



REQUEST FOR PROPOSAL

External Evaluator

Issued 8/5/22

Question and Answer Period Ends 8/26/22

Proposals are due by 8/29/22

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Prepared By: Pantea Shademani

Date: August 5th, 2022
REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: August 29th, 4:00 PM

You may submit questions electronically no later than August 26th, 4:00 PM to:

RFP Contact Name: Lucyann Vierling

Email Address: proposals@wpworkforce.org

INTRODUCTION

Wayne Pike Workforce Alliance (WPWA) invites and welcomes contract proposals from experienced external evaluator to collect data that supports evaluation of student progress and program implementation at WP SHINE Afterschool program located in Wayne Highlands, Western Wayne and Wallenpaupack School Districts. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

RFP REQUIREMENTS and OBJECTIVES

Evaluation of student progress and program implementation include but are not limited to:

- Collecting, managing, analyzing, and reporting K-12 educational data
- understanding of Family Educational Rights and Privacy Act (FERPA).
- Data safeguarding
- Conducting site visits
- Assist in setting up evaluation plan, collecting data and assisting in fulfilling reporting requirements
- Prepare require annual evaluation
- Assess program progress toward achieving its goal of providing high-quality opportunities for academic enrichment
- Be based on the factors of the principles of effectiveness

PROPOSAL BIDDING REQUIREMENTS

DEADLINE TO SUBMIT PROPOSAL

Wayne Pike Workforce Alliance must receive all proposals no later than 4:00 PM on August 26th for consideration in the project proposal selection process. All proposals must be submitted with proof of Insurance Certificate. Submissions MUST be sent to proposals@wpworkforce.org

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Wayne Pike Workforce Alliance.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's Proof of Insurance.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Wayne Pike Workforce Alliance shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT The following is a list of information that the Bidder should include in their proposal submission:

- I. Summary of Bidder Background
 - a. Bidder's Name(s).
 - b. Bidder's Contact Information
 - c. Description of Bidder's qualifications and experience.
 - d. Evidence of established record of accomplishment for providing services and/or deliverables that are the subject of this proposal.
 - e. Certificate of Liability Insurance
 - f. Client References (names and phone numbers)

- II. Anticipated Begin and End Date
 - a. September 12, 2022, through May 29, 2023

- III. Proposals in excess of \$20,000 will not be considered

PROPOSAL DECISION

A decision will be made by September 2, 2022.