

# GRANT EVALUATOR

Marion Technical College is seeking proposals for qualified candidates for a Grant Evaluator with experience evaluating federal grants; United States Department of Education grants, specifically Title III, are highly encouraged.

To receive full consideration proposals must be submitted by March 24, 2017 at 5:00 p.m. (Eastern Standard Time). Review of proposals will begin immediately and continue until the position is filled. Proposals must be submitted electronically to the following:

Marion Technical College  
Attn: Brenda Feasel  
1467 Mt. Vernon Avenue  
Marion, OH 43302  
Email: [feaselb@mtc.edu](mailto:feaselb@mtc.edu)

Questions should be communicated via email to Brenda Feasel, Director of Human Resources. Any proposals received after the date and time listed above may not be considered.

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## SECTION 1: PROJECT SUMMARY

### 1. Request for Proposal Summary

Marion Technical College is seeking proposals from qualified candidates for Grant Evaluator in accordance with the Scope of Work specified in this Request for Proposal (RFP). Marion Technical College is seeking external evaluation candidates who possesses the skills, expertise, experience, and resources to design and implement a robust evaluation plan for a United States Department of Education Title III grant. Marion Technical College is submitting a United States Department of Education (DOE) Strengthening Institution Program (SIP) grant. The SIP is a five-year award beginning October 1, 2017 and ending on September 30, 2022. 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 or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.

### 3. Description of Marion Technical College

Marion Technical College was founded in 1970 with one priority: to improve employment opportunities for area residents through quality education at the local level. Classes began in 1971 with 187 students in four technical programs. Since then, more than 40,000 students have attended the College, and around 6,000 have graduated with an associate degree.

Approximately 2,500 students are enrolled in over 60 programs, majors, and certificate options in the fields of Business, Information Technologies, Engineering Technologies, Nursing, Allied Health Sciences, and Public Service. State-of-the-art laboratories allow students to learn the technical skills they will need to be successful in their fields of study.

Marion Technical College has approximately 115 employees and over 250 adjunct faculty who are all dedicated to making students feel welcome, keeping them on track, and encouraging them to reach their educational goals. We pride ourselves on our commitment to our students, employees, and the communities we serve.

We are more than a “technical” college. We are a cost-effective foundation for a four-year degree with several transfer opportunities. We are an opportunity to receive training for high-paying jobs. We are a partner to hundreds of community organizations and employers in nine surrounding counties.

## SECTION 2: SCOPE OF WORK

The Grant Evaluator will be required to write the evaluation section 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 proposal;
- Include a description of the Grant Evaluator's credentials and expertise in the grant proposal;
- Incorporate the evaluation section into the grant proposal; 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 proposals will be awarded to the College. The Grant Evaluator will be selected base upon best fit for the type of grant proposal, capabilities, and experience of the candidate, capacity, and cost.

The Grant Evaluator will review the approved SIP grant, amend evaluation design if needed, and implement 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 Marion Technical College for review and comment one month prior to the due date. All deliverables will then be provided to the U.S. DOE for review and comment. Throughout the project, assigned Marion Technical 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 Grant Evaluator should expect to attend a monthly meeting, in person, or online system (i.e. Skype, Adobe Connect, etc.) 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 itself 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 or failure by email service. No proposals or proposal modifications may be submitted orally or via telephone, facsimile, or telegraph.

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 commit the candidate to a contract with the College.

#### 3. Marion Technical College Vendor Registration and W-9

The candidate must complete a Marion Technical College Vendor Registration for and Substitute 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 the State of Ohio, Ohio Public Records Act (ORC 149.43).

#### 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 reason.

#### 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 selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted our assigned without prior written permission of the College.
- c. Samples of any documentation or form that the candidate will require the College to sign.

#### 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 7: GRANT EVALUATOR PROFILE FORM

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Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- |   |  |
|---|--|
| <input type="checkbox"/> NSF                      | <input type="checkbox"/> HRSA                |
| <input type="checkbox"/> USDOE                    | <input type="checkbox"/> NASA                |
| <input type="checkbox"/> USDOL                    | <input type="checkbox"/> NIH                 |
| <input type="checkbox"/> Ohio Dept. of Education  | <input type="checkbox"/> NEH/NEA             |
| <input type="checkbox"/> Ohio Dept. of Higher Ed. | <input type="checkbox"/> DHHS                |
| <input type="checkbox"/> Private Foundations      | <input type="checkbox"/> Others: please list |
- 

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 or 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 Marion Technical College.