

REQUEST FOR PROPOSAL

Parkland College

External Evaluator Services for U.S. Department of Labor Grant

Parkland College is seeking proposals for qualified candidates for a Grant Evaluator with experience evaluating federal grants.

Located in Champaign, Illinois, Parkland College serves Community College District 505. Parkland College enrolls approximately 5,000+ students annually.

Parkland College is accepting proposals to secure a third-party evaluator (external evaluator) to execute ongoing and rigorous evaluation of the Strengthening Community Colleges Training Grant funded through the U.S. Department of Labor titled, "Access to Training Opportunities in Manufacturing and Technology (ATOMAT)." This grant was awarded to a consortium of seven Illinois community colleges: Illinois Valley Community College, John A. Logan College, John Wood Community College, Lincoln Land Community College, Parkland College, Rend Lake College, and Shawnee Community College. Parkland College is the lead. ATOMAT arose through the analysis of income and employment disparities across demographics, regional employer skilled labor force needs, and the state's postsecondary credential attainment goal. ATOMAT will help the consortium partners focus on recruiting and supporting the target populations of females, students of color, and low-income students into career and technical education programs that prepare students for sustainable wage careers. Strategies include the development of Competency-Based Education models in Industrial Maintenance, Welding, and Computer User Support Specialist programs; the creation of a framework for community recruitment and engagement; the expansion of program offerings to accommodate more students; activities to increase the enrollment of target populations in the Advanced Manufacturing, Information Technology and Transportation, Distribution and Logistics sectors; and support efforts to increase the completion rate of low-income students in the Advanced Manufacturing, Information Technology and Transportation, Distribution and Logistics sectors.

The service requested includes the design and implementation of an evaluation of the ATOMAT program with reports due to the Department of Labor by December 2024 and September 2026. Regular, formative feedback on the consortium partner institutions' CBE models, community partnership building, and student support initiatives should be provided to assist in the formalization of those frameworks for dissemination across the state.

A contract will be awarded for a 41-month period from May 1, 2023 through September 30, 2026.

Proposal Submission

Proposals are due by 5:00 P.M. Central Time on **Friday, April 7, 2023**.

An electronic copy should be submitted to the email address below.

Beth Bachtold

Grant Manager – ATOMAT Project

bbachtold@parkland.edu

Email subject line must be “Response to RFP 2023-011 Grant Evaluator”.

Proposals delayed or lost by email system filtering or failures may be considered at Parkland’s sole discretion. It is the responsibility of the proposer to ensure the proposals arrive by the closing date and time. Any proposal received after the date and time listed above will not be considered.

Questions pertaining to this request for proposals (RFP) should be communicated via email by 5 p.m. on April 4 to the email address below and should include the specific agency’s name and contact information. Agencies should allow 48 hours for a response.

Beth Bachtold
Grant Manager – ATOMAT Project
bbachtold@parkland.edu

Scope of Work

Unique to this project is the requirement to design a detailed evaluation according to a rubric developed by the Department of Labor. A draft of the detailed evaluation is due to Parkland College by June 15, 2023, and the final detailed evaluation is due September 15, 2023. A completed interim evaluation report, using the detailed evaluation plan, is due December 15, 2024, and a completed final evaluation report, using the detailed evaluation plan, is due September 15, 2026.

In addition to the evaluations required by the Department of Labor, this project will require ten total site visits (four – one each year – to Parkland College and one visit to each of the other six consortium colleges during the four-year contract), evaluation reports submitted within 30 days of each visit, and regular communication with the grant manager, evaluation team, and consortium leadership team throughout the year.

Proposal Timeline

Activity	Date
RFP issued	March 28, 2023
Last day to submit questions for a response	April 4, 2023
Proposal submission deadline	April 7, 2023
Clarifying correspondence, if needed	April 10-11, 2023
Committee selection of evaluator	April 11-12, 2023
Recommendation submitted to Parkland College Board of Trustees	April 12, 2023
Approval by Parkland College Board of Trustees	April 26, 2023

Please provide the following information in any proposal:

Vendor Information

- A. Agency's name, address, telephone number, legal status of entity (ownership), and the year the entity was established.
- B. Name of Agency's contact person, telephone, and email address.

Qualifications Information

Please include information in your proposal that supports the below qualifying requirements:

- 1. Describe the services that will be provided specific to the ATOMAT project.
- 2. State the proposer's experience, competencies, and overall capabilities including a description of the kinds of grants the candidate has experience evaluating. This should include:
 - A. A demonstration of the proposer's knowledge of federal granting agencies and protocols needed to successfully evaluate, implement, and report and grant activities.
 - B. A demonstration of proposer's expertise using evidence-based practices, developing and communicating effective recommendations, and implementing formative and summative assessment strategies.
- 3. State the vendor's education, certifications, and/or licensures.
- 4. Provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity. Each of the references must include:
 - A. Entity Name
 - B. Industry Type
 - C. Address, City, Province/State/Country
 - D. Contact Name, Title, Phone Number, and Email address
 - E. Name of grant evaluated
 - F. Year(s) the service(s) were provided
 - G. Scope of the project

Services

The evaluation services are as follows:

- 1. Provide evaluation services through the completion of the grant.
- 2. Advise and report on implementation of grant activities each year.

3. In coordination with the project’s PI, co-PI, and grant manager, monitor progress toward specific project objectives, major tasks, outcome measures, and grant strategies to assess the impact of the proposed outcomes for the institution and the project participants.
4. Provide accurate and objective quantitative and qualitative formative/summative evaluation reports annually on task completion, adherence to timelines, and effectiveness of implementation strategies, financial management, and overall progress toward achievement of objectives and the program’s continuous improvement efforts.
5. Meet checkpoints to review progress and work performance with the grant manager. If goals are not met and performance is not satisfactory, services may be cancelled, and payment will be prorated.

Schedule of Expected Activities

Activity	Completion Date
Review grant narrative, project goals, measurable objectives, and the DOL’s Detailed Evaluation Design rubric with the grant manager, co-PI and evaluation team	June 1, 2023
Submit a Draft Detailed Evaluation Design	June 15, 2023
Submit a Final Detailed Evaluation Design	September 15, 2023
Submit the Interim Implementation Evaluation Report	December 15, 2024
Meet in person at Parkland College with PI and co-PI, grant manager, and ATOMAT evaluation team to review program outputs, outcomes, and completion of annual objectives	By September 30, 2023 By September 30, 2024 By September 30, 2025 By September 15, 2026
Meet in person at Illinois Valley Community College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	By September 30, 2025
Meet in person at John A. Logan College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	
Meet in person at John Wood Community College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	
Meet in person Lincoln Land Community College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	
Meet in person at Rend Lake College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	
Meet in person at Shawnee College with campus ATOMAT team to review program outputs, outcomes, and completion of annual objectives	
Present a post-visit evaluation report	
Submit the Final Implementation Evaluation Report	September 15, 2026
Regular communication with the grant manager and evaluation team	Ongoing through completion of grant activities

When an evaluator is selected, the College may terminate the agreement for any reason giving the evaluator 60 days' written notice. The evaluator may terminate the agreement for any reason giving the College at least 60 days' written notice.

Evaluation and Selection Criteria

Responses to this solicitation will be ranked according to the following measures:

1. Respondent qualifications and relevant experiences
2. Quality and relevance of proposed evaluation plan and timelines
3. Description of services provided
4. Knowledge (and/or experience) of administrative and evaluation aspects of federal grants, specifically DOL grants
5. Ability to meet milestones as provided

Vendors may be asked to provide written clarification if proposal is unclear.

Proposal Budget

Proposals must be submitted to include everything necessary for the prosecution and completion of the agreement. Parkland College will evaluate the total price for the basic requirements with any option(s) exercised at the time of awards. Evaluation of options will not obligate the College to exercise the option(s). Any unspecified costs shall be borne by the Vendor.

Your agency will be responsible for reserving travel logistics for each campus visit.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified minority-owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority-owned, female-owned, or person with a disability-owned business?

Yes ____ No ____