



REQUEST

FOR

PROPOSAL

December 17, 2024

External Evaluator: Respiratory Program

Project 2024-2025: 005

**Due 1:00 PM CST/CDT
Friday, January 24, 2025**

Company Name: _____

Contact Information: _____

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSAL
External Evaluator: Respiratory Program**

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: melissa.popp@eastcentral.edu
PH: (636) 584-6703

PROPOSAL: External Evaluator:
Respiratory Program

DUE: Friday, January 24, 2025, 1:00PM

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Samples may be sent, upon request, to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all proposals to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for any proposal lost during submission or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

Proposals shall be submitted using the online portal known as ESM Solutions – Sourcing Tool. The College will not accept responses to solicitations posted on the website that are submitted by means other than this online portal.

All product description, features, characteristics and pricing associated with this service must be detailed in the proposal. East Central College reserves the right to reject any or all proposal, wave minor irregularities, consider minor variations to specifications that are clearly detailed, and accept the lowest proposal which appears to be in the best interest of the college.

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

It is required that the vendor read and follow all instructions on this form. Failure to do so is sufficient cause for rejection.

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External Evaluator: Respiratory Program

Anti-Discrimination Against Israel Act Requirement (Effective 08.28.2020)

Contractor hereby certifies in writing as follows (for purposes of this certification, Contractor shall be referred to as Company):

1. That Company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
2. As used in this certification, the following terms and phrases shall be defined as follows:
 - (a) "Boycott Israel" and "boycott of the State of Israel", engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company's statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion; and
 - (b) "Company", any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

**EAST CENTRAL COLLEGE
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PROJECT TIMELINE**

December 23, 2024	Request for Proposals released to public
December 18, 28 – 29, 2024	
January 1, 2025	Request for Proposals advertised.
January 17, 2025	Questions and inquiries concerning this Request for Proposal must be submitted no later than 10:00 AM to the ESM Sourcing Tool.
January 24, 2025	Bids due by electronic submission into ESM Sourcing Tool no later than by 1:00 PM, CST/CDT
February 3 – 14, 2025	Evaluation of proposals; interviews as determined by College
February 21, 2025	Recommendation to the college president
March 3, 2025	Board of Trustees approval
May 1, 2025	Contract Term begins

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be submitted via the online sourcing web portal, as stated on <http://www.eastcentral.edu/purchasing/invitations-to-bid/>.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE PROPOSAL.

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSAL
External Evaluator: Respiratory Program**

I. OBJECTIVE

East Central College (ECC) is accepting proposals from interested parties to submit proposals for an external evaluator for the Strengthening Community Colleges (SCC4) grant for the ECC Respiratory Program. The external evaluator will provide essential developmental evaluation services to ensure the effective implementation of the SCC4 Respiratory Program grant. The scope of support will include both required and optional tasks as outlined by the Department of Labor (DOL) guidance.

II. BACKGROUND

East Central College was established in 1968. ECC is a comprehensive community college, intended to serve a wide range of needs for residents of the college district and surrounding region. The college is located on the growing edge of the St. Louis metropolitan area, in a region that provides close and easy access to the benefits and amenities of vibrant urban life, while maintaining the rich hometown qualities of the rural Midwest. In addition to the main campus in Union, East Central College operates off-campus satellite facilities in Rolla, MO. The College serves approximately 2,600 students each year. www.eastcentral.edu.

III. PROPOSAL GUIDELINES

- a. To be considered, proposals must be submitted no later than 1:00pm CST/CDT, Friday, January 24, 2025, into the online bid portal known as ESM Sourcing.
- b. Inquiries requesting clarification or questions regarding the RFP will be handled promptly and as directly as possible. All clarifications and questions must be submitted into the online bid portal. Any other means of communication is prohibited during the open bid process.
- c. Addendums to the RFP will also be posted in the online bid portal.
- d. Interested parties shall designate and provide contact information for an individual to contact should any questions arise concerning the submitted proposal. The firms shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute the contract on the vendor's behalf.
- e. The College hereby notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract based on race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- f. The College also notifies all firms that the college has the right to modify the proposal and final selection of work product requirements as needed.
- g. Although it is the college's intent to choose only the most qualified party to interview with and be selected, the college reserves the right to choose any number of qualified finalists for interview and/or final selection.
- h. All data included in this RFP, as well as any attachments, are proprietary to East Central College. It is for your exclusive use in preparing a proposal and must not be shared with any other firm or used for any other purpose.

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IV. TIMELINE

The evaluation will place between May 1, 2025, and February 29, 2028. This timeframe will include meetings with college personnel including ECC Grant Manager, becoming familiarized with the SCC4 Respiratory Program grant, developing, and preparing information, cleaning, and organizing data.

V. SCOPE OF SERVICES

The exact scope of services will be determined following the selection of third-party evaluator. The following is a preliminary scope of services that we anticipate will be conducted by the selected evaluator.

- a. Supporting the grantee's communication with the national evaluator: The external evaluator will work to align ECC's data collection methods and metrics with those required by the national evaluation. This ensures that ECC's reporting is consistent, accurate, and easily integrable with national evaluation standards. The evaluator will prepare and organize data in formats that meet both ECC's needs and those of the national evaluation. The external evaluator will serve as the primary liaison for the data exchange, ensuring timely updates on ECC's progress, challenges, and adaptations to program activities. They will participate in scheduled calls or meetings with the national evaluation team, ensuring ECC's compliance with the national evaluations' data requirements and timelines.
- b. Real-Time Feedback and Documentation of Outcomes: The evaluator will document program outcomes, providing real-time feedback to inform program development and implementation. This will involve:
 - a. Setting up dashboards to track program progress toward key performance goals.
 - b. Using data analytics tools, such as PowerBI, assess the effectiveness of the grant in achieving program objectives, such as reducing equity gaps in respiratory education.
 - c. Supporting the creating of a data infrastructure that aligns with the national evaluator's framework.
- c. Good Jobs and Equitable Employment Outcomes Review: The evaluator will conduct an annual review and analysis of data related to employment outcomes, with a focus on equitable job placement for graduates from the Respiratory Program. These reviews will take place annually in years 2, 3, and 4 of the grant.
- d. Development of Briefing Slides: In lieu of formal reports, the evaluator will develop interim and final versions of briefing slides that summarize the grant's accomplishments, systems changes, and efforts to close equity gaps. These slides will be shared with DOL and used internally to communicate progress.

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(OPTIONAL) SCOPE OF SERVICES

The following are *OPTIONAL* additional services as deemed necessary by the college.

- a. Student Feedback Mechanisms: The evaluator will support the development of systems to incorporate student feedback into program improvements, ensuring the grant is responsive to students' lived experiences.
- b. Internal Reports: The evaluator will also develop written reports (e.g., briefs or case studies) for internal use, providing insights into the success of various strategies employed under the grant.

V. BUDGET DETAILS

Our allocated budget for this evaluation is \$15,000. While we, of course, prefer to the most cost-effective solution, all proposals that fall reasonably within this range will be considered and weighed based on their merits.

VI. PROPOSAL REQUIREMENTS

Materials about you or firm:

1. A brief explanation of your interest in this project.
2. Overview of your experience and qualifications including:
 - a. Specialized coursework or degree(s) in relevant areas of study.
 - b. Evidence of expertise in mixed methods research and statistical analyses.
 - c. CV or resume
 - d. History of relevant publications or work with similar projects.
 - e. Experience(s) with evaluating DOL grants.
 - f. Any key differentiators about you.

Materials about the evaluation:

1. Overview of how you will meet each of the deliverables.
2. Proposed evaluation timeline.
3. Identification of statistical software to be used for analyses.
4. Detailed projected budget with pricing of any optional elements line itemed.
5. Term and conditions.