



Board of Education

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Grant Writing, Data Collection, and Evaluation Services

REQUEST FOR QUALIFICATIONS 23-016

Ogden City School District- Ogden, Utah

RELEASE DATE: December 8, 2022

DUE DATE: January 27, 2023

Ken Crawford
Chief Procurement Officer/Purchasing Director

A. OVERVIEW

Ogden City School District (OCSD) is a high-need district located in Ogden, Utah. The district has twelve (12) elementary, three (3) junior high, and three (3) high schools. OCSD serves 10,493 students with sixty-four percent (64%) who qualify for free or reduced lunch. Sixty-two percent (62%) of the district's students are ethnic minorities. At fifty percent (50%) of the district's total enrollment, Hispanics account for the largest represented ethnic group.

OCSD seeks to contract with a highly-qualified, experienced, private firm that will provide grant writing, data collection, and evaluation services. The contractor will work on projects that have at least an overall yearly grant budget of \$350,000 and at least a three-year project period. Some projects could be large in scope with yearly budgets that exceed \$1 million and have project periods of up to seven years. The funder of the projects will likely be the U.S. Department of Education but could include other federal funding agencies or the state.

The awarded contractor will provide grant writing services at no cost. Evaluation and data collection services will be included in grant application budgets. If OCSD is not awarded the grant, the district will not be obligated to make any payment to the contractor.

This is a single award contract. The contractor will be the district's sole provider of said services during the performance of this contract.

The contract period will begin upon formal approval of OCSD's School Board. Termination date will be June 30, 2026, unless terminated early with advance notification of at least 45 calendar days or extended in accordance with the terms and conditions of the contract. All provisions of the agreement must be in compliance with established state and local laws and ordinances of the state of Utah and its political subdivisions.

B. SCOPE OF WORK

1. Grant Writing

The selected contractor will provide the following services at no cost.

- a. Research grant funding opportunities that meet OCSD's need
- b. Review RFQs and consult about OCSD's eligibility
- c. Analyze fundability
- d. Develop all portions of proposals to fulfill the solicitation requirements (e.g., needs assessments, project design, management plan, evaluation, and budget)
- e. Package and submit proposals by required deadlines

2. Evaluation and Data Collection

The selected contractor will provide assistance in all aspects of the implementation of the evaluation, including data collection, through the following services:

- a. Develop written evaluation plans prior to implementation.

- b. Provide ongoing assessment in achieving project outcomes and performance updates through formative and summative assessment of project progress.
- c. Communicate and report evaluation results in a timely fashion to the district's personnel.
- d. Design and analyze formal and informal assessments using qualitative and quantitative data.
- e. Assist district personnel in completing the required federal and/or state reports.
- f. Attend grant Project Director's Meetings and grant organizational meetings and events onsite as requested by the district.

C. ELIGIBILITY REQUIREMENTS

The contractor must have (1) an extensive track record of writing and evaluating complex U.S. Department of Education grants for school districts, (2) successfully performed similar work for at least one year for OCSD (preferred), and (3) Ph.D. level personnel evaluating the projects. Contractor staff with Ph.D. 's must perform the evaluation work.

D. PROPOSAL FORMAT

The proposal must be concise and in outline format. Single-space proposal in 12-point, Times New Roman font. Paginate each page. Include a detailed table of contents directly following the title page. On the title page include a signature of the offeror. The narrative of the proposal, sections 1-5, should not exceed 15 pages.

Part I. Technical Proposal

Section #1: Letter of Introduction/Transmittal should include the following:

- Name, address, email, and telephone number of the applicant
- An expression of the applicant's ability and desire to meet the RFQ requirements.

Section #2: Eligibility Requirements

- The applicant's ability to meet the eligibility requirements identified in this RFQ

Section #3: Scope of Work (section #3 should constitute the major portion of the proposal.)

- Address criterion described in the Scope of Work section of the RFQ for both grant writing and evaluation/data collection services.

Section #4: References

- Provide three (3) school district references. References should include the following information:
 - a. Name of school district
 - b. Name of contact person and title
 - c. Telephone number
 - d. Email address

Section #5: Appendix

- Include any additional items (i.e., vitae of key personnel) in the appendix.

Part II. Cost Proposal

- In a separate attachment, please submit the clearly outlined cost for services. **The cost proposal must be in a separate attachment from the technical proposal, otherwise it will be deemed not responsive and will not be scored.**

E. SUBMISSION, QUESTIONS, and POSTING

To qualify as a responsive proposal, vendors must submit their technical proposal and cost proposal (*separate attachments*) electronically through the Utah Public Procurement Place (UP3) website: <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> . Proposals must be submitted and received not later than **2:00 PM MST on January 27, 2023**. Any proposal received after the noted due date and time will be rejected.

Questions, interpretations, clarifications or communication regarding **RFP23-016** must be submitted through UP3 and must be submitted by Noon MST on **January 25, 2023**. Responses to any postings shall be the responsibility of:
Ken Crawford - Director of Support Services

Contact made with any other Ogden City School District personnel may be considered grounds for disqualification.

RFP23-016 will be posted on UP3

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>, which is where any addenda to this solicitation will be posted, up to 24 hours prior to the closing of the bid. It is the sole responsibility of all interested offerors to ensure submittals reflect all details of the solicitation in its entirety.

F. Protected / Proprietary Information (optional)

Protected information should be clearly identifiable and included in the *Detailed Discussion* section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option.

G. EVALUATION CRITERIA

The proposal will be analyzed and respondents may be requested to meet with a committee of District officials for an oral presentation. Proposals, however, may be accepted without oral presentation and the District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district. All committee recommendations are subject to board approval.

Evaluation Rubric

Overall qualifications, experience and references	30%
Perception of Firms Ability to Accomplish Scope of Service	40%
Fee Proposal and Fee Schedule	30%

Award shall be made to the vendor deemed most capable of providing the support to the district that will be the most effective and meet District needs taking into account the proposals and evaluation factors here outlined.

H. TENTATIVE TIMELINE (SUBJECT TO MODIFICATION)

RFQ Advertised: --- December 8, 2022
Deadline for Questions: --- January 25, 2023
RFQ Response Deadline 2:00: --- January 27, 2023
Proposal Evaluation: --- January 28 through February 6, 2023
Board Action: --- February 16, 2023