIA)

All miscellaneous components to complete the project:
(Including Personnel, Travel, Supplies, Other)

$ _______________________________________

Project Total $ __________________________

Signature: _____________________________________________________________________________

Printed Name: ___________________________________________________________________________

Date: __________________________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature: _____________________________________________________________________________

Printed Name: ___________________________________________________________________________

Date: __________________________________________________________________________________

This form must be signed by a person authorized to legally bind the applicant organization.