



**Request for Bid (RFB #2022-16) for
External Evaluation Services for the
University of Maine at Presque Isle
US Department of Education
Title III Strengthening Institutions Program Grant**

The University of Maine at Presque Isle (UMPI) is seeking bids for a third-party evaluator (external evaluator) to execute a rigorous evaluation of UMPI's Title III Strengthening Institutions Program (SIP) grant (henceforth UMPI's Title III Grant) funded through the U.S. Department of Education titled "**Expanding Access, Increasing Success, and Improving Career Readiness**". This request for bid provides specific requirements in terms of the needed scope of work. Please carefully read all information included in this request.

Bid

The bid is solely for Year 2 of the five-year project implementation. Please provide your cost estimate to complete the evaluation for Year 2 of the grant, covering the time period of October 1, 2020 - September 30, 2021.

All contractual arrangements will be on an annual basis dependent upon continued funding from the U.S. Department of Education. Contract may be canceled at any time based on funding availability and responder performance.

Project Overview

Our overall project seeks to expand access, increase success, and improve career readiness through the following initiatives resulting in:

- Improved academic and career opportunities for UMPI's current and future student populations via creation of new Bachelor of Science degree programs in the high-demand fields of Computer Science and Health Administration. New curriculum will be developed incrementally with specific courses for each new degree program and corresponding concentration developed one project year and pilot tested, evaluated, analyzed and modified/further refined the year following development.
- Improved instructional resources and equipment including a Computer Science Lab and Health Administration Instructional Center to support the new academic programs.
- Enhanced career-readiness of UMPI students and graduates via creation of the University Experience and incorporation of career competencies identified by the National Association of Colleges and Employers (NACE) throughout the college student life cycle.

- Improved instruction via creation and implementation of experiential learning strategies, inclusive of internships, practicum, service learning, or other hands-on activities for UMPI's existing high-demand Humanities degree programs.
- Cadre of faculty trained in effective implementation of experiential learning strategies.
- Increased enrollment as a result of new program development, pilot testing, and implementation leading to improved long-term fiscal stability for the university.

The successful applicant for external evaluation will agree to work in cooperation with the UMPI Title III Project Director, Title III Project Staff, Registrar and Finance Office as well as other UMPI faculty and staff to execute the approved evaluation plan, including, but not limited to, data collection, analysis, assessment, and reporting. NOTE: a copy of the Year 1 Annual Performance Report submitted to the US Department of Education will be provided to the evaluator selected to perform these services.

This includes, but is not limited to, the **following scope of work**:

- Provide evaluation services for Year 2 of the UMPI Title III Grant for the period of performance October 1, 2020 – September 30, 2021.
- Comply with regulations regarding EDGAR, FERPA and use of confidential information for data collection and evaluation, if applicable.
- Meet all funder requirements for the period of performance and approved timeline as it relates to project evaluation.
- Advise and report on implementation of grant activities.
- In coordination with UMPI Title III Project staff, monitor progress toward specific project objectives and also outcome measures to assess the impact of the proposed outcomes for the institution and project participants.
- Provide accurate and objective quantitative and qualitative formative/summative evaluation reports for the year on task completion, adherence to timelines, and effectiveness of implementation strategies, financial management and overall progress toward achievement of objectives and the program's continuous improvement efforts.
- Coordinate with the Title III Project Director to report on the following Year Two Activity Objectives and Performance Objectives:

Objective 4. By September 2021, a minimum of 75% of students enrolled in new B.S. Computer Science courses and B.S. Health Administration courses (programs core) successfully complete (grade of A, B, or C). New programs, no baseline.

Objective 4. Year Two Performance Indicators (2020-2021)

- 4a. By January 2021, at least 12 new students will have completed course pilot tests (Fall 2020) or be enrolled in course pilot tests (Spring 2021) for new ***B.S. Computer Science courses (program core courses)***.

- 4b. By January 2021, at least 12 new students will have completed course pilot tests (Fall 2020) or be enrolled in course pilot tests (Spring 2021) for new ***B.S. Health Administration (program core courses)***.

Objective 5. By September 2021, a minimum of 30 students will be enrolled in new UMPI B.S. degree programs (B.S. Computer Science OR B.S. Health Administration).

Objective 5. Year Two Performance Indicators (2020-2021)

- 5a. By May 2021, 6 new ***Computer Science courses (software development concentration)*** developed, approved by UMPI curriculum committee and ready for pilot testing.
- 5b. By May 2021, 5 new ***Health Administration courses (community health concentration)*** developed, approved by UMPI curriculum committee and ready for pilot testing.

Objective 6. By September 2021, minimum of 35 students in English degree program participating in experiential learning strategies, as verified by pre-post surveys.

Objective 6. Year Two Performance Indicators (2020-2021)

- 6a. By Jan. 2021, minimum of 4 ***English faculty*** will have participated in small group workshops for effective implementation and supervision of internships, practicum, service learning, and/or other experiential learning strategies.
- 6b. By Feb. 2021, following participation in training activities, a minimum of 85% of participating ***English faculty*** will exhibit increased knowledge of effective implementation of experiential learning strategies, as verified by pre-post surveys.
- 6c. By May 2021, minimum of 8 internship/practicum/ service-learning sites identified for students in ***English degree programs***.

Objective 7. By September 2021, minimum of 85% of students enrolled in revised University Experience courses demonstrate improved levels of financial literacy as verified by pre/post-tests.

Objective 7. Year Two Performance Indicators (2020-2021)

- 7a. By September 2021, minimum of 2 sections of each University Experience course, UNV 101 (freshmen declared majors, UNV 102 (freshmen undeclared majors), UNV 201 (sophomores), and UNV 301 (capstone for junior/senior students) pilot tested with a total of at least 100 students enrolled.

- Gather evidence and report on the activities/intervention(s) that align with evidence-based practices and grant priorities.
- Produce 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, conclusions and implications, USDE GPRA performance measures, and how the grant activity was integrated into regular College operations (as appropriate).
- Work in cooperation with the Title III Project Director, Project Staff and Implementation Team to review and assess existing data collection systems, making appropriate recommendations to achieve program data collection goals.
- Provide assistance with preparation for project site visits and/or audits that may occur during or after the project period.
- Provide unlimited telephone, email, video-conferencing and at least one (1) onsite consultation (pending COVID travel restrictions and discussions with the Title III Project Director) for evaluation of Year 2 project activities.
- Provide consultation regarding the status of the project, including addressing barriers to progress toward objectives.

Confidentiality

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and a Respondent selected (the successful Respondent). At that time the University will issue award notice letters to all participating Respondents and all Respondents' responses may be made available to participating Respondents upon request. Such request must be made by submitting a written request to the individual noted in the Response Contact Information shown on the cover sheet of this document, with a copy of the request provided to the other Respondents. Such requests are public records.

After the protest period has passed and the Agreement is fully executed, responses will be available for public inspection upon request.

Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information that meets the definition of "trade secret" under Maine law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will

authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

Evaluation Criteria

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

Established Criteria	Total Points
Address criteria aligned with evidence-based practices and grant priorities on evaluation recommendations	20
Process and Interim/Annual/Final report requirements	20
Professional Submission	5
Educational Background	5
American Evaluation Association Membership	5
Number of years' experience conducting Title III/V project evaluations	10
3 references provided	5
Bid within approved federal budget	30
TOTAL POINTS	100

Scoring Section Descriptions

Cost Evaluation

The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times \text{Points} = \text{pro-rated score}$$

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the

submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

Remaining Evaluation Categories

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Reference checks will be performed on the top Respondent(s) only as determined by consensus scoring in the other categories.

AWARD

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all responses, in whole or in part, and is not necessarily bound to accept the lowest cost response if that response is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

Negotiations

The University reserves the right to negotiate with the successful Respondent to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the University's Request for Quotation to an extent that may affect the price of goods or services requested. The University reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the response they submitted in response to the advertised RFQ. In the event that an acceptable contract cannot be negotiated with the highest ranked Respondent, the University may withdraw its award and negotiate with the next-highest ranked Respondent, and so on, until an acceptable contract has been finalized. Alternatively, the University may cancel the RFP, at its sole discretion.

Submission

Please submit the following items:

- detailed qualifications to include:
 - educational background,
 - American Evaluation Association membership,
 - number of years of experience conducting Title III/V project evaluations
- three references of prior Title III/V evaluations conducted, and
- total price quotation for Year 2 evaluation of our Title III grant.

Your response to our request for bid should be submitted by email to deborah.roark@maine.edu with the subject line “Title III FY2020-21 External Evaluation Services Request for Bid” no later than **11:59 PM EST on Thursday, September 9, 2021.**

Non-Response Submission

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.