

The Broome-Tioga Board of Cooperative Educational Services

-REQUEST FOR QUALIFICATIONS- Professional Evaluation Services

I. INTRODUCTION

A. PURPOSE OF THE REQUEST FOR QUALIFICATIONS

Through this Request for Qualifications (RFQ), the Broome-Tioga Board of Cooperative Educational Services (BTBOCES) intends to establish a list of pre-qualified providers of professional services with the requisite skills, experience and capacity to perform program and service evaluation.

In particular, BTBOCES is seeking qualified applicants to design, implement and analyze both quantitative and qualitative evaluations of programs and services rendered to BOCES and its 15 component school districts under state and federally funded competitive grants and contracts.

Evaluation service contracts are anticipated to be awarded throughout 2008 and beyond. Because the services will be required on an as-needed basis, exact locations and timeframes of deployment of services cannot be predicted.

BTBOCES does not guarantee work as a result of being qualified as a provider via this process. Each project requiring professional evaluation will generate a scope of work description that will be issued to all qualified vendors of evaluation services. The resulting successful bidder will be issued a contract.

II. DESCRIPTION OF SERVICES SOUGHT

Evaluation Services

Work will include providing a wide array of applied evaluation services designed to measure the success and effectiveness of education and related service delivery initiatives. At a minimum, providers should possess a Masters level background in Evaluation (or related degree) and extensive experience in evaluation design, implementation and analysis in education and related programs.

III. PROCESS FOR QUALIFICATIONS SUBMISSION

A. QUALIFICATIONS FORMAT

Interested parties must submit a complete application by the due date as described below:

- 1) Complete and sign the Qualifications Information Form (Attachment A). Signature must be that of an individual authorized to sign on behalf of the organization, or that of the applicant if an independent provider. Applicants must complete the hourly rate section of the Qualification Information Form. Rates quoted will be used to compare responses only; successful respondents will be contacted and rates of pay negotiated on a project basis.
- 2) Each application must include a narrative regarding the vendor's overall experience as a consultant in the public sector specifically in delivering professional evaluation services, and other qualifications to be considered by BTBOCES including principal evaluators and their

training and education background, professional certifications, availability and flexibility in schedule, and evaluation methodology(ies) with which they have experience. Narrative response must not exceed five typed pages using no less than 12 pitch font and no less than one inch margins on all edges.

3) Submit a list of no less than five prior evaluation projects in the last three years in which the applicant acted as principal evaluator. Each listing must include the name of the project, entity for whom evaluation was performed, a brief description of the purpose of the evaluation (limited to 100 words), and contact information of the entity for whom the evaluation was performed including project lead name, title, phone number, e-mail and physical address. Contact information must be up to date to enable reviewers to verify references.

B. QUALIFICATIONS DUE DATE

Responses to this RFQ must be received by BTBOCES no later than **3:00 PM EST on March 28th, 2008**. Applications received after that time and date will not be considered.

C. QUALIFICATIONS SUBMISSION INSTRUCTIONS

Vendors must submit one original, including original signature, and three copies of the materials identified in the Qualification Format section above. Failure to submit the materials identified will result in disqualification from consideration.

Qualifications are to be sent to:

**Office of Communications and Development
Broome-Tioga BOCES
435 Glenwood Road
Binghamton, New York 13905
Attention: Doug Titus**

Questions regarding this RFQ may be e-mailed to the Office of Communications and Development at dititus@btboces.org.

IV. REVIEW OF SELECTION PROCESS

SUMMARY OF THE SELECTION PROCESS

Initial Screening: Each application received in response to this RFQ will be screened to determine whether it is sufficiently responsive. The purpose of this initial review is to ensure that the requirements of this RFQ are properly and adequately addressed, including compliance with all requested documents. Failure to address the required components or furnish the documents or information specified in the RFQ will eliminate an application from further review.

Evaluation of Qualifications: The evaluation process will determine the relative strengths and weaknesses of each application based on described knowledge and experience. Contact with references and review by a Selection Committee will establish a list of vendors eligible for future contracting on an as needed basis.

QUALIFICATIONS INFORMATION FORM

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|---|--|
| Name of Proposing Organization/Individual: | |
| Address: | |
| Organization Website: (if applicable) | |
| Contact Name: | |
| Address of Contact (if different from Organization) | |
| Contact Telephone: | |
| Contact E-mail: | |
| Proposed Hourly Rate for Professional Evaluation Services: | |

I hereby certify that I am the applicant's authorized representative and that the information contained in this application is complete and accurate. It is understood by the applicant that this application constitutes an offer to provide evaluation services and, if accepted by the Broome-Tioga Board of Cooperative Educational Services, may or may not lead to the development of a binding agreement. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, guidelines and instructions.

Authorized Signature (**in blue ink**)

Title:

Typed Name:

Date: