

# PROPOSAL SPECIFICATIONS

## Section 1 - Responsiveness to RFP – 10 points

- A. Letter of Intent: This letter will summarize in a brief concise manner, the Respondent understands the scope of work 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. Statement of No Proposal
  - 2. Proposal Certification – Ensure that all addenda, if applicable, are acknowledged.
  - 3. Respondent's Qualification Statement
    - a. Corporate Information: If Respondent is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying Respondent's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
    - b. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
  - 4. Drug Free Workplace Certification
  - 5. Minority and Woman Owned Business Declaration
  - 6. W9

## Section 2 – Experience – 40 Points

- A. Company Credentials: Provide a brief statement of qualifications that includes the firm's size and geographic location to SPC. **The firm must have a minimum of 10 years of experience in project evaluation, with proven experience in the evaluation of USDOE Title III grants.**
- B. Principle's Credentials: List experience of each principle within the firm assigned to this 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.
- C. 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:
    - a) Number of years with this company
    - b) Number of years with other company(s)
    - c) 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 this project

D. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful evaluation services to 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.

### Section 3- Evaluation & Implementation Plan- 40 Points

**Please note that we are anticipating the Title III SIP RFP to be released in Spring 2021. Information provided below is based on the previous RFP.**

Evaluation & Implementation Plans must address how the applicant will complete the following:

- Provide validity and objectivity to the project evaluation process
- Lead the Title III Evaluation Team
- Assist the Title III Evaluation Team in developing annual data collection plans
- Assist SPC in the preparation of annual performance reports (APR)
- Conduct semi-annual and/or annual site visits and evaluations.
- Prepare written mid-term and final summative reports with quantitative and qualitative documentation of achievements and suggestions.
- Approve evaluation methods, clarify questions on measurements, and ensure project activities are consistent with institutional goals.
- Review and verify all data for activity objectives, and administrative and fiscal processes.
- Conduct an inventory and assessment of all deliverables.

### Section 4- Budget Narrative- 10 Points

- Provide details of your proposed remuneration to the College.
- Costs should not exceed \$44,000.00 over the course of five years. However, SPC will accept/consider proposals that are above the stated cost limit of \$44,000. Submissions that propose a budget above the stated limit will not be disqualified. As noted in the RFP, reviewers will be using a rubric that scores the budget narrative, including if the proposed cost is clearly justified. \*\*

*\*\* Language amended 04/15/2021 – see Addendum 1\_RFP SPC 08-20-21\_Budget Clarification*

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