



CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT
RFQ #2019-01 Request for Qualifications:
External Evaluator

Due Date: Monday, December 20, 2019
Time: 2:00 PM

INTRODUCTION

Culter-Orosi Joint Unified School District (COJUSD) is soliciting external evaluator qualifications for the U.S. Department of Education's School Climate Transformation Grant from firms interested in providing services to the school district. To be placed on the list for future communications about this RFQ, contact Ms. Faith Price, Chief Financial Officer, at fprice@cojUSD.org by 4:00 PM, Friday, December 6, 2019.

PROJECT SCOPE OF WORK

COJUSD is seeking the services of an external evaluator to assist with the continuous evaluation of the U.S. Department of Education's School Climate Transformation Grant.

Grant performance period covers October 1, 2019, to September 30, 2025. It is expected that the selected External Evaluator will, each year:

- Provide technical assistance for internal and external customers;
- Develop reporting system to ensure compliance with the respective funding agency;
- Comply with all Government Performance Results Act (GPRA) data collection and reporting requirements;
- Evaluate financial activities in terms of return on investment (ROI);
- Evaluate different grant components and programs;
- Ability to interpret policies, statutes, and regulations to keep programs on target;
- Ensure scope of the evaluation provides the necessary process, product formative and summative information to support outcomes;
- Conduct fidelity assessments to ensure program implementation is concurrent with awarded grant application;
- Assist COJUSD in planning for and analyzing qualitative and quantitative data;
- Seek the review of an Institutional Review Board (IRB) to certify that it is taking the precautions necessary to protect human subjects involved in the evaluation of the program; and
- Implement a well-designed, quasi-experimental evaluation that utilizes clustered *regression discontinuity* (RD) methods, as appropriate.

It is also expected that the selected External Evaluator will:

- Have multiple-experienced staff, with at least one Ph.D., available to assist COJUSD's evaluation due to its complex evaluation design; and
- Assist the district and their partners as it relates to sustainability planning.

FEDERAL FUNDING DISCLOSURE

Percentage of the total costs of the program/project financed with Federal money: 100%

Percentage and dollar amount of the total costs of the project/program that will be financed by non-governmental sources: 0%

PRE-RESPONSE QUESTIONS

Questions about this RFQ may be directed toward:

NAME: Faith Price
TITLE: CFO
EMAIL: fprice@cojUSD.org
PHONE: 559-528-4763

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All question must be received by Monday, December 2, 2019. The District will respond to all relevant questions in one correspondence to all interested parties by Friday, December 6, 2019.

SUBMISSION

If you intend on submitting qualifications, **DO NOT** contact any other member of the District or Board of Trustees in any form until a contract for this RFQ has been awarded, unless granted to do so in writing by the District.

Statements of Qualifications should include the information found beginning on page 4 in "REQUIRED INFORMATION." Responses should include a signed cover letter, be tabbed in the prescribed order and contain no more than 10 pages (not including the cover letter or required forms). Double-sided pages will count as two pages.

Mail or deliver 3 bound and sealed copies of your or your firm's qualifications to:

Cutler-Orosi Joint Union School District

Bid for Professional Services

C/O Faith Price

12623 Avenue 416

Orosi, CA 93647

Qualifications must be clearly marked on the outside of the package with:

COJUSD RFQ #2019-01 Request for Qualifications: External Evaluator

Due Date/Time: Monday, December 20, 2019,

2:00 PM, Individual or Firm Name

SELECTION PROCESS

It is the policy of COJUSD that the selection of an individual or firm to provide professional services identified herein shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. These services are to be obtained at a fair and reasonable cost based on legal requirements.

COJUSD reserves the right at any time to reject any or all responses to this RFQ.

EVALUATION CRITERIA AND AWARD

The evaluation will be based on the following:

- Step 1 will be the evaluation of the Qualifications submitted by responding firms. Weighted criteria will be used. The top firms scoring the highest points will move to Step 2. Points from Step 1 will not convey to Step 2.
- Step 2 will be presentations and interviews currently scheduled for mid-December.
- COJUSD reserves the right to adjust, add or remove steps to the evaluation process as deemed necessary for a thorough evaluation of the responses in order to determine the most competent, qualified individual or firm.

COJUSD will evaluate each Statement of Qualifications Questionnaire submitted to determine responsiveness to the District's needs based on the following criteria:

- Firm Information (25 points)
- Personnel (30 points)
- Demonstrated Experience (70 points)
- Project Management Plan (75 points)

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- The District will evaluate each Statement of Qualifications Questionnaire submitted to determine responsiveness to the District's needs.
- The District shall attempt to negotiate with the selected firm. If the District is unable to negotiate a satisfactory contract with the selected firm, the District shall, formally and in writing, end negotiations with that firm and proceed to negotiate with the next firm in the order of the selection ranking until a contract is reached or negotiations with all ranked firms end.

ACKNOWLEDGEMENTS

Number of Addenda Acknowledged _____

Number of Pages in Individual's or Firm's Submittal _____

APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or other representative of the District, unless specifically allowed to do so by the district.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the individual or firm agrees to allow COJUSD to check references given and that the information regarding performance is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

NAME (Please print or type) TITLE

DATE

SIGNATURE of FIRM'S PRINCIPAL

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REQUIRED INFORMATION

SECTION ONE: GENERAL INFORMATION

Provide the following information about your firm:

- Firm name
- Corporate address and branch office addresses (if applicable)
- If multiple offices, which office will be the primary office responsible for the COJUSD project?
- Website (if applicable)
- Type of organization (Sole Proprietorship, Partnership, Corporation, etc.)
- Former company name(s), if any, and year(s) established
- Year present firm established
- Name of parent company (if any)
- List firm owner(s) and city/state of residence
- Contact person for this RFQ, title, California registration number (if applicable), telephone and e-mail

In the past five years (including time under former names/ownership structures), have there been or are there currently **any** judgments, claims, arbitration/mediation proceedings or suits against you or your firm or its officers? If yes, please attach details of each. (Responses to this question will not count toward the page limit.)

Professional Liability Insurance Information:

- Provide insurance agency name and contact information
- Describe limits per project, limits in aggregate and deductible

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SECTION TWO: PERSONNEL

Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting.

Provide a list of assigned staff to COJUSD and briefly discuss their roles on the project.

Include professional resumes for key personnel and their responsibilities for the duration of the contract. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous Federal program evaluations for other public-school districts, similar in size and complexity, to the COJUSD project.

SECTION THREE: DEMONSTRATED PERSONAL EXPERIENCE

Briefly describe your experience evaluating federal grants.

Briefly describe your experience conducting comprehensive quantitative and qualitative data analysis.

Briefly describe your experience ensuring successful federal grant compliance.

Briefly describe your experience utilizing strong communication skills.

Briefly describe your experiences that demonstrate an understanding of public-school budgets.

Briefly describe your experience working with public education.

Briefly describe your experience that demonstrates your ability to provide ongoing formative assessments and final summative evaluations showing progress towards the grant's goals and objectives.

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SECTION FOUR: PROJECT MANAGEMENT PLAN

Include a plan describing how you or your firm would manage a Federal grant evaluation for COJUSD.

END OF QUESTIONNAIRE