

**Request for Proposal
SPC #01-13-14
Third Party Evaluation Services**

St. Petersburg College

SPC

Due April 2, 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 proposal must be submitted sealed in an 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 must 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 must 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 at the purchasing office, 14025 58th 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 must be identified as follows:

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

Excluding the Letter of Intent and Attachments, the proposal must not exceed 10 pages. **Facsimile or electronic proposals are not acceptable. Proposals must 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 Respondent must submit the proposal in person or by mail/courier service. The College cautions Respondents to assure delivery by the deadline set for receiving proposals.

5. **REGISTRATION:** Respondents must 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 must 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. **ASSIGNMENTS & SUBCONTRACTING:** Subcontracting is permitted only with the prior knowledge and 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 there from 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.
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, April 2nd, 2014 @ 2:00 p.m.**

Proposal Number: SPC #01-13-14

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

Send Proposal to:

St. Petersburg College
Purchasing Department
14025 58th 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 & Day</i>	<i>Description</i>
	3/07/14 - Friday	RFP issued
	3/17/14 - Monday to 3/19/14 Wednesday	Question & Answer period open: please email all questions to Spinelli.Paul@spcollege.edu
3:00PM	3/19/14 - Wednesday	Q&A period closed
	3/21/14 - Friday	Q&A posted on www.spcollege.edu
2:00PM	4/02/14 - Wednesday	RFP Deadline: deliver sealed proposals to the purchasing office
	4/8/14 - Tuesday	Selection committee reviews proposals
	4/9/14 - Wednesday	Notice of recommended intent to award

3. Agreement/Contract: The projected term of the Agreement stands at approximately four (4) years beginning on the date of the last party to sign the Agreement.

Proposal Specifications

REQUEST FOR PROPOSALS

Evaluation of the U.S. Department Of Education Title III – Strengthening Institutions Program

St. Petersburg College

Introduction:

St. Petersburg College is soliciting proposals from consultants experienced and qualified to provide Third Party Evaluation Services of the College's U.S. Department of Education Title III – Strengthening Institutions Program.

Background:

St. Petersburg College (SPC) applied for and was awarded a grant from the U.S. Department of Education (DOE) Title III – Strengthening Institutions Program (SIP) in 2013. The Title III SIP provides grants to help institutions become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the institution's academic quality, institutional management, and fiscal stability. The estimated period of performance is from October 1, 2013 through September 30, 2018. The total project budget is projected to be \$2,238,734 over a five year period. The main goal is to increase student success and institutional effectiveness.

In alignment with the overarching goal of increased student success and institutional effectiveness, SPC's Title III project, known as *The College Experience: A Pathway from Enrollment to Graduation*, identifies the systems, services, best practices and supports necessary to successfully guide students from enrollment to graduation. To implement the program, staff and faculty will develop new approaches to the delivery of enrollment services, Gateway Course (an entry level course with the highest rate of enrollment and lowest rate of success) instruction and integrate support systems through three interrelated components to improve *The College Experience* for all students:

Key Components
Component 1: Comprehensive Enrollment System <ul style="list-style-type: none"> • Refocused New Student Orientation to acclimate and engage students, assess readiness, determine career and educational goals. • Expanded Student Life Skills (SLS) courses to help students develop a sense of community while integrating enhanced student success tools, assessment and teaching techniques. • Development of Integrated Educational Advising through enhancements to the Student Coaching System and Individualized Student Learning Plans.
Component 2: Enhanced Teaching and Learning <ul style="list-style-type: none"> • Reformed Gateway Course teaching and learning to engage students through the use of online and in-person active learning strategies, including both academic and non-academic toolkits. • Infused Professional Development to support faculty integration of enhanced active learning strategies and interactive teaching techniques. • Comprehensive Virtual Learning Commons to provide a one-stop digital environment for active learning toolkits, support services and faculty/student interaction.
Component 3: Integrated Support Services <ul style="list-style-type: none"> • Conduct a Business Plan Review to align and integrate the delivery of support services, communication and resources to faculty, staff and students. • Incorporate a Customer Relationship Management (CRM) System to support systematic communication College-wide. • Intensified Multi-Service Cross-Training of academic and student service staff through a faculty-to-faculty training model to promote a clear understanding of roles in overall student success, increase the seamless integration of service delivery, and ensure effective use of available tools.

Targeted Participants: All First Time In College (FTIC) students

Goal and Objectives: The goal is to increase student success and institutional effectiveness. The objectives are as follows:

- **Increase achievement** of FTIC in Gateway Courses by **20%** (Grade obtainment of A,B,C or P)
- **Increase persistence** of returning students from fall semester to fall semester by **15%**
- **Increase retention** of students from fall semester to spring semester by **5%**
- **Increase completion** of student's coursework to receive a diploma (graduation) by **10%**

Scope of Services:

SPC has designed a detailed evaluation plan to assess the impact of the Title III project. Constructed on the basis of the specified objectives and performance indicators and measured against identified baseline indicators, it is designed to 1) determine the impact of the activity on graduation rates; 2) ensure the assimilation of the activities into the College's operations; and 3) contribute to the continuous assessment, improvement, and communication of the College's mission-driven commitment to student success. To assist with SPC's Title III project, the Respondent selected for this work must agree to and provide the following items consisting of but not limited to:

- Providing external validity and objectivity to the project evaluation process, assist the Title III Evaluation Team consisting of the following members: Title III Project Director, Activity Coordinator, Professional Development Specialist, Institutional Design Technologist, Director of Institutional Research, two faculty members, two staff members, two student representatives, and other members of the College administration, faculty, and staff.
- Assist the Title III Evaluation Team in developing annual data collection plans detailing timelines for gathering, analyzing, and reporting the required data for each objective and the Comprehensive Development Plan (CDP) goals.
- Assist the Title III Evaluation Team in developing annual data collection plans that include these Summative Evaluation Questions: 1) Are major objectives successfully achieved and CDP goals accomplished? 2) Will improvements likely lead to desired goals? 3) How has the institution changed in response to the Activity? 4) What is the level of faculty, staff, and student satisfaction?
- Assist the Title III Evaluation Team in developing annual data collection plans that include the following data elements: product counts, training records, satisfaction rates, support services usage rates, student success, retention, persistence, and graduation rates. Summative data will allow the College to assess the effectiveness of the Activities to support student success and make adjustments prior to institutionalization.
- Based on raw data collected by SPC's Institutional Research Office and evaluation team, analyze the data and prepare annual evaluation with resulting recommendations and present to the Title III Task Force each fall.
- Conduct annual evaluation that includes feedback on four critical areas: the extent to which activity objectives are achieved; the contribution of implementation strategies toward the achievement of objectives; the degree to which the Activity is institutionalized; and the College's progress toward self-sufficiency.
- Approve evaluation methods, clarify questions on measurements, and ensure project activities are consistent with institutional goals.
- Conduct site visits at the mid-point of Year 1 and at year end for each grant year thereafter.
- Review and verify all data for activity objectives, and administrative and fiscal processes.
- Participate in regularly scheduled program conference calls.
- Conduct an inventory and assessment of all deliverables.
- Present findings of each visit in a meeting with SPC's President and leadership team.
- Prepare written mid-term and final summative reports with quantitative and qualitative documentation of achievements and suggestions.

Review Team Process

1. RFP response review evaluation method
 - A. The College will appoint a Review Team consisting of five (5) members of its consortium 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 four criteria:

- Responsiveness to RFP (10 points)
- Experience (40 points)
- Evaluation & Implementation Plan (40 points)
- Budget Narrative (10 points)

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

- See Appendix A

Section 4–Budget Narrative- 10 Points

- Provide details of your proposed remuneration to the College. Costs may not exceed \$44,000 over the course of five years. See Appendix A.

Appendix A

Evaluation & Implementation Plan and Budget Narrative Criteria

Complete DOE Title III – Strengthening Institution Program can be found by visiting
<http://www2.ed.gov/programs/iduestitle3a/applicant.html>

Criteria for Evaluation & Implementation Plan Component

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.

Criteria for Budget Narrative

The budget narrative should provide a description of the costs associated with the proposed program evaluation component. All costs included in the budget narrative should be reasonable and appropriate to the project timeline and deliverables. Please note that that costs for this evaluation must be included together with the other grant activities on the main SF-424 and SF-424A forms. The cost for the program evaluation must not exceed \$44,000 over the duration of the grant. Five year cost below:

- | | |
|--------------------------------|----------|
| • Year one should not exceed | \$10,000 |
| • Year two should not exceed | \$8,000 |
| • Year three should not exceed | \$8,000 |
| • Year four should not exceed | \$8,000 |
| • Year five should not exceed | \$10,000 |

Appendix B

Evaluation Plan Details

Evaluation Plan Details						
Objective	Baseline	Criteria	Data Elements	Data Collection	Data Analysis	Timeline
Increase the components of the redesigned enrollment system	0	3	NSO data on enrollment status, Early Alerts, and Life Plan Alerts	PULSE Business Intelligence Reports	Comparative Analysis	2014 - 2018
			Faculty/Staff/ Student Feedback	Focus Groups/ Survey		
			Numbers of faculty/staff trained	Training Records		
Increase the number of Academic/ Non-Academic Active Learning Toolkits	0	24	Count of Active Learning Toolkits	VLC review	Comparative Analysis	2014 - 2018
			Faculty/Staff/ Student Feedback	Focus Groups/ Survey		
			Numbers of faculty/staff trained	Training Records		
Increase the components of integrated support services	0	3	Business Process Review, Improvement Plan & CRM implementation	Completion Policies/ Procedures/ Reports	Comparative Analysis	2014 - 2018
			Faculty/Staff/ Student Feedback	Satisfaction Survey	Comparative Analysis	
			Numbers of faculty/staff trained	Training Records		
			Support Services Usage Rates	SPC PULSE BI Reports		
Increase achievement of FTIC student taking Gateway Courses through use of Active Learning Toolkits	66.30%	20.00%	Student Success Rates in 20 Gateway courses 5-Year Target 86.3%	SPC PULSE BI Reports	Comparative Analysis	2016-2018
Increase FTIC student persistence	61.8%	15.0%	Fall to Fall Retention Rate Fall '11 - Fall '12 5 Year Target 76.8%	SPC PULSE BI Reports	Comparative Analysis	2017-2018
Increase retention of FTIC students	85.0%	5.0%	Fall to Spring Retention Rate 5 Year Target 90.0%	SPC PULSE BI Reports	Comparative Analysis	2017-2018
Increase FTIC student graduation through the implementation of <i>The College Experience</i>	19.70%	10.00%	Graduation Rates 5 Year Target 29.7%	SPC PULSE BI Reports	Comparative Analysis	2018

Attachment 1

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)

_____ Company Name	_____ Title
_____ Signature	_____ Telephone
_____ Printed Name	_____ Fax
_____ Address	_____ City _____ State _____ Zip

Attachment 2 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 _____

Attachment 3

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: _____ () Corporation

Address: _____ () Partnership

Principal Office: _____ () Individual

(Note: Attach separate sheets as required.) () 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)

Attachment 4

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.

Respondent's Signature

Date

Attachment 5

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.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (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:

1. 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
2. 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
3. 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 ▶
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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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.