

**Request for Proposal  
SPC #08-13-14  
Third Party Evaluation Services  
Health Sciences**

**St. Petersburg College**

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**SPC**

**Due May 28, 2014 @ 2:00 p.m.**

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## ***General Conditions***

Respondents: To insure review of the bid, follow these instructions.

**SEALED PROPOSALS:** The number of the proposal and the date of opening shall be shown on the envelope containing each proposal. Respondents are requested to show their name and address on the envelope. All proposals are subject to the conditions specified herein and on the attached proposal documents.

**DEFINITION OF "REQUEST FOR PROPOSAL":** A Request for Proposal (RFP) is a purchasing need, which, due to its uniqueness, is established around general guidelines or a description of need rather than specifications written in minute detail and is used when few or no fixed criteria exist.

A sealed RFP response requires some degree of creativity from the Respondent but is handled by the College in the same way as formal sealed bids.

The effective difference between the two is, under competitive sealed bidding--once the judgmental evaluation is compiled--award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, in this instance, the quality of competing products or services may be compared and trade-offs made between remuneration and quality of the products or service offered.

Completed proposals need to be submitted in a sealed envelope. Telegraphic bids will not be accepted.

1. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative of the company in the space provided. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals need to be completed in pen and ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections need to be initialed by the person signing the bid. Any illegible entries, pencil bids or corrections not initialed will not be tabulated. The original conditions and specifications cannot be changed or altered in any way. Clarification of proposals submitted shall be in letterform, signed by Respondents and attached to the proposal.
2. **PROPOSAL PREPARATION COSTS:** All expenses involved in the preparation and submission of Request for Proposals to the College, or any work performed in connection therewith, shall be borne by the firm submitting the response. No payment will be made for any responses received or for any other effort required, or made by, the firm submitting the statement prior to contract management.

3. **PROPOSAL SUBMISSION:** The College will only receive hand delivered proposals (including FED EX and UPS as they will not ship to US. PO Boxes) at the purchasing office street address located at 14025 58<sup>th</sup> St. N, #217, Clearwater, FL 33760-3768, or they may be mailed to Attn: Director of Procurement, St Petersburg College P.O. Box 13489 St. Petersburg FL, 33733-3489.

The outside of the sealed envelope/container need to be identified as follows:

- Respondent's name and company
- Return address
- RFP number and title
- Due date and time

**Facsimile or electronic proposals are not acceptable. Proposals need to be hard copy sealed and properly identified on the container.**

4. **DUE DATE AND TIME:** The date and time must be carefully observed. Proposal's received after the specified date and time will be returned unopened and the enclosed proposal will not be considered by the College. The College will not be responsible for late deliveries or delayed mail.

Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the Respondent to provide the above information on the outside of the envelope/container shall not be accepted.

The proposal needs to be submitted in person or by mail/courier service. The College cautions Respondents to assure delivery by the deadline set for receiving proposals.

5. **REGISTRATION:** Respondents need to officially register with the College's purchasing office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to Respondents who do not register with the College.

Failure to register as a prospective Respondent may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

6. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Respondents of all changes in scheduled due dates by written addendum.

7. **CHANGES OR MODIFICATIONS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of the proposal. Such revisions and amendments, if any, will be announced by an addendum to the proposal with sufficient time for Respondents to amend their proposals following the College's revision or amendment. If the revisions and amendments are of a

nature which require material changes in quantities or prices, the date set for the opening of the proposal may be postponed by such number of days as in the opinion of the Procurement Director will enable bidders to revise their proposal. In such cases the addendum will include an announcement of the new proposal opening date. The Respondents shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.

8. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All Respondents must disclose with their bid the name of any officer, director, or agent who is also an employee of the College. Further, all Respondents must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.

In accordance with Section 112.313(3), Florida Statutes, no College officer or employee acting in a private capacity may rent, lease, or sell any realty, goods or services to the College, unless the transaction is otherwise exempted under Section 112.313(12), Florida Statutes. Therefore, any Respondent who is a College employee or who has an interest in the Respondent's firm, and the transaction is not otherwise exempted, cannot contract with the College to provide the services set forth in this RFP.

9. **COLLUSION/DISCLOSURE:** The Respondent, by affixing his/her signature to a Proposal submitted in response to this RFP, agrees to the following statement: "(name of Respondent) certifies that his/her Proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action." Additionally, the Respondent, by affixing his/her signature to the RFP, agrees to the following: "No member of my firm's ownership, management or staff has a vested interest in any aspect or department of the College." If you cannot agree with these statements do not submit a Proposal.

Any or all proposals will be rejected if there is reason to believe that collusion exists between Respondents. Proposals in which the prices are unbalanced will be subject to rejection.

10. **PROPOSAL WITHDRAWAL:** Respondents may withdraw their proposals by notifying the College in writing at any time prior to the proposal deadline. Respondents may withdraw their proposals in person, through an authorized representative of the company. Authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the Respondents.

Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the College the services set forth in the Request for Proposals and response thereto, or until one or more of the other proposals has been awarded.

11. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance.

12. **SUBCONTRACTING**: Subcontracting is permitted only with the prior knowledge and written approval of the College. The name and company of any subcontractor contemplated for use must be included as part of the proposal. This process is needed so the College can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner.
13. **PROPOSAL SUBMISSION**: Proposals will be publicly opened and recorded on the date and time specified herein unless changed by an addendum provided by the College. All Proposals received after the specified time will not be considered and will be returned to the Respondent. A proposal may not be altered after the opening of the proposals. A late modification of the proposal from the otherwise successful Respondent offering more favorable prices or terms to the College will be accepted. Upon receipt of proposals, an evaluation committee will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
14. **CLARIFICATIONS**: The College reserves the right to request clarification of information submitted and to request additional information of one or more Respondents if needed.
15. **ACCURACY OF PROPOSAL INFORMATION**: Any Respondent which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
16. **ADVERTISING**: In submitting a proposal, Respondent agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.
17. **DEFAULT**: In the event of a contract award, the failure of the Respondent awarded the contract to perform shall be cause to be found in default, in which event any and all re-procurement costs may be charged against the awarded firm and may also result in the firm being removed from the list of Respondents with which SPC does business.
18. **DISCRIMINATORY RESPONDENTS LIST**: An entity or affiliate who has been placed on the Discriminatory Respondents List may not submit a bid or bid to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity.
19. **PUBLIC ENTITY CRIMES**: A person or affiliate who has been placed on the convicted Respondent list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-Respondent or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Respondent list. **Note: By signing the proposal, Respondent attests they have not been placed on the convicted Respondent list.**

20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to the Florida Statutes, Chapter 119. This may include materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective upon submission of proposal pursuant to the Florida Statutes, Chapter 119.
21. **RESERVATION OF RIGHTS:** The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that Respondent who, in the opinion of the College, will serve the best interest of the College. The College reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of Respondent's in order to make a determination as to the foregoing. The College reserves the right to rank firms pursuant to relative Florida Statutes and/or Florida Administrative Code and to negotiate with the highest-ranking firm. The College reserves the right to remedy and waive technical or immaterial errors in the Request for Proposals and responses thereto. The College reserves the right to request any necessary clarifications or statement data without changing the terms of the Request for Proposals.
22. **DISPUTES & PROTESTS:** Any actual or prospective Respondent who is allegedly aggrieved in connection with the issuance of this Request for Proposals or pending award of contract, may protest to Paul Spinelli, Director of Procurement, Asset Management and Auxiliary Services, P.O. Box 13489, St. Petersburg, Florida 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
23. **IDENTICAL OR TIE BIDS:** In the event two (2) or more Respondents receive the exact same score from the evaluation team, the following criteria, in order of importance, shall be used to break said tie: (1) Drug Free Work Place, (2) Florida Respondents, (3) Bidder's place of business is within Pinellas County, (4) or by flip of coin, when all other factors are equal.
24. **EQUAL OPPORTUNITY:** All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age national origin, marital status, ethnicity, sexual orientation, gender identity, genetic information or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, the College shall not tolerate such conduct.
25. **ANTI-DISCRIMINATION:** The College will not discriminate on the basis of race, color, religion, sex, age, national origin, ethnicity, marital status, sexual orientation, gender identity, genetic information or against any qualified individual with disabilities, in its



employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College will not tolerate such conduct. Additionally, the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

26. **INDEMNIFICATION:** To the fullest extent permitted by law, the bidder shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs including but not limited to costs for paralegal, investigative, and legal support services, and the actual costs incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the bidder or other person utilized by the bidder in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, *Florida Statutes*.
27. **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, local laws and ordinances, College rules and procedures shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by any Respondent shall not constitute a cognizable defense against the legal effect thereof. The laws of the State of Florida shall govern any contract resulting from this RFP.
28. **RFP TERMS:** This RFP will in all cases be evaluated as a Request for Proposal and will not be evaluated as a "Bid" that is awarded solely on the basis of lowest price or highest commission. It will be evaluated on the basis of what is in the best interest of St. Petersburg College.
29. **AWARD:** The Board of Trustees or the President or his designee will make the decision regarding a proposal award upon determining what is in the best interest of the College after considering a staff recommendation based upon the points listed within the evaluation criteria. The successful Respondent will be expected to enter into an appropriate agreement which will be prepared by the College Attorney. The award of contract to the successful Respondent is based on a successful award of the grant from USDOL to SPC. Financial reimbursement will begin once the contract is executed.
30. **TECHNICAL SPECIFICATIONS:** The Technical Specifications follow the General Conditions. To the extent there is conflict between the General Conditions and the Technical Specifications, the Technical Specifications shall control and have precedence, except for Addenda which will take precedence over any conflict.



31. **SUBMITTAL**: Proposals must be submitted no later than **Wednesday, May 28, 2014 @ 2:00 p.m.**

Proposal Number: SPC #08-13-14

Proposals Will Be Opened In Purchasing on **Wednesday, May 28, 2014 @ 2:00 p.m.**

Send Proposal to:

St. Petersburg College  
Purchasing Department  
14025 58<sup>th</sup> St. N #217  
Clearwater, Florida 33760

## ***Technical Specifications***

1. *Background:* St. Petersburg College (SPC) located in Pinellas County and established in 1927, is the oldest of Florida's 28-member state college system and the first to become a 4-Year college issuing Baccalaureate Degrees beginning in 2001. SPC is governed by a five member board of trustees appointed to four year terms by the Governor of Florida. The Board appoints a president who has administrative responsibilities for operation of the College.
2. *Schedule of RFP Events:*

<i>Time</i>	<i>Date &amp; Day</i>	<i>Description</i>
	5/12/14 - Monday	RFP issued
	5/12/14 - Wednesday to 5/20/14 Tuesday	Question & Answer (Q&A) period open: Only emailed questions will be accepted, addressed to <a href="mailto:Spinelli.Paul@spcollege.edu">Spinelli.Paul@spcollege.edu</a>  All Q&A must be in writing. Q&A via telephone will not be accepted.
3:00PM	5/20/14 - Tuesday	Q&A period closed
3:00PM	5/21/14 - Wednesday	Q&A posted on <a href="http://www.spcollege.edu">www.spcollege.edu</a>
2:00PM	<b>5/28/14 - Wednesday</b>	<b>RFP Deadline:</b> deliver sealed proposals to the purchasing office
	5/30/14 - Thursday	Selection committee reviews proposals
	6/02/14 - Friday	Notice of recommended intent to award

3. *Agreement/Contract:* The projected term of the Agreement is anticipated to be October 1, 2014 through September 30, 2018.

## ***Proposal Specifications***

### **REQUEST FOR PROPOSALS**

#### **Introduction:**

St. Petersburg College (SPC) is soliciting proposals from qualified Respondents to provide Third Party Evaluation Services under the area of Health Sciences and to assist SPC in applying for the U.S. Department of Labor (USDOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) program grant, due July 7, 2014.

#### **Background:**

The USDOL announced the availability of up to \$450 million in grant funds to be awarded under the TAACCCT grant program. The primary intent of the TAACCCT grant program is to meet the educational or career training needs of workers who have lost their jobs or are threatened with job loss as a result of foreign trade.

The USDOL intends to fund multi-year grants to institutions for either developing new education or career training program strategies or for replicating existing evidence-based design, development, and/or delivery strategies for such programs. Through this grant the USDOL is helping to ensure that our nation's institutions of higher education are able to help TAA-eligible workers and other adults succeed in acquiring the skills, degrees, and credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers.

SPC is taking the lead on a regional consortium proposal, dubbed iHeart Florida (Improving Healthcare Employment, Achievement, Resources and Training in Florida), that focuses on career pathway training in health sciences, specifically Emergency Medical Technology and Paramedics, Medical Records and Health Information Technology, Radiologic Sciences, Registered Nurses and Medical and Health Service Managers. This consortium of approximately 12 central Florida Colleges is working to identify ways in which we can improve education and training through the development and enhancement of entry level certificates, industry recognized certifications and Advanced Technical Certificates (ATC), which would address employer and industry recognized gaps. The proposed targeted service area will be aimed at the Central Florida region and will seek to train TAA impacted individuals, dislocated workers, veterans, youth, and employed workers looking to advance their skills and career in healthcare.

#### **Scope of Work:**

The DOL TAACCCT grant solicitation requires applicants to procure a third-party evaluator who will design and implement an independent evaluation of grant-funded projects. The Respondent should have successful previous experience in TAACCCT program evaluation. To assist in the development of this part of the proposal, the successful Respondent will agree to and provide the following items based on a two-phase process:

#### **Phase 1: Pre-award Proposal Development**

- Advise SPC and the consortium in all aspects of planning for the development of the third party evaluation, using high quality evaluation design.

- Coordinate with SPC program personnel and consortium partners during development of the evaluation plan, budget and budget narrative.
- Develop an evaluation plan that is consistent with consortium and project goals and that comply with federal regulations and TAACCCT review criteria for program evaluation, including a rigorous, quantitative analysis of impact on participants through random assignment experimental design. The anticipated evaluation plan criteria from which to base a response is provided in Appendices A & B.
- Provide assistance in determining data tracking and collection needs, setting appropriate and measureable outcome projections and measures, and a plan for using data for continuous improvement and effectiveness across the consortium.
- Provide information about best practice approaches, current research and evaluation plans included in projects awarded during Rounds 1 - 3 of the TAACCCT grant program and incorporate into the evaluation plan as appropriate.
- Conduct review of the consortium work plan to assure the evaluation plan is consistent with and appropriate for the proposed project.
- Develop a realistic and reasonable budget that meets all specifications of the Solicitation for Grant Applications (SGA), including a cost not to exceed 10% of the total proposal budget (maximum funding awarded to a consortium with 11 or more consortium members is \$20 million). The anticipated evaluation budget criteria from which to base a response is provided in Appendices A & B.
- Prepare and submit the evaluation plan, budget and budget narrative to SPC in the format required by USDOL and/or SPC for review and approved by SPC for submission to USDOL by **June 30, 2014** to ensure that grant deadline of July 7, 2014 is met.
- Assist in providing a plan to develop and implement an Employment Results Scorecard Workplan during the grant performance period. This work plan need to address four items: (1) Performance metrics of the Scorecard, (2) Plan to obtain and share data, (3) Plan to use data for continuous improvement, and (4) Estimated costs.

#### **Phase 2: Post-award Project Management**

- Work in cooperation with SPC's Project Investigator, Institutional Research & Effectiveness Office and Grants Department, as well as key consortium partners to implement the approved evaluation plan, including, but not limited to, data collection, analysis and reporting.
- Comply with regulations of all partner colleges regarding Institutional Review Board (IRB) procedures and use of confidential information.
- Meet all funder requirements for the period of performance and approved timeline as it relates to project evaluation.
- Provide assistance with or preparation of interim and annual performance reports required by the funding agency.
- Provide assistance with preparation for project site visits and/or audits that may occur during or after the project period.

- Provide unlimited telephone, fax, email, video-conferencing and onsite consultations concerning evaluation of the grant project.
- Provide consultation regarding the status of the project, including addressing barriers to progress toward objectives.

### ***Review Team Process***

1. RFP response review evaluation method
  - a. The College will appoint a Review Team consisting of members of its consortium and staff to evaluate proposals, and to recommend award of a contract with the Respondent, which meets the best interests of the College.
  - b. SPC shall be the sole judge of its best interests.
2. Non-Responsive Proposals
  - a. Non-responsive proposals may be rejected by the purchasing department, and will not be distributed to the Review Team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined as non-responsive. Non-responsive proposals may include, but are not limited to the following:
    - Failure to sign the proposal
    - Failure to acknowledge addenda (unless all changes are not material)
    - Failure to provide required submittals/documentation
    - Submission of a late proposal
    - Respondent does not meet minimum requirements
  - b. The Review Team will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.
3. Request for Proposal
  - a. To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

## ***Instructions for Preparing Proposals***

Please provide one (1) original RFP response, five (5) hard copies and one (1) electronic copy in *Microsoft Word* in a thumb/flash drive.

### **RFPs will be evaluated based upon five criteria:**

1. Responsiveness to RFP (5 points)
  2. Phase I - Pre-award Proposal Development Plan (30 points)
  3. Phase II – Post-award Project Management Plan (30 points)
  4. Experience (20 points)
  5. Fee Structure (15 points)
1. *Responsiveness to RFP* – (5 points)
    - a. Letter of Intent: This letter will summarize in a brief concise manner, the Respondent understands the scope of services and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
    - b. Attachments
      1. Vendor Registration form
      2. Statement of no Proposal
      3. Proposal Certification – Ensure that all addenda, if applicable, are acknowledged.
      4. Respondent's Qualification Statement
      5. Drug Free Workplace Certification
      6. Minority and Woman Owned Business Declaration
      7. W9
  2. *Phase I – Pre-award Proposal Development Plan* (30 points)
  3. *Phase II – Post-award Project Management Plan* (30 points)
  4. *Experience* – (20 points)
    - a. Principal's Credentials: List experience of each principal within the firm assigned to the Third Party Evaluation Services project. Include current job description, resume, education/College degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the Respondent's firm.
    - b. Project Personnel: Indicate any other persons that will be assigned to this project. For each of the project personnel, provide the following information:
      - Name, title and assignment for this project
      - Resume which includes:
        - Number of years with this company
        - Number of years with other company(s)

- Experience: Names of projects, types of projects, and size of projects specific project involvement.
  - Education/ Degrees earned
  - Active registration/certification/licenses
  - Current job description
  - Other experience and qualifications which are relevant to the Third Party Evaluation Services project.
- c. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful third party evaluation services, citing TAACCCT experience where applicable, that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.

4. *Fee Structure* (15 Points)

Provide details of your proposed remuneration to SPC. Costs may not exceed 10% of the total proposed budget (anticipated at \$20 million), therefore a **commission structure for evaluation services may not exceed \$2 million**. All costs should be reasonable and appropriate. The anticipated evaluation budget criteria from which to base a response is provided in Appendix A.





## ***Appendix A. Program Evaluation Plan & Budget Narrative Criteria***

Complete DOL TAACCCT SGA can be found by visiting  
<http://www.doleta.gov/taaccct/applicantinfo.cfm>.

### **Criteria for Program Evaluation Component**

All applicants are required to procure a third-party evaluator who will design and implement an independent evaluation of grant-funded projects. For consortium applicants, there should be a single project evaluation of the project. Regardless of the design proposed, all evaluations must include two components: 1) impact or outcomes analysis of participants in grant-funded programs or activities, and 2) implementation analysis. Grant funds may be used to pay for the evaluation. Applicants must submit a Summary Evaluation Plan describing their proposed evaluation and an Evaluation Budget Narrative as separate attachments to the application, including all items described below.

#### **1. Program Evaluation Plan**

Program evaluations must include: 1) an analysis of participant impact or outcomes, and 2) a program implementation analysis as described in the SGA. The program evaluation plan does not count against the page limits for the Technical Proposal, but **must not exceed 5 double-spaced, single-sided pages with 12 point text font and 1x 1 inch margins**. There is no page limit for the Evaluation Budget Narrative. In evaluating the plan, reviewers will consider the following factors:

##### **1. Summary Evaluation Plan**

The summary evaluation plan must include a description of the evaluation plan, proposed timeline including dates for submission of interim and final reports, and information about data collection and data sources to be used. All evaluation plans must include: 1) an analysis of participant impact or outcomes, and 2) a program implementation assessment as described below.

The Department encourages applicants to propose randomized control trials, however, non-experimental designs may be proposed if they meet certain evidence standards. Applicants proposing alternative methodologies must show that the proposed alternative design (e.g., quasi-experimental designs such as regression discontinuity) also allows causal inferences about the effect of the program to be drawn. Additional information on methodological designs is available in Appendix O.

The Department will review the Summary Evaluation Plan and provide feedback to successful applicants. Grantees will be required to submit a detailed evaluation design following award addressing this feedback in collaboration with their independent evaluator. The detailed evaluation plan must include the same elements required in the Summary Evaluation Plan as described below.

##### **a. Analysis of Participant (Net) Impact or Outcomes**

Applicants must describe a plan for rigorously evaluating the participant outcomes or impacts, including a complete description of the study methodology, outcome measures (including

program completion, degrees or certificate obtained, subsequent employment and earnings), comparison or control groups that will be included, data collection methods (e.g., student information system data, earnings records, surveys), data source(s), and sample size.

Applicants must demonstrate that the selected methodology proposed is the most rigorous and appropriate approach for evaluating the proposed project, given the targeted participant outcomes or impacts of interest and the number of projected participants (including TAA-eligible workers). The applicant must also describe a plan for collecting follow-up data from participants and the control or comparison group. Depending on the proposed methodology, the applicant must provide the following explanations in the program evaluation plan:

- For an experimental design/random assignment evaluation, the applicant must explain how the recruitment plan will yield a sufficient number of qualified applicants (both program and controls) to produce valid estimates of these key outcomes:
  - Program completion, credential attainment, placement into employment, employment retention, and average earnings for those who retain employment

The applicant must also describe how random assignment will be performed, such as procedures to ensure compliance with random assignment, and procedures to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the control condition). Please note that TAA-eligible individuals and veterans may not be randomly assigned.

- Applicants proposing a comparison group(s) (non-experimental) evaluation design must explain the source and size of the comparison group(s) and the method for selecting the comparison group. If matching across groups are used (e.g., demographics, pretest scores, level of education), the statistical techniques for matching should be described, including an explanation of how these techniques are appropriate for the sample size. Applicants should also discuss procedures to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the comparison condition).

The analysis of individual (net) impacts or outcomes must be based on participant-level data. Applicants must indicate their ability to transmit personally identifiable data to their third-party evaluators, such as name, Social Security Number, and date of birth for program participants and individuals in the control or comparison groups, using a secure data system.

#### **b. Program Implementation Analysis**

Applicants must include a plan for analyzing the implementation of the grant activity and the program(s) on which the impact/outcome analysis will be based. The program evaluation plan must explain how the third-party evaluator will: 1) analyze the steps taken by the institution to create and run the training program, 2) assess the operational strengths and weaknesses

of the project after the implementation, and 3) suggest how implementation might be strengthened within appropriate parameters that impact/outcomes analysis is not affected.

In addition, the evaluation plan summary should include strategies or approaches for addressing the following questions and identify the data source(s) that will be utilized:

- i. How was the particular curriculum or activity selected, used, or created?
- ii. How were programs/program designs improved or expanded using grant funds? What delivery methods were offered? What was the program administrative structure? What support or other services were offered?
- iii. Are in-depth assessment of participant abilities, skills, and interests conducted to select or enroll individuals into the program being evaluated? What assessment tools and process were used? Who conducted the assessments? How were the assessment results used? Were the assessment results useful in determining the appropriate program and course sequence for participants? Was career guidance provided? If so, through what methods?
- iv. What contributions did each of the partners and other key stakeholders make towards: 1) program design, 2) curriculum development, 3) recruitment, 4) training, 5) placement, 6) program management, 7) leveraging of resources, and 8) commitment to program sustainability? What factors affected partner involvement or lack of involvement? Which contributions from partners were most critical to the success of the grant program? Which contributions from partners had less of an impact?

**The third-party evaluation team must have no financial interest in the outcome of the evaluation, may not have been involved in the development or delivery/distribution of the project, and must have the demonstrated ability to conduct evaluation studies. The third-party evaluator contracted by the grantee must have no affiliation with the development of the grant application or the implementation or management of the grant.**

## **2. Program Evaluation Budget Narrative**

The Evaluation Budget Narrative is a supplementary budget narrative, which is separate from the overall project budget narrative. The Evaluation Budget Narrative should provide a description of the costs associated with funding the proposed program evaluation component. Applicants should include travel costs for the third-party evaluator to attend at least one in-person conference in Washington, DC during the period of evaluation. The cost of the program evaluation must not exceed ten percent of the total proposed budget for the grant.

All costs included in this supplementary budget narrative should be reasonable and appropriate to the project timeline and deliverables.

## ***Appendix B: Framework of Evaluation Methodologies***

Please use the chart below to help determine the type of evaluation you should plan and for which you should submit a proposal and justify your selection on the basis of the characteristics below. It is not possible to compile a complete table of evaluation options and recommendations for each possible combination of circumstances that can arise, however, the chart below should be used as an outline of what DOL considers an appropriate level of evaluation given various proposed project characteristics.

<b><u>Evaluation Type/Method</u></b>	<b><u>Recommended or Ideal TAACCCT Project Characteristics for Method Use</u></b>
<b>Outcome/Impact evaluation: Random-assignment</b> An analysis of the labor market outcomes (levels and changes) of participants that assesses the impacts of the training once participants complete it. In random-assignment, participants are assigned randomly either to receive the grant-funded training or to receive different training or no training.	-Plans to enroll a large number of participants during the period of performance.
	-Low number of TAA eligible participants (who cannot be randomly assigned).
	-Plans to start training participants early in the grant period of performance.
	-Offers or is partnered with other institutions that offer the programs of study under both grant-funded and non-grant-funded options.
	-Plans to enroll a moderate to high number of participants
<b>Outcome/impact evaluation: Comparison Cohort</b> A quasi-experimental analysis of the labor market outcomes (levels and changes) of participants that assesses the impacts of the training once participants complete it. Participants in grant-funded training are compared to participants receiving different training on the basis of one or more characteristics, but participants are not randomly-assigned.	-Moderate to high number of TAA eligible participants (making random-assignment not a viable method for selection).
	-Plans to start training participants after the first eighteen months of the grant.
	-Offers or is partnered with other institutions that offer the programs of study under both grant-funded and non-grant-funded options <i>or</i> has a recent valid cohort of students for the same programs of study who were not grant funded that can be compared with students who will be enrolled in grant-funded programs.

Information for this chart is derived in part from the *publication Improving the Evaluation of DOLETA Pilot and Demonstration Projects - A Guide for Practitioners* by Stephen Bell (2001, The Urban Institute).

## ***Attachments***

### ***1. Vendor Registration Form***

Anyone interested in doing business with St. Petersburg College is requested to complete the Vendor Registration Form. The completed vendor registration is not a guarantee of an opportunity to bid, but will help us in evaluating your business for future opportunities.

Business Name:	
Mailing Address (Street/P.O. box):	
City: _____	State: _____ County: _____  Zip Code: _____
Contact Person:	Title:
Telephone #:	Fax #:
Email Address:	
Is your company certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify certification:	
Please forward a current catalog or provide a website address if catalog is available online. Website Address:	
Type of business/service offered:	
<p>Please return the completed Vendor Registration Form to:</p> <p>St. Petersburg College  Purchasing Department  P.O. Box 13489  St. Petersburg, FL 33733-3489</p> <p>OR -</p> <p><u>Fax to:</u> (727) 341-3368</p>	

## 2. Statement of no Proposal

If your company does not intend to respond to this RFP, please complete and return this form prior to the date shown for receipt of Proposals to: St. Petersburg College, Purchasing Department, P. O. Box 13489, St. Petersburg, Florida 33733-3489. Fax # 727-341-3368

The undersigned declines to submit a proposal on the above referenced Invitation to Proposal for the following reason(s):

- ☐ Specifications are too "restrictive." (Please explain below)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear. (Please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of product or equivalent
- ☐ Our production schedule would not permit us to perform
- ☐ Other (please explain below)

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<hr/>	<hr/>		
Company Name	Title		
<hr/>	<hr/>		
Signature	Telephone		
<hr/>	<hr/>		
Printed Name	Fax		
<hr/>	<hr/>	<hr/>	<hr/>
Address	City	State	Zip



### ***3. Proposal Certification***

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name(s) and Title(s) \_\_\_\_\_

Legal Name of Respondent \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

#### ***4. Respondent's Qualification Statement***

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: St. Petersburg College  
Director of Procurement

Submitted by: Name: \_\_\_\_\_

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

Principal Office: \_\_\_\_\_

(Note: Attach separate sheets as required.)

Respondent Type: ( ) Corporation ( ) Partnership ( ) Individual ( ) Joint Venture ( ) Other

1. How many years has your organization provided the requested services? \_\_\_\_\_

2. How many years under the present business name? \_\_\_\_\_

If applicable:

Former business name: \_\_\_\_\_ # Years: \_\_\_\_\_

3. Corporations, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Regional Manager: \_\_\_\_\_

District Manager: \_\_\_\_\_

4. Partnerships, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_

Names and addresses of partners (if applicable):

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

5. If other than a corporation or partnership, describe organization and name principals: \_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: \_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state circumstances: \_\_\_\_\_

9. Worker's Compensation insurance policy number: \_\_\_\_\_

Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_

10. Comprehensive General Liability policy number: \_\_\_\_\_

Name of company: \_\_\_\_\_ Policy amount \_\_\_\_\_  
(\$500,000 combined single limit minimum)

The Board of Trustees, St. Petersburg College, will be named additional insured for General Liability coverage if our firm is awarded the bid? Yes \_\_\_\_\_ No \_\_\_\_\_  
(A "No" answer will disqualify your bid.)

11. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

\_\_\_\_\_  
Date: \_\_\_\_\_ Name of Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Title: \_\_\_\_\_

NOTARIZATION

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014

Personally known \_\_\_\_\_  
Notary Signature

Produced Identification: \_\_\_\_\_

Type of Identification: \_\_\_\_\_

Notary Public State of: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped Commissioned  
name of Notary Public)

## ***5. Drug Free Workplace***

The undersigned Respondent in accordance with Florida Statute 287.087 hereby certifies that does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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Respondent's Signature

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Date

## 6. Minority and Woman Owned Business Declaration

**Respondent hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:**

**Type of Business: Check applicable block(s)**

- ☐ "Black American" includes persons having origins in any of the Black racial groups of Africa.
- ☐ "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ "Native American" includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- ☐ "Asian-Pacific Americans" includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ "Service Disabled Veteran"

*Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business.*

Respondent:	
Certified by (name of Public Entity, if applicable)	
City:	County:
State:	Zip Code
Certificate Number:	
Attach copy	
Signature:	Date:

*Minority and Woman Owned Businesses (MWBE) shall complete this page, and return with their submittal.*

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	<input type="checkbox"/> Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		

Employer identification number								
			-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person *	Date *

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.