

SAMPLE INVITATION TO BID – EVALUATION SERVICES

Request for Competitive Bids (RFB)

Evaluation Services for Grants

*Responses are due **December 15, 2015, 3:00 PM EST***

I. Purpose

(insert name of organization), its partners, potential schools, school districts, private non-profits, and other grantees within the state of _____, is seeking bids from qualified for-profit firms, private non-profit organizations, universities, and independent consultants (Contractors) during the five-year period beginning **January 17, 2016**, until **January 16, 2021**. **This request is to be considered as a preferred vendor for multiple, potential grant opportunities.** Services are needed from Contractors to conduct formative, summative, and outcome grant and other evaluations. Evaluation services may be needed in the following anticipated program grants and additional program areas from the U.S. Department of Education (U.S. ED), U.S. Department of Labor, and other federal / state government agencies, and private foundations:

U.S. Department of Education Grant Programs

- Investing in Innovation (i3)
- Gaining Early Awareness and readiness for Undergraduate Programs – GEARUP
- Elementary and Secondary School Counseling
- High School Graduation Initiatives
- Race to the Top – District
- School Leadership Program
- Teacher Quality Partnership Programs
- Carol M. White Physical Education Program
- Early Childhood Initiatives
- STEM and STEAM Initiatives
- Striving Readers
- Promise Neighborhoods
- Safe Schools-Healthy Students Initiative
- School Climate Transformation Grant
- Project Prevent
- Magnet Schools Assistance Program
- Math and Science Partnership
- Art Model Development and Dissemination Program
- Professional Development for Arts Educators
- Full-Service Community Schools
- Teacher Incentive Fund
- Innovative Approaches to Literacy
- Upward Bound
- First in the World
- Skills for Success

U.S. Department of Health and Human Services

- Office of Adolescent Health Grant Programs (e.g., Teen Pregnancy Prevention, Pregnancy Assistance Fund, and HIV/AIDS Programs)
- Substance Abuse and Mental Health Services Administration (SAMHSA) grant programs
- Administration for Children and Families (ACF) grant programs (e.g., New Pathways for Fathers and Families, Head Start)

U.S. Department of Labor

- Workforce Investment Grant Programs and Initiatives
- Youth Career Connect

Department of Defense Education Activity (DoDEA) Educational Partnership grants supporting schools with a significant military-connected student population

Other federal, state, and foundation (private and business) grant programs

Please keep in mind that (insert name of organization), its partners, potential schools, school districts, private non-profits or other grantees within the state of _____, will use your response to this RFB for a variety of grant programs.

(insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, reserves the right to select multiple grant evaluation Contractors and employ each Contractor on a case-by-case basis according to their area of need, experience, and evaluation grant requirements. This RFB may also be utilized for other grant program areas not mentioned in this bid proposal. Selected universities, consultants, and firms will be placed on a certified list that will be made available to (insert name of organization), its partners, potential schools, school districts, private non-profits or other grantees within the state of _____, who wish to employ evaluators. This list of eligible providers serves to aid (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, in the federal procurement process required under the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

Selected consultants, organizations, and/or firms are eligible under this RFB to provide services for up to five years. (insert name of organization), its partners, potential schools, school districts, private non-profits or other grantees within the state of _____, reserves the right to remove any consultant or firm from the list and to share the list of eligible providers with any entity it deems necessary. A five-year time period was utilized in order to avoid having to spend a great deal of time and resources in soliciting bids for grants that may not materialize and/or having to waste valuable time sending out an RFB each time a grant proposal is developed and/or funded.

Thus one RFB will save time and valuable, scarce resources, while avoiding duplicate bids being generated at similar times. This procedure follows 2 CFR Part 200 of the Uniform Administration Requirements which states: *"To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into agreements where appropriate for procurement or use of common or shared goods or services."*

(insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, may use the services of multiple Contractors simultaneously when it anticipates a variety of different grants being applied for and implemented at the same time. In addition, (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, anticipates that some Contractors may not have the time, experience, and/ or resources to evaluate certain grants and the list will serve as a pool from which (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, can draw qualified evaluation consultants based upon the type of expertise needed for each grant proposal or funded grant.

II. Open and Fair Competition – Ethical Conduct

All communications regarding this RFB must be made directly and solely with the Procurement Officer listed in the Contact Information section. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, has not selected any Contractors at the release of this Request for Bids (RFB). All procurement transactions shall be conducted in a manner to provide, to the extent possible, practical, open, and free competition. A variety of variables will be considered for the award selection(s) to include price, quality of service, education, experience, philosophy, number of grants evaluated, and client references. We encourage small businesses, minority companies, and women-owned enterprises to apply. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, will make extensive efforts to avoid sole sourcing this RFB. Please keep in mind that it is anticipated that more than one bidder may be selected so (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, encourages all Contractors who are eligible to submit bids to apply. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, reserves the right to share bid information with other interested parties within the state or in neighboring states. An independent group of at least three (3) individual representatives from (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, will comprise a committee to select the final RFB selection(s). Please keep in mind that your price proposals will also be locked in or fixed for a period of five years. Contractors will have the right to decline a project offered by (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, if they determine that they cannot comply with the “price lock-in” and Contractors may negotiate a higher price with Members if complex evaluations are required (i.e., experimental and control groups which are more labor intensive and complex than the typical federal evaluation that requires advanced knowledge and experience to implement).

By submitting an offer, the Contractor certifies that:

- (1) The prices in this offer have been arrived at independently, without for the purpose of restricting competition, any consultation, communication, or agreement with any other competitor relating to the submitted prices.
- (2) The prices in this offer have not been and will not be knowingly disclosed by the Contractor, directly or indirectly, to any other competitor before the sealed bids are opened or contract award unless otherwise required by law.
- (3) No attempt has been made or will be made by the Contractor to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- (4) Contractors are urged to advise the Procurement Officer as soon as possible (but no later than ten calendar days after the bid announcement date) regarding any aspect of this procurement or solicitation that unnecessarily or inappropriately limits full, fair, and open competition.
- (5) After issuance of this RFB, the Contractor agrees not to discuss the details of this procurement activity in any way with (insert name of organization), its partners, potential schools, school districts, private non-profits, potential schools, school districts, private non-profits and other grantees within the state of , its Members, employees, agents or officials. All communications regarding the content of this RFB must be solely with the Procurement Officer. This restriction expires once the award(s) have been made and Contractors notified.
- (6) Unless otherwise approved in writing by the Procurement Officer, the Contractor agrees not to give anything of value to (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of , or its employees, agents, or officials prior to award which may be perceived as an incentive to select the Contractor.

Violation of the above restrictions may result in disqualification of your offer.

III. Scope of Services

All quotes and bids must meet or exceed the requirements of this Request for Bids (RFB) in order to be considered. Any responses that do not meet the requirements will be rejected. Once the qualified Contractor(s) are selected by an independent committee, they will be placed on a list made available to (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of . The Solicitation may be amended at any time prior to opening. If this solicitation is amended, then

all terms and conditions which are not modified remain unchanged.

Selected Grant Evaluation Contractors: When (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of , requires the assistance of a qualified evaluation firm, organization, or consultant, they will make an appropriate choice from the list which will be determined as having met the required procurement thresholds as outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements and other federal, state, and local procurement requirements.

Deliverables and RFB Specifications: The successful Contractor(s) shall provide – at a minimum – the following evaluation services and deliverables:

1. Evaluation Planning and Implementation

- a. Facilitate the development and implementation of a detailed evaluation plan through a participatory approach that will identify methods (quantitative and qualitative), design instruments, determine data collection protocols, and select reporting formats, tailored to (insert name of organization), its partners, potential schools, school districts, private non-profits, and other grantees within the state of , program model, goals and objectives, and evaluation needs.
- b. Employ a utilization approach to evaluation that will provide (insert name of organization), its partners, potential schools, school districts, private non-profits, and other grantees within the state of , useful information that will assist in programmatic decision-making and grant success.
- c. Assign a senior-level evaluator with a doctorate degree from an accredited university who will oversee the grant program evaluation and a designated evaluator to provide primary evaluation services.
- d. Provide trained and educated staff to assist with evaluation activity, including data collection.
- e. Have available expertise in the areas of research design, measurement, benchmarking, test and survey construction, data analysis, and reporting.
- f. Utilize a variety of data collection systems and online data collection software to match customers' performance requirements and describe said collection methods and software as a part of the proposal.
- g. Provide technical assistance in areas related to program evaluation, including data collection and analysis with a commitment to accuracy, relevancy, and timeliness.

- h. Implement an evaluation that adheres to the Program Evaluation Standards of the Joint Commission on Standards for Educational Evaluation and to the Guiding Principles of the American Evaluation Association (AEA) for Systematic Inquiry.

2. Orientation and Monitoring

- a. Facilitate initial grant evaluation meeting with (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, to verify approach, evaluation questions, design, and methodology.
- b. Provide team-oriented approach to grant evaluation that coordinates with grant implementation and management.
- c. Participate in initial grant orientation and quarterly meetings for program monitoring.
- d. Make adjustments to the evaluation plan, data collection strategies, and reporting formats based on (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, input and compile baseline information for monitoring progress and administrative reporting.

3. Evaluation Instruments

- a. Develop evaluation instruments that are tailored to match project activities, answer key evaluation questions, and report on objectives.
- b. Provide any needed testing or training in the use of evaluation instruments to be used by project participants.
- c. Submit any adjusted instruments or plans to (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, for approval prior to implementation.

4. Data Collection and Analysis

- a. Collect, analyze, and present results from data collection activities (e.g. surveys, interviews, focus groups) each quarter.
- b. Triangulate information from a variety of qualitative and quantitative data sources to produce results that are creditable and based on a convergence of evidence.

- c. Review annual performance data for accuracy.
- d. Use online survey technology, web-based data collection, management and analysis programs, and software packages for analysis of quantitative and qualitative data.
- e. Provide a staff member to handle data management.

5. Evaluation Reporting

- a. Provide timely and useful feedback for the purpose of informing decisions, including interim reports, End-of-Year Reports, survey briefs, snapshots, and in-person briefings.
- b. Prepare Annual Performance Reports (APR) for submission to the project director, incorporate needed changes, and ensure timely submission to the funding agency.
- c. Develop formal year-end evaluation reports, incorporating APR and evaluation data with the goal of linking findings and results to ongoing program improvements.

6. Consultation and Dissemination of Evaluation Results

- a. Provide ad hoc consultation to the project director on matters related to program evaluation and the use of evaluation results to inform program improvements.
- b. Give assistance in identifying effective methods for disseminating evaluation results to key stakeholders.

IV. Qualifications/Experience/Approach – Evaluation Services

The successful Contractor(s) shall provide documentation to support the following:

- (1) Providing expertise and experience with federal grants evaluation, preferably but not required, in the area of education (K-12).
- (2) Understanding of policies and guidelines that affect the evaluation of federally- funded and other grant programs.
- (3) Delivering a team-oriented, participatory approach to grant evaluation in collaboration with those involved in grant implementation and management.

- (4) Assigning sufficient staff members to the project, including a Ph.D.-level evaluator to oversee grant program evaluation, a Masters-level evaluator to provide primary evaluation services, and support staff to handle data management or assist in evaluation activity all with a commitment to provide close, ongoing collaboration with a (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, grant project director and partners.
- (5) Providing on-site assistance, as well as regular e-mail and phone contact, and ad hoc consultation to the project director related to program evaluation and the use of data for informed decision-making.
- (6) Delivering sufficient staff with needed expertise in the various areas of grant evaluation (including but not limited to research design, data collection, evaluation instrument construction, data analysis, and data reporting) in order to provide timely and effective service during the life of the grant. While (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, has not specified the number of employees needed for most federal grants, the Contractor shall explain how many staff they intend to use for a typical evaluation project and justification for proposed staffing levels in their proposal.

V. Bid Opening

Sealed bids for evaluation services will be entertained through December 15, 2015, at 3:00 PM EST. Any bids received after this date and time will not be considered. Send all bids by registered or certified mail that requires a receipt for the Contractor. No telephone calls, other than outlined in this RFB, will be accepted. The award(s) may be made by (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, to one or more firms, organizations, and/or consultants.

VI. Rating and Scoring of Proposals

The following criteria will be used to rate each response to this RFB. A maximum of 100 points will be allowed in the scoring process. Each of the three (insert name of organization) representatives that comprise the RFB review committee will examine and score each proposal individually and in isolation. Then, the committee will meet jointly to discuss their scores and mutually agree on an average score and the rationale for their scoring for each of the following items 1-5 without initially considering costs (item 6). Once the highest scoring Contractors have been identified, then the review committee will assess, rank, and score the cost factor outlined in number 6 for a total and final score. **Note, please place your response to number 6 unfolded in a separate sealed envelope and mark them COST ESTIMATES (See submission instructions).**

- (1) *Years the Contractor has been evaluating grants (up to 20 points).* (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, is most interested in working with Contractors that have been conducting grant evaluations for at least five years (preferably more) and have a solid history in the evaluation and grant fields. Please outline your history of conducting evaluations as a consultant, organization, or firm. Include any information such as websites that describe your history and services that will be helpful in evaluating your experience. (Limited to two single-spaced pages)
- (2) *Number of grants the Contractor has evaluated (up to 20 points).* (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, seeks to engage firms, organizations, or consultants that have significant experience in evaluating grant programs. Include a list of grants for which you or your organization served as the principal evaluator. List the types of grants, average amount of award, funding source, and length of grants. Contractors do not have to list each individual grant by name or the clients which received the grants.

For example, Contractors may state that they have evaluated three, federal five-year Smaller Learning Community grants funded by the U.S. Department of Education with an average funding of \$3 million per grant (Limited to no more than two pages).

- (3) *Experience in evaluating awarded grant proposals for school districts, schools, and affiliated private non-profits (up to 15 points).* (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, is most interested in working with a consultant, organization, or firm that has significant experience and knowledge about how school districts, schools, and affiliated non-profits operate. Contractors should describe in this section their past and current experience in evaluating grant awards for school districts, schools, and affiliated private non-profits. Bidders must also include at least three letters of reference from leaders, decision makers, and/or grant project directors employed with private non-profits, school districts, government agencies, and/or schools for whom the Contractor has conducted evaluations. Letters must be dated within the last two years and may be from organizations located in this or other states. These references must have worked directly with the Contractor and know firsthand the quality of the Contractor's work. (Not to exceed six pages).
- (4) *Formal education and experience of evaluation staff (up to 15 points).* Please attach résumés for each staff member who will work with (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within

the state of _____, on evaluation projects. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, understands that staff may vary for each project and additional staff may be required. (Not to exceed five professionals. Limit to no more than 15 pages.)

- (5) *Description of the Contractor's philosophy of evaluation and how the Contractor will provide the RFB deliverables (up to 20 points).* Please describe the consultant or organization's philosophy on: how a quality evaluation should be conducted during the stages of grants development; creating the evaluation section of future grant proposals to ensure that the grant proposal evaluation section conforms to the standards set forth for evaluators and program activities; how (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____'s grant writer and evaluator selected under this RFB should work together in the grant proposal stage; preparing for early meetings with key stakeholders and decision- makers; providing ongoing communications with the project director and other key informants (such as task forces, committees, and district or school personnel); how the firm will provide guidance for course corrections when the program is deviating from the original grant proposal; how evaluation reports will be developed in collaboration with key decision-makers prior to submission to the funding source; the methods the firm uses to resolve problems; communicating concerns or problems observed to key decision- makers; providing the deliverables outlined in sections III and IV of this RFB; sharing practices of excellence; minimum requirements for visits and documentation; concluding the program's evaluation activities; an example of a logic model used by the Contractor on a project; and other relevant information. (Not to exceed eight pages)
- (6) *Cost of evaluation services (up to 10 points).* Though Contractor quality is our primary focus, (insert name of organization), its partners, potential schools, school districts, private non-profits, and other grantees within the state of _____ desires to be cost-conscious.

Our goal is to secure the highest quality services at fair and reasonable prices. Respondents may indicate per-hour, daily fees, or a certain percentage of grant funds that they will charge for evaluations. Outline any additional costs such as travel, supplies, long distance, indirect costs, etc. that the Contractor may charge the Member. While it is not required, if at all possible, (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, is most interested in seeing this information as a set or fixed fee for grant services so (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, will clearly know Contractor fees in

advance. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, understands that evaluation fees may vary according to the complexity of the grant, number of schools, sites, and (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, that are involved in the program, grant evaluation requirements, reporting mandates, quality of staff involved in the project, etc. And, in some cases, the funding agency may limit or restrict the size of the contractual fees for evaluators. Therefore, the Contractor and (insert name of organization), its partners, potential schools, school districts, private non-profits or other grantees within the state of _____, may scale back the evaluation activities based upon the amount of funds assigned for evaluation. If indirect costs will be included in the proposal, provide a federally-approved indirect cost summary sheet and add the indirect costs into the overall bid costs. List all costs (i.e., salaries, fringe, supplies, equipment, travel, etc.) associated with conducting an evaluation (It is not required that respondents list a dollar value for each category). The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. Submit your best terms from a cost or price and from a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the Procurement Officer may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the Procurement Officer may elect to consider only your unrevised initial proposal. The Procurement Officer may conduct negotiations, beginning with the highest ranked Contractor, or seek best and final offers. Please keep in mind that cost is one of multiple variables being considered in this RFB. If using an hourly or daily fee rate, please state the total costs or percentage of the grant funds the Contractor would normally charge for evaluating a grant and describe the rationale or justification on how the Contractor determined the bottom line costs or a percentage of grant funds. The Contractor is responsible for paying all its local, state, and federal taxes.

(insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, may reject a bid as nonresponsive if the prices bid are materially unbalanced. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work. If there is a reasonable doubt that the bid will result in the lowest overall cost to (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of _____, even though it may be the lowest evaluated bid, or if it is so unbalanced, (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within

the state of [REDACTED], may reject the offer. (Maximum length of this section shall not exceed five pages).

VII. Contact Information, RFB Responses, and Contractor Questions

Questions about the RFB: All communications from Contractors must be solely directed to the Procurement Officer outlined in this RFB (see following contact information). Any prospective Contractor having questions or concerns, desiring an explanation or interpretation of the solicitation, specifications, etc., must request it in writing. **Questions must be received by the Procurement Officer during regular business hours (8:00 a.m. – 4:30 p.m.) prior to the bid opening on December 15, 2015, at 3:00 PM EST.** Label any communications regarding your questions with the name of the procurement officer, along with the RFB solicitation title. Oral explanations or instructions will not be binding. Any information given a prospective Contractor concerning a solicitation will be furnished to all other prospective Contractors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective bidders. All questions must be in writing and submitted to the Procurement Officer listed in the RFB's Contact Information section. Please send any questions by email and fax to ensure a timely response and to prevent the email from being blocked by server SPAM filters.

Submission Instructions: Each Contractor must submit one original and three hard copies on single-sided, 8 ½ X 11 inch white paper, stapled on the left top side of each copy. Please staple but do not bind any copies. All Proposals must be word processed in English using Times New Roman with a 12-point font and margins on all sides will not be less than 3/4 inch. The sample evaluation logic model may have a different font and size. Pages (other than the cost information) must be numbered beginning with the number 1 and sequentially thereafter in order throughout the proposal. No appendices or attachments such as brochures, etc. are accepted and proposals must adhere to the page limits outlined in each section of this RFB. The proposal must also include a one-page cover letter to be signed and dated by an authorized agent of the organization. In your cover letter, include: (a) the legal and authorized name of the Contractor submitting this bid, (b) name and title of the person who can sign a contract, (c) the name of this RFB, (d) Federal Identification Number (FIN) or social security number, and (e) the person who should be contacted for clarification on this bid for evaluation services, with telephone and fax numbers, e-mail addresses, and best times to contact the authorized parties.

Cost or bid estimates must be placed unfolded into a separate and sealed large envelope, and each of the four copies should be collated and stapled. Include this envelope along with your main proposal as one package. This cost section does not require page numbering along with the other proposal, but individual cost estimates should have numbering as if submitted in isolation.

Contractors must also include a CD or DVD that includes the Contractor's entire RFB responses saved in WORD as a SINGLE file with all the sections assembled in a PDF format. Please check the electronic version to ensure the file opens correctly prior to sending in your proposal and verify that there are no viruses on the file using virus screening software. Once you have completed your proposal and have checked to ensure that all components adhere to the RFB, place your original and three hard copies (with CD/DVD in a plastic protective cover) and insert all the materials into a sealed envelope that contains your company's name and address with the information in a large font: EVALUATION SERVICES BID and the Procurement Officer's name and address on the exterior of the envelope. (See Contact Information for details)

All transmissions must be hand delivered, sent by express delivery, or mailed through the U.S. Post Office in a method that requires a receipt that is returned to the Contractor verifying that the bid package arrived on time. No electronic, e-mail, or faxed submissions accepted. Any responses received after the due date and time will not be reviewed or considered. (insert name of organization), its partners, potential schools, school districts, private non-profits or other grantees within the state of _____, is not responsible for any packages that are not physically received after the due date and time. We suggest that you track your delivery to ensure timely arrival or hand deliver and request a delivery receipt. **U.S. Post marks or express mail receipts are unacceptable to be considered "on time delivery."** All proposals must be "physically received" by **3:00 PM** EST on **December 15, 2015**. Proposals should be sent to the following physical street address:

Contact Information

Organization:

Procurement Officer:

Street Address:

City and State:

Zip Code:

Email of Procurement Officer:

Fax Number of Procurement Officer:

Telephone Number of Procurement Officer:

You have the right to withdraw your submission prior to the final decision provided the Contractor's authorized agent does so via request in writing with signature to the Procurement Officer. Once your proposal is submitted, no additions or revisions may be made or submitted unless requested by the Procurement Officer.

VIII. Award Notice and Protests

By submitting your bid or proposal, you are offering to enter into a contract with (insert name of organization) and/or its partners, potential schools, school districts, private non-profits and other grantees within the state of . Without further action by either party, a binding contract shall result upon final award. A proposal or response to this RFB may be submitted by only one legal entity. Joint bids by more than one Contractor in this RFB for evaluation services are not allowed.

All Contractors who responded to this RFB will be advised of the outcomes of the award(s) within a reasonable amount of time as part of (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of 's desire to be open and transparent.

Any prospective bidder who is aggrieved in connection with the RFB solicitation of a contract shall protest no less than five business days of the due date of the applicable RFB solicitation.

Any actual bidder, contractor, or subcontractor who is aggrieved in connection with the intended award(s) of a contract shall protest within ten (10) calendar days of the date award notification. A protest shall be signed by an authorized representative, in writing, shall set forth the specific grounds of the protest, and the relief requested with enough particularity to give notice of the issues to be decided. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of , reserves the right to review, consider, or reject any appeals or concerns based on the content of the request for consideration.

IX. Termination of Contract

Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, the Contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. (insert name of organization), its partners, potential schools, school districts, private non-profits and other grantees within the state of , may cancel this solicitation in whole or in part and/or reject any or all proposals in whole or in part.

X. Adherence to All Laws and Federal Policies

By submitting a proposal under this RFB, the Contractor agrees, to the best of its ability, to follow all local, state, and federal laws, and policies regarding the implementation of any grant evaluation.

Single Contractor -- The contractor must act as the prime contractor and assume full responsibility for any subcontractor's or employee performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

Certification Regarding Debarment and Other Responsibility Matters -- By submitting a bid, the Contractor certifies, to the best of its knowledge and belief, that Contractor and/or any of its Principals: (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by a state or federal agency; (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or destruction of records, making false statements, tax evasion, or receiving stolen property; and (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision. Contractor has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (federal, state, or local) entity. "Principals" for the purpose of this certification means officers, directors, owners, partners, and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; head of a subsidiary, division, or business segment, and similar positions). Contractor shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. If Contractor is unable to certify the representations stated within. Contractor must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Contractor's responsibility. Failure of the Contractor to furnish additional information as requested by the Procurement Officer may render the Contractor non-responsible. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. If it is later determined that the Contractor knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Officer may terminate the contract resulting from this solicitation for default.

Drug Free Workplace Certification – By submitting an Offer, the Contractor certifies that, if awarded a contract, the Contractor will comply with all applicable provisions of the Drug-Free Workplace Act.

Equal Opportunity – The successful bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical handicap. The Contractor shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.3, 60-250.5(a), and 60-741.5(a).

Thank you for taking the time to submit your proposal under this RFB. We look forward to reviewing your information. If you do not plan to respond to this RBB and/or know other Contractors who may be interested in submitting bids, please forward a copy of this bid proposal to other entities, provided that ethical codes of good conduct are not violated.