



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

BOARD OF REGENTS FOR HIGHER EDUCATION

**Request for Quotation (RFQ)  
For Third Party Evaluation of the  
Connecticut Manufacturing, Energy & Transportation Initiative**  
United States Department of Labor (USDOL)  
Trade Adjustment Assistance Community College and Career Training (TAACCCT)  
Grant Deliverables

**Introduction:**

The Connecticut State Colleges & Universities, Board of Regents for Higher Education (“BOR”), on behalf of Gateway Community College (New Haven, CT) (“GWCC” or “the College”) is seeking quotes from experienced and qualified individuals and/or organizations to conduct an independent review of the grant outcomes and deliverables for the USDOL Trade Adjustment Assistance Community College and Career Training (TAACCCT), Connecticut Manufacturing, Energy and Transportation (CT-MET) Initiative.

The Board of Regents for Higher Education serves as the governing body for the regional community-technical college system, the Connecticut State University System and Charter Oak State College pursuant to Subsection (a) of Section 211 of PA 11-48. On January 1, 2012, the Board of Regents is also authorized to act, as necessary, as the Board of Trustees for the Community-Technical Colleges, the Board of Trustees for the Connecticut State University System and the Board for State Academic Awards (which is the Board for Charter Oak State College) pursuant to sections 10a-71, 10a-88 and 10a-143 of the Connecticut General Statutes, as amended.

**Background:**

Gateway Community College received \$2.7 million in the first round of the U.S. Department of Labor’s (“USDOL”) Trade Adjustment Assistance Community College and Career Training (“TAACCCT”) grant program funding for the Connecticut Manufacturing, Energy and Transportation (CT-MET) Initiative. The grant period is October 1, 2011 through September 30, 2014. Gateway Community College serves as the lead institution on this consortium grant. Manchester Community College (Manchester); Northwestern Community College (Winsted); Norwalk Community College (Norwalk); Three Rivers Community College (Norwich) and Quinebaug Valley Community College (Danielson) are the co-grantees on this initiative. The efforts of this initiative provide for the enhancement of existing curriculum and development of new curriculum in the program areas of pre-manufacturing, precision manufacturing, transit, small engine repair, and energy efficiency. Goals for the initiative include the following: assisting students to move from accelerated contextualized remedial programs to industry-related

short and long term certificate programs and higher level education programs; students earn industry-recognized credentials; students earn credit through Prior Learning Assessment; employers review and validate curriculum; students utilize technology in short and long-term programs and students utilize mobile applications.

The USDOL has made a third party evaluation of the program a requirement for those grantees who are not participating in the national evaluation. The USDOL encourages a rigorous evaluation of the capacity-building and training activities offered to participants and their impact. Through the comparison cohort method, participants in grant-funded training are compared to participants receiving different training on the basis of one or more characteristics. Third-Party Review of Deliverables is required.

A copy of the Technical Proposal can be found at the following link:

<http://webapps.dol.gov/DOLGrantData/GrantInformation.aspx?appid=16124>

The CT-MET Statement of Work did not include an evaluation plan. Access to quarterly and annual reports will be provided to the successful bidder. The evaluator will receive access to all necessary data through the CT-MET project grant management team.

### **Scope of Services:**

The BOR is soliciting written quotes from individuals and/or organizations that have experience in evaluating federal or state grants and/or multi-partner initiatives. The successful bidder shall demonstrate their experience with evaluating these types of projects. The BOR anticipates that the evaluator will provide, but not be limited to, the following services:

1. Meet with grant staff at participating colleges to discuss grant deliverables and outcomes; program implementation and milestones achieved.
2. Conduct interviews and/or surveys with program participants, faculty, staff, and employers and/or college industry advisory groups.
3. Document progress and report findings to the Project Advisory Council at one meeting.
4. Provide a minimum of two written reports; one interim report and one final report. The findings of these reports will be submitted to the USDOL by the College.

### **Timeline:**

This project is in its third and final year. Evaluation services will begin immediately following a fully executed contract. The term of the contract will be through September 30, 2014.

### **Budget:**

A maximum of \$20,000 has been identified in the grant budget for the evaluation; however it is expected that all proposals will be competitively priced. All quotes must be inclusive of all costs.

### **Submission Criteria:**

All quotes should include the following:

#### **Proposal (no more than three pages)**

1. Demonstrate experience with federal grant evaluation or multi-partner projects, preferably within a higher education context.
2. Suggested project plan; an hourly estimation to complete the proposed plan & a proposed hourly rate.

#### **Attachments**

1. Proposed project timeline.
2. Resumes
3. Three (3) references detailing evaluation work on federal grants or comparable projects, preferably within a higher education context.

*This project is funded by a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, as implemented by the U.S. Department of Labor's Employment & Training Administration.*

### **Submission:**

Submit quotes via email to Meg Niewinski at [MNiewinski@commnet.edu](mailto:MNiewinski@commnet.edu) or via fax at (860) 493-0006. Please list **RFQ – Third Party Evaluator CT-MET Initiative** in the subject line of the email or on the cover page of the fax. Quotes must be received by November 18, 2013.

### **Evaluation Criteria:**

All submissions will be evaluated on the following criteria:

1. Cost.
2. Experience with federal grant evaluations or multi-partner projects. Experience with Higher Education context is preferred.
3. Proposed Project Plan.

**Conditions:**

BOR reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals, submitted for consideration.

Any contract awarded as the result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

**Any contract awarded is subject to contract compliance requirements mandated by Section 4a-60, 4a-60a, and 46a-68j of the Connecticut General Statutes.**

All proposals in response to this RFQ are to be the sole property of the State, and subject to the provisions of section 1-210 of the Connecticut General Statutes. (re: Freedom of Information).

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the State unless stated otherwise in the RFQ or contract.

All data collected by the contractor shall remain the sole property of the Board of Regents for Higher Education.

Any alleged oral agreement or arrangement made by a Proposer with any agency or employee will be superseded by the written agreement.

BOR reserves the right to amend or cancel this RFQ, at any time without prior notice, and makes no representations that contracts will be awarded to any Proposer responding to this RFQ.

BOR reserves the right to reject the proposal of any consultant, which is in default of any prior contract for misrepresentation.

BOR reserves the right to correct inaccurate awards resulting from its clerical errors.

Proposals are subject to rejection, in whole or in part, if they limit or modify any of the terms and conditions and/or specifications of the RFQ.

A Proposer, if requested, must be prepared to present evidence of experience, ability, and service facilities necessary to satisfactorily meet the requirements set forth or implied in the proposal.

Proposer shall bear costs associated with Proposer's response to this request including presentation and/or demonstrations costs, if any.