

**Hydaburg City School District Request for Proposals (RFP)
For Independent Evaluation for the
Safe Climate for Alaska Native Students Grant
(SCANS)**

**Dates of Grant Project:
October 2019-September 2024**

Proposal Due Date: April 30, 2020

Mail, hand-deliver or email proposal by 4 pm Alaska on Thursday April 30, 2020

Hydaburg City School District
ATTN: Bartol Mwarey,
Superintendent
P.O. Box 109
Hydaburg, AK 99922
Email: bmwarey@hydaburg.k12.ak.us
Tel: 907-285-3491

Project Contact:
Hydaburg City School District
Camille Booth, Assistant
Superintendent/Grant Officer
P.O. Box 109
Hydaburg, AK 99922
Email: cbooth@hydaburg.k12.ak.us
Tel: 907-285-3491

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly the responsibility of the offeror. Hydaburg City School District will in no way be responsible for delays caused by technology or other difficulties.

This RFP is issued with an emphasis on the experience and capacity of the evaluator.

REQUEST FOR PROPOSALS:

Evaluation and Reporting Services

CLIENT:

Hydaburg City School District
P.O. Box 109
Hydaburg, Alaska 99922

Hydaburg City School District is requesting proposals for an independent evaluation of the implementation, effectiveness, and impact of the SCANS (Safe Climate for Alaska Native Students) Project, federally funded through the US Department of Education. The evaluation is to be performed in accordance with all federal and state laws and program requirements, as applicable. Hydaburg City School District is required to have an evaluation of this program as a condition of receiving the federal grant for implementation of the program.

To be considered, all bidders must submit document data that is sufficient to establish that basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

Proposals are subject to the conditions outlined below for furnishing all labor, materials, equipment and services incidental and implied, for the completion of the evaluation and reporting of the impact and effectiveness of the SCANS Project. Please note that included with this RFP as information, are the project abstract and the project goals and objectives.

The Hydaburg City School District declares that the bid is in all respects fair and without collusion or fraud, and that no member of the school board, or officer of the school district, or any person employed by the district is directly or indirectly interested in the bid, or in any portion of the profits that might result from the bid. The bid offer also acknowledges the right of the Hydaburg City's School District to repost this RFP with clarifications or corrections within the bid window, and to extend the bid window if the district deems it necessary for any reason.

Additional Policies for Bid Providers to certify:

Federal Debarment. Before purchasing goods using federal funds, Hydaburg City School District must review the Federal Government's General Services Administration's "List of Parties Excluded from Federal Procurement of Non-Procurement Programs" and document that the bidder is neither debarred nor suspended from doing business with the federal government nor delinquent in a debt to the United States as defined in OMB Circular A 1-29.

Please indicate whether the proposing party is debarred or suspended from doing business with the Federal Government.

Yes _____ No _____

Please indicate whether the proposing party is delinquent in a debt to the United States.

Yes _____ No _____

Hydaburg City School District's RESERVATION OF RIGHTS:

1. Hydaburg City School District reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Hydaburg City School District to be in its best interests as long as such actions are in accordance with our bids and purchasing policies.
2. Hydaburg City School District reserves the right not to award a contract pursuant to this RFP.
3. Hydaburg City School District reserves the right to negotiate the fees proposed by the proposer entity.
4. Hydaburg City School District reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
5. Hydaburg City School District shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
6. Hydaburg City School District reserves the rights to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

PROPOSAL

The successful proposal will include*:

- A description of the Evaluator's capacity and experience to address the deliverables described herein. This description must include the Evaluator's **experience** in working with projects of comparable scope, significance, subject matter, and personnel (i.e., schools, school districts); the Evaluator's **staffing**; the Evaluator's **availability to effectively communicate with** the Hydaburg City School District's main office, school districts, and schools; as well as the following:
 1. The Proposer's **demonstrated and proven experience** in performing similar work and **successful past performance** of the contract work substantially similar to that required by this RFP;
 2. Provision of profiles of the Evaluator and any additional staff's professional and technical competence;
 3. Demonstrated capability to provide the professional services required in a **timely manner and on schedule**; to include a work plan that includes a

description of the methodology, tasks, and timeline and;

4. The Proposer's **general response to the RFP**, including the overall quality and professional appearance of the proposal submitted.
- An estimated annual cost for the evaluation services based upon a review of this Request for Proposals and upon available grant application materials, not to exceed 5-8% of the total grant amount awarded.
 - A listing of at least three (3) clients for whom the proposer has performed **similar or like** services to those proposed herein. It is reasonable to assume Hydaburg City School District will contact references. The listing shall, at a minimum, include:
 1. The client's name;
 2. The client's contact name;
 3. The client's telephone number and email address;
 4. A brief description and scope of service(s) provided and the length(s) of contracts.

Failure to address the above items within a submitted proposal may be deemed unresponsive and will not be scored by Hydaburg City School District.

SELECTION PREFERENCES

The Hydaburg City School District will consider the following preferences when selecting the successful proposal.

1. The proposer has demonstrated successful past performance with US EED grants totaling over \$500,000.00/year.
2. The proposer has experience providing evaluation services for federal grants.
3. The proposer's lead evaluator maintains membership in the American Evaluation Association.

SCOPE OF WORK

Hydaburg City School District invites proposals for and seeks the integrated services and products of a consultant, firm or partnership (hereinafter "Evaluator") to provide evaluation services related to the implementation of a 5-year SCANS (Safe Climate for Alaska Native Schools) Project. Successful Evaluator would be responsible for both summative and formative evaluation processes utilizing quantitative and qualitative data. The project evaluation must include a formative review related both to the intended outcomes and the implementation itself; a summative evaluation of the outcomes; and a separate implementation evaluation to determine the level of fidelity needed to achieve project plan goals. This includes the APR and any supplemental reports required by US DOE.

BACKGROUND AND PURPOSE

The US DOE invited applicants to submit proposals that would help support, motivate and engage some of Alaska's most at-risk students towards realistic and relevant careers and higher education.

SERVICES TO BE PROVIDED/DELIVERABLES

Hydaburg City School District is seeking an Evaluator who will at minimum:

- Analyze data related to SCANS (Safe Climate for Alaska Native Schools) and other data as determined through the project.
- Propose over the life of the project refinements to project timelines and monitor the project's compliance with agreed-upon timelines.
- Provide a comprehensive Annual Performance Report (APR) as required by the School Climate Improvement grants and any other supplemental reports required by the U.S. Department of Education.
- Identify recommended data collection instruments and methods related to the measurement of project goals.
- Work with project staff members prior to implementation to help design further appropriate questions to be considered by the project evaluation.
- Collaborate with project staff, school district personnel, and local school personnel on establishing baseline indicators for objectives.
- Collaborate with district administration to leverage existing processes and evaluative efforts to streamline rather than add to data collection at HCSD.
- Ensure that evaluation procedures and processes adhere to industry standards for high-quality research and ethical conduct, e.g., Guiding Principles for Evaluators (American Evaluation Association, 2005) and the Program Evaluation Standards (Joint Committee on Standards for Educational Evaluation, 2010).
- Collaborate with the project Implementation Team to establish clear benchmarks to ensure continuous improvement.
- Collect data for analysis throughout the lifetime of the project, including:
 - a. Social and emotional improvement data,
 - b. District, School and student achievement data,
 - c. Behavior, Attendance, Suspension and Expulsion data,

- Collect data for analysis throughout the project, and, when appropriate and cost effective, provide technical support and training to staff on collecting data for analysis.
- Conduct a summative evaluation, utilizing data from the Alaska state assessments, Measures of Academic Progress testing and other items described in the grant application narrative.
- Have familiarity with various participatory forms of evaluation in an Indigenous context.
- Provide project staff with data and findings through a rapid-response feedback loop (in person and/or regularly-scheduled conference calls, etc.) so that formative information regarding progress toward performance goals will be timely enough to support any subsequent changes that may be warranted to improve implementation.
- Convene annual and summative debriefing/planning meetings with project staff to discuss the evaluation findings and interpretations, facilitate a discussion on recommendations, and finalize options for dissemination of findings and lessons learned.
- Compile all reporting information for the US DOE including an Annual Performance Report (APR) utilizing a template provided by the US DOE. This will include a final report that may fall outside the funding period (i.e., post project).
- Work with Hydaburg City School District to share results with all Hydaburg City School District schools/districts, including potential publication and presentation opportunities for pertinent findings.
- Items as deemed appropriate and negotiated by both parties, particularly those components considered necessary by the Evaluator.
- Other items as outlined in the grant application particularly those relating to goals and objectives and how they are going to improve the school climate of the district schools.

TERMS

Hydaburg City School District intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (Best Value, in that Hydaburg City School District will consider factors other than just cost in making the award decision). The selection of an individual or team for these evaluation services will not be based solely on the cost of the 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 and evidence

of successful efforts in working with schools, school districts, and school personnel.

A contract with the selected Evaluator or evaluation team will be entered into for a period of no more than 36 months; both parties will have an opportunity to renew the contract to ensure the project is fully evaluated during the 5-year project period and any grant extensions.

The Evaluator should include a packaged price including any travel, lodging, staffing, materials or other anticipated costs related to the services proposed. Payment terms will be based on the submission of quarterly invoices to be paid by Hydaburg City School District no later than the 15th day of the month following the quarter's completion (e.g., January 15, February 15, May 15, and August 15).

Final terms, including costs and services to be provided, will be negotiated between the Client and Evaluator upon selection.

SUBMISSION

Proposals should be submitted by mail, email or hand-delivered to the attention of:

Hydaburg City School District
ATTN: Bartol Mwarey
P.O. Box 109
Hydaburg, AK 99922
Email: bmwarey@hydburg.k12.ak.us
Tel: 907-285-2491

Submissions will be accepted through:

4 pm Alaska on Thursday April 30, 2020