

REQUEST FOR PROPOSAL

Parkland College

External Evaluator Services for National Science Foundation – Advanced Technological Education grant

Parkland College is seeking proposals for qualified candidates for a Grant Evaluator with experience evaluating NSF-ATE 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 draft an evaluation plan for the grant proposal and, if the grant is awarded, to perform the evaluation of a proposed ATE Center for Agricultural Technology (“Center”). The center will include a variety of subawards and project personnel from other institutions across the country as well. The focus of the project is on expanding access to agricultural career pathways, implementing systemic improvements in addressing technician training and ag workforce shortages, and streamlining pathways for technical careers in agricultural technologies. The domains of agricultural knowledge and technologies will include precision agriculture, sustainable agronomy, and agricultural biotechnology.

The service requested includes both the design and implementation of an evaluation of the Center according to ATE guidelines. Information about ATE grants may be found at <https://beta.nsf.gov/funding/opportunities/advanced-technological-education-ate>. The solicitation may be found at <https://www.nsf.gov/pubs/2021/nsf21598/nsf21598.htm>.

The selected evaluator will be asked to draft an evaluation plan to be included in the grant proposal. If the grant is awarded, then the evaluator will be awarded a five-year contract for the duration of the grant.

Proposal Submission

Proposals are due by 5:00 P.M. Central Time on **Friday, May 19, 2023**.

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

Lauren Craig

Purchasing Agent

purchasing@parkland.edu

Email subject line must be “Response to RFP 2023-013 NSF 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 May 12, 2023 to the email address below and should include the specific agency's name and contact information. Agencies should allow 48 hours for a response.

Derrick Baker

Dean, Career and Technical Education

dbaker@parkland.edu

Proposal Timeline

Activity	Date
RFP issued	April 26, 2023
Last day to submit questions for a response	May 12, 2023
Proposal submission deadline	May 19, 2023
Clarifying correspondence and interviews	May 22-23, 2023
Committee selection of evaluator	May 30, 2023
Recommendation submitted to Parkland College Board of Trustees	June 7, 2023
Approval by Parkland College Board of Trustees	June 21, 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 proposed services and work plan that will be provided specific to this project.
- 2. Describe 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 NSF-ATE grants 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. Provide a biographical sketch of any evaluators that may participate in this evaluation project. Include education, certification, and/or licensures and past evaluation experience. Must provide at least two (2) biographical sketches but no more than four (4).
4. Provide two (2) independent references from two (2) different ATE projects or centers. Include **at least** one (1) reference from either an ATE project in agriculture **or** an ATE center in any discipline. Each of the references must include:
 - A. Entity Name
 - B. Project/center description
 - C. Address, City, Province/State/Country
 - D. Contact Name, Title, Phone Number, and Email address of PI
 - E. Year(s) the service(s) were provided
 - F. Scope of the project

Expected Scope of Work

In addition to annual evaluations required by the ATE program, this project is anticipated to require an annual site visit to Parkland College and annual attendance at one multi-day national Center event with evaluation reports submitted within 30 days of each visit. There will be regular communication, including periodic virtual meetings, with the Center leadership team throughout the year.

Services

The evaluation services requested are as follows:

1. In collaboration with the grant-writing team, draft an evaluation plan to be included in the grant proposal.
2. Provide evaluation services through the completion of the grant.
3. Advise and report on implementation of grant activities each year.
4. In coordination with the project's PI and Center leadership team, 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.
5. 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.
6. 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

The selected evaluator will collaborate with the Parkland grant-writing team and the Center leadership team to write an evaluation plan to include in the grant proposal. The deadline for an initial draft plan is August 11, 2023. Further collaboration and revisions to the draft plan may be required up to the point

of the submission of the proposal. The grant proposal deadline is October 5, 2023. Additional scheduled activities and deliverables are contingent upon the grant being awarded and the evaluation plan that is written into the grant proposal.

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 services, work plan, and timelines
3. Description of services provided
4. Demonstrated knowledge of, and experience with, administrative and evaluation aspects of federal grants (with particular emphasis on knowledge of, and experience with, NSF-ATE grants)
5. Ability to meet milestones as provided

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

Proposal Budget

Proposals may not include any fee for services as part of the evaluation design to be included in the grant proposal. No payment will be provided for writing the evaluation plan in the grant proposal.

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.

The level of detail in the proposed budget is at the discretion of the evaluator but should be Fixed-Fee Price and include any additional variable costs.

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 ____