|  |  |
| --- | --- |
| Organization | Organization Name |
| Federal Tax ID # | Employer ID # |
| Project Location | Organization Location |
| City / County | City / County |
| Website | Website address |
| Owner | Owner if applicable |
| Contact  | Name of person who will address questions during evaluation of RFQs |
| Phone Number | Phone number of person who will address questions during evaluation of RFQs |
| Email | Email address of person who will address questions during evaluation of RFQs |

**RFQ Overview**

The Sinclair Grants Development Office is seeking qualifications from external evaluators. Evaluators must be willing to assist the grant proposal planning team in writing an evaluation plan as a part of the proposal submission, and will serve as the project evaluator and carry out the evaluation plan if the proposal is funded. Responses to this RFQ shall be valid for one year. Qualifications will be kept on file and evaluators for specific projects will be selected based upon best fit for the type of grant application and the capabilities and experience of the evaluator.

The pre-award writing must be a pro-bono contribution. In return for this pro-bono contribution, the Grants Development Office will:

* Name the project evaluator in the proposal.
* Include a description of the evaluator credentials and expertise in the proposal.
* Incorporate the evaluation section in the proposal.
* Include the evaluator in the project budget.

Note that there is risk to the project evaluator because not all proposals will be funded. However, the project evaluator will *not* have to submit a competitive bid for services if the project is funded.

Sinclair’s Grants Office seeks evaluators with:

* At least five years of evaluation experience.
* A demonstrated track record in quantitative, qualitative, and mixed methods evaluation.
* Education and training in program evaluation.
* A demonstrated capacity to accomplish the external evaluation of grant-funded projects and programs.

To be included in a list of potential project evaluators, please submit the following forms:

1. The RFQ Evaluator Response Form
2. Substitute W-9
3. One sample evaluation plan for review
4. Any brochures or other written information about your evaluation services that you wish to include

**Evaluation categories where you or your organization have expertise:
(double click on all that apply)**

|  |  |  |
| --- | --- | --- |
| **[ ]  NSF** | **[ ]  Ohio Department of Education** | **[ ]  NEH/NEA** |
| **[ ]  USDOE** | **[ ]  Ohio Dept. of Higher Education** | **[ ]  DHHS** |
| **[ ]  USDOL** | **[ ]  Private Foundations** | **[ ]  Others – please list** |

**Please respond to following questions:**

1. **List the key personnel who would be involved in the evaluation services, their education, and years of professional experience. You may attach resumes if desired.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Education andProfessional Preparation** | **Years of Experience** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Add additional lines if needed* |  |  |

1. **In the chart below, please list at least three examples of evaluation projects of public (federal, state, or local) and/or private programs you have accomplished.**

|  |
| --- |
| **RELEVANT PROJECT EXPERIENCE MATRIX** |
| **(Place “X” under all the areas of focus that apply for each project)** | **Areas of Focus/Research Subjects** |
| **K-12** | **Undergraduate** | **Other (please list here)** | **Other (please list here)** |
| **1** | **Name of client****Address of client****Duration of work****Amount of contract**  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **Name of client****Address of client****Duration of work****Amount of contract** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3** | **Name of client****Address of client****Duration of work****Amount of contract** |  |  |  |  |

**Please add additional rows if you wish to provide more than three examples.**

1. **Are you able to (select all that apply):**

**[ ]  Attend planning sessions focused on evaluation**

**[ ]  Write the evaluation section of a proposal**

**[ ]  Review a draft of an evaluation prepared by the proposal team**

1. **Please select the quantitative and qualitative evaluation services your organization has provided.**

**[ ]  Descriptive [ ]  Interviews**

**[ ]  Correlational [ ]  Surveys**

**[ ]  Quasi-Experimental [ ]  Focus Groups**

**[ ]  Experimental [ ]  Case studies**

1. **List the processes or software used for quantitative analysis.**
2. **Describe the process used for estimating the cost for federal, state, or local program evaluations.**
3. **Have you, your company, or your parent institution been debarred or excluded from federal procurement and non-procurement programs throughout the U.S. government and from receiving general contracts or certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits?**

**[ ]  Yes [ ]  No**

1. **Has your company or your parent institution had an audit that you can provide if requested?**

**[ ]  Yes [ ]  No**

1. **Please provide the contact information for three references.**
2. **Please provide your hourly billing rate(s).**

$ \_\_\_\_\_ per hour

1. **Does your organization add any costs on top of the hourly rate, such as an administrative fee?**
2. **Does your hourly billing rate include travel? (Note: If your hourly rate does not include travel, your organization would need to pay any travel costs, or submit travel expenditures using Sinclair’s travel policy.)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you.