

REQUEST FOR PROPOSALS

Issue Date: November 26, 2013
RFP Number: VCCS-IA-13-038
Title: Grant Evaluator Services
Commodity Code: 91800 Consulting Services
91858 Governmental Consulting
96196 Non-Professional Services

Issuing Agency: Commonwealth of Virginia
Virginia Community College System
Purchasing Office - 16th Floor
James Monroe Building
101 North 14th Street
Richmond, VA 23219

Initial Period of Contract: Date of award through one (1) year, with option for three (3) additional one-year renewals or as negotiated.

Sealed Proposals Due Date and Time: Sealed Proposals for furnishing the goods/services described herein will be received until **2:00 P.M. Eastern Time, January 16, 2014**. Proposals must reach the issuing agency at the above address and department by the deadline stated in order to be considered. Responsibility of Offerors to ensure that proposals are received at the above issuing agency by the due date and time.

Pre-Proposal Conference: None

QUESTIONS/INQUIRIES: All inquiries for information should be directed to Anthony E. Cannon, Assistant Director, in writing by 5:00 P.M. on Wednesday, December 11, 2013. Please reference the solicitation number and title. Contact information: Tel: (804) 819-4965; Fax: (804) 819-4764; and e-mail: acannon@vccs.edu.

In compliance with this request for proposals and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Virginia Contractor License No.: _____ Class: _____ Specialty Codes: _____

Name and Address of Firm:

Date: _____

By: _____

Signature in Ink

Name/Title: _____

Telephone Number: _____

eVA Vendor ID or DUNS Number. _____ email: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

- I. PURPOSE:** The objective of this Request for Proposals is to solicit sealed proposals in order to establish a contract with one or more qualified contractors for the purposes of establishing a qualified pool of experienced contractors to provide evaluation services for grant-funded programs at any of the twenty-three (23) colleges of the Virginia Community College System (VCCS), their educational foundations, the statewide system office, and the statewide educational foundation on an as-needed basis as determined by each community college or educational foundation. These entities are collectively referred to as the VCCS or Virginia’s Community Colleges throughout the remainder of this RFP.
- II. INTENT:** Increasingly, grant makers require a third-party evaluation and require that applicants name their external evaluator and provide their qualifications in the grant proposal. The Commonwealth’s lengthy procurement process presents a significant barrier to compliance with these conditions.

It is the intent of the VCCS to award one or more contract(s) to highly qualified public or private organizations, independent evaluators, or higher education institutions to conduct external evaluations of programs, especially those funded by grants from federal agencies such as the Department of Education, Department of Labor (TAA CCCT, Workforce Innovation Fund), and the National Science Foundation, as well as other state, local, or private grants. Offeror(s) will have expertise in: higher education program evaluation; managing complex, multi-site evaluation projects with multiple stakeholders, including institutions of higher education, school districts, employers, industry groups, the public workforce system, economic development organizations, and nonprofit and community organizations; and use of scientific research methodologies, including the development of surveys and similar data collection instruments, and sampling, testing and statistical analysis. Offeror(s) will also have the experience and demonstrated ability to create logic models; develop evaluation design plans that include both formative and summative assessments and both qualitative and quantitative evaluation methods; choose the appropriate type of evaluation rigor; create and implement data collection and sampling plans; conduct analyses; write reports; and disseminate results. Evaluators for some grant-funded programs may need specific skills related to a particular field, e.g., physics, biotechnology, political science.

Offeror(s) awarded a contract as a result of this RFP will be prequalified to provide evaluation services to Virginia’s Community Colleges in support of their missions. Acceptance into the qualified pool only signifies prequalification to do the work described in this RFP and does not obligate Virginia’s Community Colleges to issue a Purchase Order (authorization to work on a specific project). For any contract awarded as a result of the RFP, no minimum or maximum number of project requests can be guaranteed by the VCCS. The individual colleges have the option of utilizing or not utilizing a particular evaluator that has been awarded a contract.

Responding to and being selected for this RFP will facilitate collaboration between a college and a prospective evaluator at the grant proposal development phase and after grant award. As opportunities arise, college administrators will review the list of prequalified contractors awarded a contract; review the Executive Summary included in the Contractors’ responses to this RFP; contact one or more who best meet the requirements of the individual project; mutually discuss interest, experience, and availability; and negotiate the scope of work, timeline, and cost. The Scope of Work could include assisting with the design and write-up of an evaluation plan for inclusion in a grant proposal, with or without compensation, and then a provisional Purchase Order dependent on award of funding for the project. The terms and conditions of this RFP and any response will become part of the Purchase Order. In some cases, the funding agency may provide input on the particular evaluator selected. Detailed instructions on the use of the prequalified contractors list will be developed by the VCCS and made available to all Offerors awarded a contract.

- III. BACKGROUND:** The mission of Virginia’s Community Colleges (VCCS) is to “give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.” With

twenty-three (23) colleges on forty (40) campuses located throughout the state, Virginia's Community Colleges are committed to serving Virginia families, helping them acquire the knowledge and skills to seize the opportunities of today and tomorrow. Each year, our colleges serve over 280,000 students in credit courses, over 250,000 students in non-credit workforce training programs, and award over 18,000 degrees, diplomas, and certificates. An additional 32,000 high school juniors and seniors earn college credit while in high school through Virginia's Community College dual enrollment courses. Each college, as well as the system office, has a non-profit educational foundation.

A. VCCS GRANT SEEKING BACKGROUND

Virginia's Community Colleges pursue grant funding for a wide variety of programs, special projects, and student services from a wide variety of funding sources, including federal, state, and local governments, corporate entities, local and national grant making foundations, and private donors. Colleges submit proposals as individual applicants, as lead institutions in a consortium of higher education entities, and as partners with local non-profits, K-12 public schools, the public workforce system, or economic development organizations.

The following are examples of the types of projects, programs, and special initiatives for which the VCCS seeks grant funding and which could require evaluation services.

- Science, Technology, Engineering and Math Disciplines (varies by college)
- Health Care Disciplines (varies by college)
- Student Success Initiatives (varies by college)
- Workforce Training (varies by college)
- Capacity Building (varies by college)
- Veterans Services (some colleges have dedicated military and veterans education centers)
- Achieve 2015 Strategic Plan Goals (More info here: <http://www.vccs.edu/about/where-we-are-going/>)
- RETHINK Reengineering Initiatives (More info here: <http://rethink.vccs.edu/>)
- Statewide Adult Career Coaches (More info here: <http://old.vccs.edu/WorkforceServices/CareerPathways/CareerCoaches/AdultCareerCoaches.aspx>)
- Statewide High School Career Coaches (More info here: <http://old.vccs.edu/WorkforceServices/CareerPathways/CareerCoaches/HighSchoolCareerCoaches.aspx>)
- Middle College (currently at nine colleges) (More info here: <http://www.vccs.edu/statewide-innovations/middle-college/>)
- Great Expectations Education Program for Foster Youth (currently at 17 colleges) (More info here: <http://greatexpectations.vccs.edu/>)
- PluggedInVA (co-enrollment in GED curriculum contextualized for the targeted occupation, the Career Readiness Certificate, college-level occupational curriculum and industry-recognized certifications, and professional soft skills) (More info here: <http://www.pluggedinva.com/>)
- Rural Virginia Horseshoe Project (new initiative under development) <http://www.vccs.edu/giving/rural-horseshoe-initiative/>
- Public Workforce System, Workforce Investment Areas and Board Activities (More info here: <http://vwn.vccs.edu/>)

VCCS seeks evaluators with a strong history of evaluating projects funded by the following funding mechanisms:

- U.S. Department of Labor, TAA CCCT
- U.S. Department of Labor, H-1B Visa, Workforce Innovation Fund, etc.
- National Science Foundation

- U.S. Department of Education Title III Part A Strengthening Institutions, Student Support Services, Upward Bound (Regular, Veterans, Math and Science).
- U.S. Department of Education, Undergraduate International Studies and Foreign Language Program
- U.S. Departments of Energy, Commerce, Transportation (less likely)
- U.S. Department of Education, Institute of Education Sciences (less likely)
- National foundations such as Ford and Kresge, as well as the intermediary organizations that sub-award funds from Lumina and Gates

B. EXISTING DATA SYSTEMS

The system of record for the VCCS is our PeopleSoft student information system (SIS). The SIS contains detailed records of more than 4.5 million current and past students and is the largest single instance of SIS in the nation, serving all 23 colleges. Student data for credit programs is collected from the online student application and from PeopleSoft registration. Cohorts of students can be identified and tracked. Data include demographics, veteran status (self-reported), academic status, course enrollments, and graduation information. The system of record for data on students in non-credit programs is also PeopleSoft but, with funding from the 2011 TAA CCCT award, a new registration system for non-credit courses is under development. This data system will be linked to SIS. With these systems, the VCCS can accurately track outcomes such as unique participants, number who have completed a grant-funded program, number still retained in program or another grant-funded program, number retained in other education programs (not grant-funded), number of credit hours completed, number of students completing credit hours, number of earned degrees/certificates, number of students earning certificates (less than one year), number of students earning certificates (more than one year), number of students earning degrees, and number enrolled in further education after completing a grant-funded program.

The VCCS has a data sharing agreement with the Virginia Employment Commission, ensuring access to the following outcomes: total number employed after completing grant-funded program, total number retained in employment after completion, and total number employed at enrollment who receive a wage increase post-enrollment.

Virginia has a new tool to access and link workforce and education records through the state longitudinal data system (VLDS) funded by a \$17.5 million federal grant to the Virginia Department of Education and a \$1 million DOL grant to the VCCS. The VCCS recently was awarded a second grant from DOL to continue development of the workforce pieces of the VLDS. Through the VLDS, the VCCS has access to pre-school, secondary, postsecondary, WIA, TAA, Wagner-Peyser, TANF, SNAP, registered apprenticeship, adult education, rehabilitation services, UI benefits and earnings data, including the ability to create de-identified longitudinal data sets that meet confidentiality requirements (FERPA; UI).

The VLDS is not a data warehouse. Agencies maintain control of their data through the federated data system model, which utilizes a double de-identification process that protects personally identifiable information (PII) from exposure. In response to queries from researchers, agencies participating in the VLDS will extract data from their existing management information systems, remove PII before the data leave the agency server through a common algorithm that is used to create a new unique identifier, and provide these data to the VLDS. The data from the various agency databases are then matched and merged using the new identifier. Once the merge is complete, a second unique identifier is added and the old one is removed. This double de-identification process ensures agencies cannot re-identify individuals once the matched data are returned, which protects the data subject's privacy and complies with all state and federal confidentiality requirements, such as FERPA and UI regulations. There is an approval process for researchers to gain access to the system and a fee.

The VCCS Division of Workforce Services is developing new case management systems in order to track the intensity and duration of services provided by their high school career coaches and adult career coaches. As this is implemented and possibly expanded to other programs, such as the coaches hired by our Great Expectations Education Program for Foster Youth, it could provide a valuable source of data for program evaluation.

Three other statewide enterprise systems are being implemented through funding from the same 2011 TAA CCCT award. These might also provide data for evaluation of future grant-funded programs.

- A new early alert system, dubbed E-Wise, is an automated tool to consistently implement the evidence-based strategy of “intrusive” or “active outreach” advising at all colleges. It will identify, provide interceptive guidance to, and track outcomes for students demonstrating behaviors, performance, and characteristics that correlate with risk of not succeeding academically. The VCCS has chosen Starfish Retention Solutions as the vendor.
- The Virginia Education Wizard and a new student tool, the Career and Course Planner: The Virginia Education Wizard was launched in March 2009. Over 1.4 million people of all ages have explored careers and identified the education needed to attain them using the Wizard and the avatar, Ginny. The Wizard incorporates Labor Market Information with other economic data to assist users to choose careers for which there are high-paying job openings. It is also being integrated into public school divisions across the state for student career and college planning beginning in the seventh grade. Approximately 85% of public school divisions in Virginia are utilizing the Wizard in some capacity. However, until now, the education and career plans that students create in high school were not connected to their community college experience. The new planner allows VCCS students to transfer their Virginia Education Wizard information and PeopleSoft information into one document – the Career and Course Planner. The planner can then be shared with the students’ academic advisors. Students may also choose to e-mail their planners to college student services specialists, SDV instructors, and other faculty. The VCCS frequently uses account creation in the Wizard, which includes the collection of zip codes, to track grant-funded outreach and recruitment efforts.
- QUINN, a new decision support system, imports data nightly from the student information system and the system-wide financial system. It will soon include student financial aid and human resource data as well. It provides college and system leaders with more timely access to data for better decision-making. With Quinn, the VCCS can create compelling cases for support and translate opinions, anecdotes, intuition, judgment, and experience into verifiable evidence.

IV. STATEMENT OF NEEDS:

Depending on the needs of each VCCS College, qualified individual(s) or firm(s) selected to provide grant evaluation services may be asked to provide one or more of the following services based on a Scope of Work (details to be negotiated for each Purchase Order issued for each SOW):

A. General Requirements. Contractor may be expected to:

1. Understand the VCCS mission, programs, goals, and populations served to effectively plan an evaluation
2. Collaborate with the grant development team and the program implementation team, which may include faculty, staff, administrators, and partner organizations
3. Collaborate with subject matter experts, either at the VCCS entity, at partner organizations, or those hired as contractors.
4. For existing programs and projects, review project-related information provided by the VCCS and partner agencies (e.g., college data, partner data, and previous project information)
5. Review grant requirements for evaluation

6. Inform/educate VCCS personnel about program evaluation in general and specific evaluation requirements of the selected funding mechanism
7. Advise on Institutional Review Board (IRB) issues (One college in the VCCS has an IRB and several others have agreements with other institutions to provide IRB support. If those colleges are not involved in the grant-funded project for which evaluation services are sought, the grant team would need advice on whether IRB approval is needed for the type of evaluation contemplated and how IRB services from an external source might be accessed.)
8. Perform technical reviews of evaluation portions of grant proposals written by VCCS

B. Contractor may be requested to develop a comprehensive evaluation plan that includes:

1. Consultation on developing an evaluation process
2. Conduct literature reviews
3. Demonstrate familiarity with the evidence base for the grant-funded project
4. Provide a summary of the evidence base and describe how it will be utilized in the evaluation design
5. Help develop the theory of change that provides the foundation for evaluating the project
6. Advise on how to measure the value of each component of the grant-funded project
7. Help formulate potential evaluation questions considering the nature of the project, requirements of funding source, data sources, financial resources, stakeholders, and audiences; help determine feasibility; and prioritize and eliminate questions
8. Advise on qualitative and quantitative data needed to address the questions, including data that can be used to identify necessary mid-project changes
9. Identify key evaluation points (intervals, junctures, or moments in time)
10. Advise on sampling strategies (selection procedures; representativeness of the sample) and use of comparison groups (or comparative data sources, i.e., IPEDS, VLDS) that clearly address the main questions and rule out threats to validity
11. Advise on the collection of baseline data
12. Advise on the determination of the most meaningful outcomes to be measured
13. Advise on the timing, sequencing, and frequency of data collection during the grant period and strategies for dealing with missing data
14. Identify potential technical issues, any areas of uncertainty, and any possible barriers (such as low recruitment of participants, non-response to follow-up surveys, etc.)
15. Identify any culturally responsive strategies and techniques that may be appropriate to the evaluation
16. Advise on methods to actively encourage stakeholder participation in the evaluation
17. Develop plan for formative evaluation of program implementation (i.e., assess whether project is being conducted as planned; ensure components are operating according to plan; ensure activities and strategies match those described in the grant proposal; ensure lessons learned during implementation are quickly incorporated; generate a description of program implementation (for future replication); capture the development of partner roles and responsibilities and identify best practices; follow the evolution of partnerships over time; identify missing stakeholders and partners whose participation would bring additional value to the process).

18. Develop plan for formative evaluation of progress toward goals (i.e., determine if benchmarks of progress are met, what impact activities have had, and identify unexpected developments; ensure progress is sufficient to reach goals)
19. Develop plan for summative evaluation of program (generate evidence of the quality and impact of the project, i.e., Was the project successful? To what extent did the project meet the overall goals? What components were the most effective? Were the results worth the project's cost? Is the project replicable?)
20. Develop logic models
21. Write the evaluation plan portion of the grant proposal; provide one or more rounds of evaluation plan drafts to the grant development team for comment
22. Develop a detailed timeline and staffing plan for the evaluation
23. Develop a detailed year-by-year budget for the evaluation in compliance with the granting organization's guidelines and VCCS policies and practices
24. Develop a budget narrative that is matched to specific tasks in the evaluation work plan and timeline

C. Implement a comprehensive evaluation plan which include the following:

1. Design methodologies for gathering information
2. Advise how data should be collected and transmitted securely
3. Establish procedures to assure the evaluation is carried out objectively and sources of bias are eliminated
4. Advise on the enhancement of existing data collection systems
5. Design data collection instruments appropriate to the questions to be addressed
6. Design survey instrument(s)
7. Implement or administer survey(s)
8. Develop site visit protocol(s) or observation rubrics
9. Conduct site visits
10. Conduct focus groups
11. Conduct interviews (i.e., parents, students, alumni, faculty, staff, employers, and other stakeholders)
12. Compile quantitative data
13. Check raw data and prepare data for analysis
14. Based on the evaluation plan, conduct data analysis, appropriate to the questions asked and data collection methodologies used
15. Develop checks to ensure that the data are free of as many confounding factors as possible
16. Conduct additional analysis as needed based on the initial results
17. Integrate and synthesize findings
18. Develop conclusions regarding what the data shows, including the degree to which the overall program (or individual program features) influenced attainment of the outcomes
19. Evaluate the effectiveness of program-related professional development
20. Measure project efficiency in financial terms through costs tracked on an outcome-by-outcome basis; note which costs are "start-up only," and which costs will be on-going; determine cost

differential for programs that serve hard-to-reach or under-served populations, long-term unemployed, low-skilled workers, etc.

21. Identify promising practices or lessons learned
22. Identify the project's strengths and weaknesses
23. Use research and evaluation data to advise program personnel about continuous quality improvement
24. Provide guidance and staff development to VCCS personnel to support the use of data/information for continuous improvement and innovation sustainability
25. Participate in national evaluations as required by some funding agencies
26. Participate in webinars, in-person evaluation-related meetings, and/or online evaluation communities of practice that might be required by funding agencies
27. Assist grant staff with preparation for any site visits by the funding agency that may occur during the project period
28. Maintain up-to-date evaluation work plan of all tasks, activities, and resources including estimated start and completion dates, actual start and completion dates, and completion percentage for all in-process tasks
29. Provide status reports that include evaluation tasks completed, tasks delayed, reasons for delay, and tasks in progress.

D. Communicate findings to include:

1. Develop communication methods, templates, and plans to share evaluation findings with stakeholders and participants
2. Help ensure that the evaluation results contribute to the evidence base through a dissemination plan to external entities
3. Partner in publishing research and evaluation results
4. Present results at national conferences with program personnel
5. Assist with or prepare interim, annual, and final reports in a manner consistent with grantor guidelines and requirements

E. VCCS RESPONSIBILITIES (details to be negotiated for each Purchase Order)

VCCS entities will negotiate the scope of their responsibilities with qualified individual(s) or firm(s) selected to provide grant evaluation services for each Scope of Work (Purchase Order), which may include any or all of the following:

1. Retain ultimate responsibility for ensuring that the completed evaluation portion of a grant proposal and all post-award reports submitted to the grantor satisfy the grantor requirements.
2. Provide a contact person, a decision-maker, and access to other personnel necessary to assist the Contractor in connection with the performance of the negotiated scope of work.
3. Provide background and history of college, program, or service to be evaluated, vision for future direction of same, etc.
4. Respond to evaluator information requests in a timely manner.
5. Follow the agreed-upon evaluation plan, including meeting any timelines for college deliverables.
6. Institutional effectiveness professionals might provide guidance on effective measurement of learning outcomes.

7. Institutional effectiveness professionals might work with the evaluation team to provide expertise in accessing current systems or developing new systems to track and measure progress.
8. Institutional effectiveness professionals might generate reports or data sets from the student database, administrative records of courses offered, or other data elements appropriate for the evaluation.
9. Institutional effectiveness professionals might provide information related to employment and earnings of alumni.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. GENERAL PROPOSAL PREPARATION

1. Response: In order to be considered for selection, offerors must submit a complete response to this RFP. Offeror must submit one (1) original and eight (8) copies of each proposal to the issuing agency. Offeror must submit one (1) redacted copy (only if Offeror has invoked the protections of § 2.2-4342F of the *Code of Virginia* as in accordance section IV.A.2.a. of this RFP.)
2. Proposal Preparation:
 - a. Ownership of all data, materials, and documentation originated and prepared for the VCCS pursuant to this solicitation shall belong exclusively to the VCCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information in the original signed proposal and paper copies. Additionally, the offeror must submit a redacted copy of the proposal if invoking said protection.** The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities that satisfies the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Include explanation of any assumptions or constraints.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from

consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. Expensive bindings, color displays, etc. are not necessary or desired.

B. SPECIFIC PROPOSAL INSTRUCTIONS

1. GENERAL

Proposals should be limited to twenty (20) single-spaced pages, not including requested attachments. There is no penalty for brevity in presenting the information requested in this section.

2. DETAILED REQUIREMENTS

a. Executive Summary

One page limit. As specific projects arise, VCCS entities will use this summary to choose one or more pre-qualified Contractor(s) from the pool and then review their full responses to this RFP and begin to negotiate the Purchase Order with that Contractor(s). In order to ensure consistency of information, please use the following subheadings: Introduction, Qualifications of Company and Individuals (areas of expertise), Scope of Services Offered, Evaluation Expertise for the List of Federal Funding Mechanisms, Unique Attributes of Company or Individual.

b. Corporate or Individual Qualifications

Please describe yourself or your organization. Include the following:

1. Provide a brief description and history of the company or individual, including current size, organization and support staff, and a general overall profile.
2. Offeror shall state if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.). Please provide the State of incorporation or formation. Provide the date the business was organized or incorporated. Include related prior business names. Describe the experience of principal individuals of the Offeror's organization in the areas of financial and management responsibility.
3. A description of the office(s) that will provide support, including its geographic location and staffing level.
4. The names and titles of key management personnel directly involved with supervising the services to be rendered under the Purchase Order.
5. An overview of the Offeror's areas of expertise; general and specific evaluation design specialties/expertise; any innovative or creative design approaches or strategies.
6. A description of the competitive advantage and/or added value the VCCS will receive from the firm/independent evaluator, i.e., what sets you or your firm apart from others?
7. A description of your evaluation planning and implementation methodology to include: allocation of staff, management methods, system to ensure maintenance of complete and

accurate records, proposed use of subcontractors or sub-consultants, and commitment to project completion within time and budget constraints.

8. A description of the Offeror's quality control process, including mechanisms to detect and reduce fraud and errors in data collection. (All the Evaluator's staff shall be responsible for error and fraud detection and reduction.)
9. A description of the Offeror's software for the statistical analysis of data.
10. Demonstrate the Offeror's familiarity with Family Educational Rights and Privacy Act (FERPA) and other federal regulations related to the protection of personally identifiable information (PII); provide a description of the processes used to ensure protection of PII (how your existing certifications, staff training, software licenses, business processes, etc. will avoid exposing PII of students, alumni, employers, faculty, or staff).
11. Illustrate your understanding of higher education issues in general and community college challenges in particular.
12. A description of the firm / independent evaluator and key staff's performance of prior evaluations of grant-funded projects. Include a list of projects, funding agency, and nature of the project for the past three years, particularly any projects for governmental entities, colleges or universities, especially community colleges.

c. Resumes or Curriculum Vitae of Proposed Staff

1. Offeror shall provide as attachments bio sketches, resumes, or CVs for each proposed evaluator. Limit each bio sketch, resume, or CV to four (4) pages. Specifically demonstrate by the information provided that each proposed evaluator is qualified.
2. The following information is **Required** for each bio sketch, resume or CV:
 - Number of years of experience in evaluation in general and evaluation for higher education programs specifically
 - Experience assisting organizations to evaluate projects in general and higher education initiatives specifically
 - Experience evaluating programs funded by federal grants
 - Experience using statistical analysis software
 - Ability to work with varied divisions and departments of an organization
 - Knowledge of the regulations associated with funding sources for higher education
 - Ability to establish and maintain effective working relationships as well as to work independently to complete all assigned tasks in the designated timeframe
 - High degree of skill to communicate effectively, both orally and in writing
 - Education and training
 - Proficiency with Word, Excel, etc.
3. The following information is **Preferred** for each bio sketch, resume or CV:
 - Authorship of one or more research studies in a related field that has been subject to peer review analysis (provide citations and link to full text, if publically available)
 - Code of Ethics to which the evaluator subscribes

- Professional certifications, if any, and/or involvement and affiliation with professional associations
- Knowledge and experience working with community colleges and their operations
- Knowledge of programs and initiatives currently in place at Virginia's Community Colleges
- Knowledge of Virginia
- Any other unique attributes

d. Response to Statement of Needs (list above).

1. Describe your individual or firm's ability to provide the services listed in the Statement of Needs above. Please be specific about which services you propose to provide.
2. Clearly illustrate your understanding of the requirements and your knowledge of higher education program evaluation activities listed in the Statement of Needs.
3. Describe in narrative form how you would help Virginia's Community Colleges develop our capacity to evaluate grant-funded programs.

e. References

Please provide contact information for four (4) clients for whom you have provided similar services in the past three years. Include name of organization, contact person and their title, phone number, email address, and physical address. Consider including one client that has newly engaged your firm in the past 18 months and one long-term client. Consider including at least one higher education institution (Complete attached Vendor Data Sheet).

The VCCS might also perform independent research on Offerors. The VCCS reserves the right to contact other prior clients whom we independently identify to document past performance of any Offeror with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP.

f. Small Business Subcontracting Plan

Summarize the planned utilization of DMBE-certified small businesses which include businesses owned by women and minorities, when they have received DMBE small business certification, under the contract to be awarded as a result of this solicitation. Complete Attachment 3.

g. Writing Samples

Offerors shall provide as attachments three (3) to five (5) examples of evaluation sections of grant proposals and/or evaluation plans and/or data collection instruments and/or progress or final evaluation reports for grant-funded projects written by the key staff whose resumes you attached. Include only those documents written in the past three years.

h. Fees

Provide a description of your pricing structure (how you normally charge for the services listed in the Statement of Needs).

Depending on your organization's pricing scheme, include, if applicable:

- Hourly rates per name of staff member or per experience level of staff.
- Hourly rates per activity, if rates differ for the activities listed in the Statement of Needs.
- Hourly rates for travel time.
- Whether hourly rate is “loaded” and inclusive of all expenses (travel, printing, supplies, phone, etc.).
- Flat fee pricing structure per project (i.e., your organization charges a flat fee to evaluate a Title III grant-funded project or an NSF ATE funded project).
- Rates for other expenses.
- Preferred invoicing schedule (i.e., monthly/quarterly or by milestone such as completion of each phase or task).

Offerors shall provide an attachment a sample fee schedule for a recent project. Include information relevant to the final cost, such as the federal funding mechanism, total amount of grant award, list of services provided from the Statement of Needs, number of hours devoted to the project by varying experience levels of staff, travel, and all other costs billed to client. Include final cost to the client.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA: Each proposal will be evaluated for full compliance with the RFP general and specific instructions to the Offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the Evaluation Committee will be to recommend the Contractor(s) who is/are most responsive to the herein described needs of Virginia Community College System and its 23 Colleges. The Proposals shall be evaluated using the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Qualifications and Experience of personnel assigned the services	30
2. Methodologies or Specific Plans to be used to perform services	30
3. References from other clients	10
4. Price	10
4) Small, Women-Owned & Minority-Owned Participation Plan	20

B. AWARD OF CONTRACT:

AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to that offeror(s). The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to

that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

C. SELECTING CONTRACTORS AWARDED A CONTRACT:

Colleges, institutions or agencies using the resulting contract will create a scope of work based on its specific grant related service's needs, and request quotes from one or more of the awarded contractors. The Contractor's quote shall be based on the college, institution or agency's scope of work and the contract terms, conditions and pricing. Estimated dollar amount of the scope of work will be used by the college, institution and agency in determining how many quotes will seek:

\$0 - \$5,000: Discretionary contractor selection among contractors awarded contracts. Colleges, institutions and agencies are encouraged to solicit more than one quote for requirements up to and including \$5,000.00.

Over \$5,000 - \$50,000: College, institution or agency contact a minimum of four (4) quotes from contractors awarded a contract.

Over \$50,000: College, institution or agency request a written quote from all contractors awarded a contract.

VII. PRE-PROPOSAL CONFERENCE

There will be no pre-proposal conference for this solicitation.

VIII. GENERAL TERMS AND CONDITIONS

General Terms and Conditions (Section I) are incorporated by reference to DGS/DPS website: http://www.eva.state.va.us/library/files/APSPM/Appendix_B_Sect_I_APSPM.pdf

IX. SPECIAL TERMS AND CONDITIONS

1. VCCS AUTHORIZED USERS: This solicitation is being conducted on behalf of the Virginia Community College System (VCCS) including all twenty-three (23) colleges thereof, their educational foundations, the statewide system office, and the statewide educational foundation. Any of the VCCS colleges and/or the System Office and/or educational foundation may utilize any contract(s) awarded as a result of this solicitation. Utilization of any awarded contract(s) by any of the colleges and/or the System Office is entirely optional. Any contract(s) awarded as a result of this solicitation are non-exclusive, and the colleges and System Office reserve the right to solicit contracts for the same or similar goods and services from other sources. A list of VCCS colleges is available on-line at www.vccs.edu.

2. REPORTING AND DELIVERY REQUIREMENTS: The Contractor must provide the agreed upon materials and reports at the times specified and tasks described in the individual job order or request to the designated Contract Administrator or VCCS official.

3. AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

4. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of

cancellation.

5. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

6. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

7. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

a. For orders issued July 1, 2011 thru December 31, 2013, the Vendor Transaction Fee is:

(i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.

(ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.

b. For orders issued January 1, 2014, and after, the Vendor Transaction Fee is:

(i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.

(ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

8. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for three (3) successive one year periods under the terms and conditions of the original contract except as stated in 1. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s)

of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Services and Other Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

9. BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for ninety (90) days. At the end of the 90 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

10. IDENTIFICATION OF BID/PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Bidder/Offeror	Due Date	Time

Street or Box Number	IFB No./RFP No.	

City, State, Zip Code	IFB/RFP Title	

DMBE-certified Small Business No. _____		
Name of Contract/Purchase Officer or Buyer _____		

11. E-VERIFY PROGRAM: EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

12. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

13. FAILURE TO DELIVER: In the event the Contractor fails for any reason to deliver in a timely manner or according to Contract terms, the items/services as specified, VCCS may give Contractor oral or written notice of such breach. Once notice by VCCS is sent or given, VCCS may immediately procure services from another source. In no event shall VCCS be held to pay Contractor any cost incurred by

Contractor, including but not limited to ordering, developing, or delivering the service(s) which are subject of VCCS's notice of breach. This remedy is in addition to and not in lieu of any other remedy the VCCS may have under an ensuing agreement and the laws of the Commonwealth of Virginia.

14. TERMINATION FOR CONVENIENCE: VCCS may terminate any ensuing agreement/contract in whole or in part for convenience at any time by submitting notice to the Contractor in writing, sixty (60) days prior to the effective date of Termination. VCCS shall be obligated for all outstanding orders, according to the agreement/contract, subsequent to this Termination. VCCS shall not be obligated for any other costs in the event of Termination for convenience.

15. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients or students will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

16. TRAVEL REIMBURSEMENTS: Shall be subject to the Commonwealth of Virginia's per diem and travel rates (per CAPP Topics [20335](#) and [20336](#)). Travel reimbursement will only be made to the Contractor for travel included in the scope of work and approved in advance by the ordering entity. Upon acceptance of the quote the ordering agency will issue an eVA purchase order for travel reimbursement.

17. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of VCCS or any of its Colleges, but shall be an independent contractor. Nothing in an ensuing agreement/contract shall be construed as authority for the contractor to make commitments which shall bind VCCS or its Colleges or to otherwise act on behalf of the VCCS, except as VCCS may expressly authorize in writing.

18. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

19. OWNERSHIP OF MATERIALS: All documents prepared or developed by the Contractor(s) (deliverables) shall become the exclusive property of the VCCS and shall be available to the VCCS for future use. The VCCS shall have the right to use the deliverables without restriction and without compensation to the Contractor(s) other than that specifically provided by the Purchase Order. However, Contractor(s) shall be entitled to retain their work papers and other materials developed that are not defined as deliverables. While use of the deliverables by the Contractor(s) without the consent of the VCCS is prohibited, this contract does not preclude Contractor(s) from developing other original documents for themselves or other clients based on ideas, concepts, know-how, or techniques related to the scope of services and used in the course of providing services to the VCCS, provided they contain no specific identifiable elements unique to the VCCS or its operations.

20. FEDERAL EXCLUDED PARTIES LIST: Any ensuing Purchase Order issued may be funded in whole or in part by funds granted to the VCCS by the US Government. Under Federal Executive Order 12549, all Contractor(s) receiving work orders at a cost of \$25,000 or more certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By

submitting a proposal, the Offeror represents that neither the Offeror nor any of its principal officers are on the Federal Excluded Parties List.

21. ADDITIONAL TERMS AND CONDITIONS:

- a. Once a Contract has been awarded, proposed personnel may not be substituted without the prior agreement of the VCCS through negotiation of each Purchase Order.
- b. The VCCS estimates the turn-around time between an announcement of a funding opportunity and the completed grant proposal will vary between three and 12 weeks. If a Purchase Order involves preparation of the evaluation section of a grant proposal, the Contractor shall decline a given opportunity if the timeframe is unreasonable for his or her schedule.
- c. The VCCS understands that the Grant Evaluation Contractor may simultaneously have clients other than the VCCS and/or that multiple colleges within the VCCS may be competing with each other in response to the same RFP. Grant Evaluation Contractor shall provide full disclosure when the Contractor is submitting a competing grant proposal with another client. In the case of such a circumstance, the VCCS will require details about how the Contractor(s) will staff both evaluation projects, in case both clients are awarded funding. If the plan does not meet the approval of the VCCS, the VCCS will have the right to terminate the Purchase Order.
- d. Grant Evaluation Contractor shall ensure each written document prepared is well-crafted, unique, and complete as defined by the Purchase Order. Each evaluation section of a grant proposal, progress report, and final report must be prepared free of spelling and grammatical errors and in the format prescribed in the grantor's guidelines.

X. METHOD OF PAYMENT

- A. The Contractor will be paid by the college or entity executing each order. A valid invoice, sufficiently detailed to allow review and verification of services and products shall be submitted to the Purchasing Agency. All invoices shall show the contract number and /or purchase order number. Payment will be made in accordance with the Commonwealth of Virginia Prompt Payment Act. .

XI. PRICING SCHEDULE

Offerors shall clearly define their fee structure so the VCCS can anticipate approximate cost for a variety of potential grant evaluation projects. Offerors are to detail all costs to provide services stated in this RFP. Actual fees will be based on negotiated price list for the development of the Purchase Order at the time specific projects are identified.

XII. ATTACHMENTS

The following attachments must be completed and submitted as part of the proposal.

1. Vendor Data Sheet
2. State Corporation Commission Form
3. Small Business Subcontracting Form

Attachment 1 – Vendor Data Sheet

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive. (In the case of a two-step IFB, it may cause the proposal portion to be determined to be not acceptable.)

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:
Name: _____ Phone: _____ email: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
_____ Years _____ Months

4. Vendor Information:
eVA Vendor ID or DUNS Number: _____

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.
 - A. Company: _____ Contact: _____
Phone:(_____) _____ email: _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - B. Company _____ Contact: _____
Phone:(_____) _____ email: _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - C. Company: _____ Contact: _____
Phone:(_____) _____ email: _____
Project: _____
Dates of Service: _____ \$ Value: _____
 - D. Company: _____ Contact: _____
Phone:(_____) _____ email: _____
Project: _____
Dates of Service: _____ \$ Value: _____

I certify the accuracy of this information.

Signed: _____ Title: _____ Date: _____

Attachment 2 - State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Attachment 3 - Small Business Subcontracting Plan

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DMBE-certified women- and minority-owned businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DMBE online at www.dmb.e.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ Date: _____

Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not a DMBE-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in this section. Points will be assigned based on each Offeror's proposed subcontracting expenditures with DMBE certified small businesses for the initial contract period as indicated in Section B in relation to the Offeror's total price.

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (**check only one below**):

_____ Small Business

_____ Small and Women-owned Business

_____ Small and Minority-owned Business

Certification number: _____ Certification Date: _____

Knowledge to Work (K2W):

A Portal for Competencies and Individualized Learning

Lord Fairfax Community College (LFCC)

173 Skirmisher Lane

Middletown, VA 22645-1745

KnowledgeToWork.com

HigherEd.org

LFCC.edu



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