

ALLEN COUNTY BOARD OF EDUCATION
570 Oliver Street
Scottsville, KY 42164
Telephone (270) 618-3181

Evaluator for ACS HELPS

The Allen County Board of Education is now accepting proposals on providing evaluation services for ACS HELPS, a U.S. Department of Education Project Prevent grant program.

Proposals will accepted through February 17th, 2023 at 9:30 a.m.

Allen County Schools (ACS) invites proposals for the integrated services and products of a consultant, firm, or partnership (hereinafter “Evaluator”) to provide evaluation services related to the implementation of ACS’ successful Project Prevent grant application. Successful Evaluators would be responsible for both summative and formative evaluation processes utilizing quantitative and qualitative data. In general, the project evaluation must include a formative review related both to the intended outcomes and the implementation itself; a summative evaluation of outcomes; and a separate implementation evaluation to determine the level of fidelity to project goals.

ACS seeks an Evaluator with experience specializing in PreK-12th grade analytics, and evaluation of federal Department of Education grant projects. Prior experience evaluating Project Prevent grants preferred.

ACS seeks to achieve the maximum value for the Board, staff, students and our community. To that end, successful RFPs shall be based on, but not limited to, the responsiveness to the following criteria:

- **History & Organization:** a description of the background and current organization of the firm/company.
- **Capacity & Qualifications:** a detailed description of the Proposer’s capacity and qualifications to address the deliverables as stated above. This description may include the Evaluator’s experience in working with projects/organizations of comparable scope, significance, subject matter, and personnel (i.e., schools, school districts). Additionally, a concise description of the Proposer’s managerial and financial capacity to deliver the proposed services.
- **Profiles:** A detailed description of, and profiles for the Proposer, their staff, and the qualifications of all – to include, but not limited to, information regarding professional and technical competence, certifications, etc.; prior experience with like/similar organizations and grants; published works; technological expertise; and brief professional resumes.
- **Travel:** a detailed description of the Proposer’s availability for travel to ACS.
- **Experience:** a detailed description of the Proposer’s experience evaluating a Project Prevent grant, or similar work related to K-12 mental health and violence prevention evaluation. A description of several of the Proposer’s most recent and most comparable projects is desired. Highlight areas of expertise, and provide a description of prior experience in conducting

education research/program evaluations, including the number of years of experience and the relevance of prior projects to this Project Prevent grant.

- **Research:** Provide evidence of previous experience in program evaluation/educational research by submitting work samples/reports or web links to such evidence. List published papers (if any) in peer-reviewed scholarly journals. List invited presentations at conferences.
- **Instruments:** Provide a detailed description of specific experience developing and establishing reliability and validity of evaluation instruments (e.g., rating scales, surveys, observational protocols, etc.).
- **Pricing:** Provide an estimated annual cost for evaluation services based upon a review of the requirements of the Project Prevent application materials, and a description of the pricing structure for the proposed services.
- **References:** Provide a listing of at least three (3) clients for whom the Proposer has performed similar or like services to those required for the Project Prevent grant program. It is reasonable to assume ACS will contact these references. The listing at a minimum should include: the clients name, the client's contact name, their telephone number, email address, a brief description of and scope of services provided, and the length of the contracted work.
- **Response Quality:** The Proposer's general response to the RFP, including overall quality and professional appearance of the submitted proposal, as well as the simplicity/cleanliness of the presentation.

Responders should include the RFP Cover Sheet from the following page with their proposal. ACS intends to retain a successful Proposer for services pursuant to a "Best Value" basis, not a "Low Proposal" basis. The selection of an Evaluator will not be based solely on the cost of services to be provided, but on the quality and fit of the proposed services, as well as the experience of the Evaluator in the analysis of comprehensive education programs, prior experience evaluating a Project Prevent grant program, and evidence of successful efforts in working with schools, school districts, and school personnel.

ACS HELPS program costs are funded 100% by the U.S. Department of Education, with a total award amount designated at \$4 million over the project period.

Submission:

Proposals will be accepted in the following manner:

- email to: tara.thomas@allen.kyschools.us, subject line: ACS HELPS Evaluator
- USPS mail/FedEx/UPS to: Allen County Schools, ACS HELPS Evaluator, Attn: Tara Thomas, 570 Oliver Street, Scottsville, KY 42164
- In person at the Allen County Board of Education office at 570 Oliver Street, Scottsville, KY 42164 between the hours of 8:00am - 4:00pm CST.

Submissions will be accepted through: February 17th, 2023 at 9:30 a.m. The responsibility for submitting a response to this RFP to the designated email or mailing address on/before the stated time and date will be solely and strictly the responsibility of the responder. ACS will in no way be responsible for delays caused by technology or other difficulties. Any submissions received after this date/time will not be accepted.

The Allen County Board of Education reserves the right to accept or reject any or all bids.

Request for Proposals for ACS HELPS Project Prevent grant program

To: Allen County Schools
Re: ACS HELPS Evaluator RFP
Attn: Tara Thomas
570 Oliver Street
Scottsville, KY 42164

Bid Proposal By: Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Required Items:

History & Organization of firm/company	page _____
Capacity & Qualifications of firm/company	page _____
Profiles of firm/company	page _____
Travel availability of firm/company	page _____
Experience of firm/company	page _____
Research experience of firm/company	page _____
Instrument development	page _____
Pricing estimation	page _____
References	page _____

Bidder:

Printed Name: _____

Signature: _____

**Authentication of bid and affidavit of Non-collusion and
Non-conflict of interest**

I, the proposer, hereby swear (or Affirm) under the penalty for false swearing as provided by KRS 523.040:

that my proposal submitted hereon has been arrived at by me independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition: that the contents of this proposal have not been communicated by me or anyone associated with the preparation of this proposal to any person not an employee or agent of the proposer and will not be communicated to any person or entity prior to the official opening of the proposals;

that I am legally entitled to enter into contracts with the Allen County Board of Education and am not in violation of any prohibited conflict of interest;

that I have fully informed myself regarding the accuracy of the statements made in this affidavit;

that I have read the entire contents of this Request for Proposal and accept all the terms and conditions therein as part of my proposal and will be bound by same. I am not relying on any statement, verbal or otherwise, not contained herein.

SIGNATURE REQUIRED:

This proposal cannot be considered valid unless the proposer signs it and prints or types his name, firm address, telephone number, and date in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his authority.

Signature of Proposer

Title

Firm Name

Address

Phone

Date

PROVISIONS REQUIRED BY THE FEDERAL AGENCY [USDøE]

PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS: Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

COST PRINCIPLES: All costs incurred are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work under the grant.

SUSPENSION AND DEBARMENT: Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required.

The following clause language is suggested, but not mandatory. It incorporates the optional method of verifying that contractors are not excluded or disqualified by certification.

- Suspension and Debarment
- The Contractor understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3CFR part 1989 Comp., p. 235), "Debarment and Suspension."

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

- The certification in this clause is a material representation of fact relied upon by Allen County School District. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Allen County School District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirement of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.