

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

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 (TAACCCT) Round 4 grant.

DTCC will accept proposals until 4:00 p.m. (EST) on December 16, 2014. Bearer assumes the risk of late delivery and late submissions shall be returned unopened. Please provide one (1) original and three (3) copies of your proposal. Proposal should be submitted to:

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

Written questions can be sent to Dr. Kimberly Joyce at [kimjoyce@dtcc.edu](mailto:kimjoyce@dtcc.edu) until 2:00 p.m. (EST) December 11, 2014.

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 that received a four-year grant of \$2,394,110 million from the Department of Labor under the TAACCCT Program beginning 10/1/2014. The College will utilize TAACCCT Round 4 funds to establish a Patient Care Technician program and enhance the Building Automation Systems (BAS) program by establishing a Trane HVAC Controls Center of Excellence to offer Trane Building Automation Systems Level 1 and 2 stackable certifications.

DTCC intends to hire an evaluator to design and execute the evaluation of the proposed projects. The successful vendor must oversee the design of the evaluation, the impact/outcomes analysis, the implementation analysis, data collection and analysis, and development of the interim and final reports. This evaluation should rigorously evaluate participant impacts and outcomes as well as implementation and progress assessments that capture qualitative and quantitative details of planning and implementation processes, with specific focus applied to the required research questions outlined in SGA/DFA PY-13-10. The evaluator will assist DTCC 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 federal (USDOL) TAACCCT grant (four-year evaluation period).

2. Writing a detailed evaluation plan, which complies with the grant guidelines, for submission to USDOL prior to the deadline.
3. 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.
4. 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.
5. 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.
6. Supporting the identification of a comparable student cohort for comparison of outcomes.
7. Reviewing and assessing existing data collection systems and making appropriate recommendations to achieve program data collection goals.
8. 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.
9. 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.
10. Providing technical advice/assistance to the institution's information technology (IT) services in devising or adapting data collection systems.
11. 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.
12. 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 and/or addendum 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.

a) 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. 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 Delaware's Office of Supplier Diversity website at:

<http://gss.omb.delaware.gov/osd/index.shtml>.

END OF REQUEST FOR PROPOSAL