

**Delaware Technical Community College
Trade Adjustment Assistance Community College Career Training Grant
Evaluation Services
Request for Proposals**

The Delaware Technical Community College (DTCC) is seeking the professional services of a project evaluator for Delaware Technical & Community College's US Department of Labor Employment and Training Administration's Trade Adjustment Assistance Community College and Career Training (TACT Round 2) grant. This request for proposals (RFP) is issued pursuant to 29 Delaware Code Sections 6981 and 6982.

DTCC will accept proposals until 4:00 p.m. (EST) on December 20, 2012. Bearer assumes the risk of late delivery and late submissions shall be returned unopened. Please provide one (1) original and 5 copies of your proposal. Proposal should be submitted to:

DTCC Terry Campus: Office of the President
100 Campus Drive, Dover, DE 19903
Attention: Gerard M. McNesby, Vice President for Finance
Or emailed to gmcnesby@dtcc.edu

Written questions can be sent to Barbara Ridgely bridgely@dtcc.edu until 2:00 December 17, 2012.

DTCC reserves the right to accept or reject any or all proposals and waive any requirements of this RFP.

A. Introduction

Delaware Technical & Community College is the State-Designated Grantee to receive a four-year grant of \$2.5 million from the Department of Labor under the TAACCCT Program beginning 10/1/2012. The College will utilize TAACCCT Round Two funds to develop and implement an accelerated associate degree nursing program. Building from the short-term training Certified Nursing Assistant program that the College already provides and which would be improved by grant funding, Certified Nursing Assistants would receive advanced standing in a newly designed associate degree nursing program that would also be transformed into an accelerated format. The program would require less credits, operate year round, take advantage of alternative time frames, utilize new educational technology and provide 24/7 learning opportunities.

The College currently offers three different nursing programs, developed and accredited separately at three different campuses. The new accelerated program would be aligned college-wide through development of a unified curriculum with uniform admission criteria and processes. The new curriculum would also be designed to provide advanced standing for Licensed Practical Nursing.

The advantages for students would be an enhanced CNA program that provides a pathway to immediate job opportunities, a formalized and expedient pathway to professional nursing through recognition of the CNA credential and elimination of redundant nursing content; a shortened timeframe for degree completion through credit reduction and alternative and year round scheduling, and enhanced support for student success through the use of engaging educational technology.

DTCC intends to hire an evaluator to assist in the evaluation of the proposed project. The successful vendor will work with the designated Project Manager to support our project by conducting a sound implementation and outcome evaluation, the findings from which can be used to inform work in the field and support an overall continuous improvement effort. This evaluation should include rigorous implementation and progress assessments that capture qualitative and quantitative details of planning and implementation processes. Work should be monitored and benchmarked to track progress assembling implementation teams, engaging employers and local partners, redesigning and restructuring curricula, delivering transformed programming, and generally meeting key implementation milestones. The evaluator will assist us in meeting the evaluation requirements outlined by the US Department of Labor.

B. Scope of Services

The evaluator's work will include:

1. Providing program evaluation services for the three-year federal (USDOL) TAACCCT grant (four-year evaluation period).
2. Providing accurate and objective quantitative and/or qualitative interim reports at 12, 18, and 30 months outlining evaluation findings to-date for submission to DOL, and to inform the program's continuous improvement efforts. Areas of discussion should include: program administration, program design, the extent to which these activities were implemented within the expected timeline, any key challenges associated with implementation, the accomplishments associated with these activities (preliminary quantitative and qualitative outcomes), and any lessons learned or promising practices/challenge resolutions emerging in the program.
3. Producing a final report at the end of the evaluation period. This report should include: executive summary, evaluation methodology, summary of program (including case studies as useful), presentation of formative and summative results (including a mix of graphic data representations and narrative explanations of findings, with an emphasis on outcomes, comparisons, and observations), conclusions and implications, and recommendations for future research.
4. Creating and managing a comprehensive evaluation using a quasi-experimental design, featuring matched comparison group analysis to examine participant outcomes and impacts; provide a plan detailing data collections schedules and tasks.
5. Supporting the identification of a comparable student cohort for comparison of

outcomes.

6. Reviewing and assessing existing data collection systems and making appropriate recommendations to achieve program data collection goals.
7. Developing tools and protocols for collecting, matching (where necessary), and aggregating core data across the programs; establishing formalized data collection activities and reviewing these activities periodically as a part of analyzing data as they relate to program and student outcomes and implementation progress.
8. Working with the institution to transmit participant data, including name, Social Security number, and date of birth of program participants and individuals in the control or comparison groups, using a secure data system specified by DOL.
9. Providing technical advice/assistance to the institution's information technology (IT) services in devising or adapting data collection systems.
10. Reviewing and analyzing quantitative and qualitative data to inform continuous improvement activities, and providing written reports and recommendations for adaptations and/or course adjustments throughout implementation, as needed.
11. Providing recommendations to support the acquisition of data for future cohorts.

C. General Information

1. **Revisions and/or addendum to the Request for Proposals.** In the event it becomes necessary to revise and/or add addendum to any part of the request for proposals, revisions, addenda, etc. will be advertised on www.bids.delaware.gov and will be provided to all firms that have received the original Request for Proposal from DTCC.
2. **Acceptance of proposal Contents.** The contents of the proposal submitted by the successful firm will become a part of any contract awarded as a result of these specifications.
3. **Responsibilities.** The selected firm will be required to assume sole responsibility for the complete effort as required by this request. The selected firm will be considered the sole point of contact by DTCC regarding contractual matters.
4. **Rejection of Proposals.** DTCC reserves the right to waive any informality in proposals received and to accept or reject any or all proposals. DTCC shall have the authority to award contracts to the firm best meeting specifications and conditions.
5. **Government Regulations.** The successful firm shall strictly comply with all state and county laws and city ordinances and regulations in any manner affecting the delivery of the project completed. The firm shall comply with appropriate Delaware law to conduct business in the State of Delaware.

D. Proposal Requirements

The following information is to be provided by the firm.

1. Respondent's Background and Experience

- a) Provide an overview of your organization's background, including contact person's name, e-mail, and phone number; website address, years of operation, size of the firms, and incorporation status.
- b) List the qualifications of the firm(s) to perform the work requested. Identify and provide a description and qualifications of any subcontractors to be used.
- c) Include a description of at least three (3) relevant projects successfully completed, including the scope of responsibility of your firm and/or each subcontractor on each described project.
- d) Provide the names, addresses and telephone numbers of three (3) references with direct experience with the respondent's services.

2. Project Management

- a) Provide a brief description of the proposed evaluation strategy. This strategy should indicate an understanding of the program's goals, as well as those of the TAACCCT program. The respondent should be able to show an integrated strategy for assessing the program relative to its goals and identify the key elements that the evaluation will explore, assess, and analyze. Some co-creation of the final evaluation plan should be expected, as the details provided at the time of the RFP will likely be insufficient to articulate a thorough evaluation plan in a response.
- b) Detail how the respondent has made and will make available sufficient personnel resources to work within the specified time constraints and to maintain necessary performance levels. For subcontractors(s) and consultant(s), proposers shall include letters of agreement, contracts or other forms of commitment, which demonstrate their willingness to undertake their portion of the proposed project.
- c) Identify who within the firm will have prime responsibility and final authority for the work under the proposed contract.
- d) Identify other individuals providing services on the project and provide resumes of the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.

3. Appendix

The appendix may include any information not noted in the above sections which illustrates or expands on the respondent's experience or offering. This may include published articles, examples of reports for previous or related projects, newsletters,

press releases, or other related materials useful for evaluation of the response.

b. List current projects you are involved with at the present time including:

1. Project name and owner
2. Start and projected end dates
3. Type of project
- 4.

4. Basis of Compensation

Please answer the following questions regarding your method of compensation. Dollar amounts are not required at this time. Compensation will be negotiated with the successful firm.

- a. Describe in detail the basis of proposed compensation including how your fee is derived. List what is included in your fee (field overhead, office overhead, office staff cost, profit, etc).
- b. Indicate if there will be any other reimbursable expenses in your compensation and indicate whether or not they will be provided at cost or with a mark-up. If with a mark-up indicate what the mark-up is.

5. Litigation

- a. Describe the status of any legal claims pending or asserted within the last three years.

6. References

- a. DTCC may wish to contact any current references listed in the experience section of the proposal.

E. Procedure for Evaluation of Applicants

- 1) After the receipt of the responses to the request for proposal the selection committee will review the credentials of all firms. Firms deemed best qualified will be selected for an interview. No more than four firms will be selected for interviews.

- 2) Selected firms will make presentations to and will be interviewed in person, by phone or by video conference by a committee which will evaluate, select and recommend the firm deemed best qualified to undertake a project of this size and scope. Key staff members, in addition to principals, are expected to participate in the interview.
- 3) DTCC will negotiate with the firm selected for professional services at compensations that DTCC determines to be fair and reasonable. If negotiations with the selected firm cannot be consummated to the satisfaction of DTCC, then the firm will be so notified in writing, and negotiations may be initiated with other firms recommended by the committee.
- 4) Firms will be evaluated for both interviews and final selection based on: demonstrated experience on similar projects (20%), recent TAACCCT project experience (20%); professional reputation (10%), defined approach to the project and project schedule (20%), firm's organization structure relative to the project; experience of individuals proposed for the project (20%), and firm's location relative to the project (10%).
- 5) Respondents will provide proof of possessing or plans to apply for a Delaware business license and also possessing or plans to obtain Professional Liability Insurance in the amount of \$1,000,000/\$3,000,000.

In support of the Governor's Supplier Diversity Initiatives, all minority and/or women-owned businesses should refer to the OMWBE website at: <http://gss.omb.delaware.gov/omwbe/index.shtml>.

END OF REQUEST FOR PROPOSAL