

# STONE CHILD COLLEGE

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Box Elder, MT 59521

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## REQUEST FOR PROPOSALS for Grant Evaluation Services

Stone Child College  
8294 Upper Box Elder Road  
Box Elder, MT 59521  
[www.stonechild.edu](http://www.stonechild.edu)

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Stone Child College has been reaffirmed for Accreditation by the  
Northwest Commission on Colleges and Universities  
Stone Child College is an Equal Opportunity Employer

## **EXHIBIT A: OVERVIEW AND BACKGROUND**

Stone Child College (SCC) is a four-year tribal college located on the Rocky Boy's Indian Reservation in north central Montana. For over 35 years, SCC has provided post-secondary educational opportunities through degrees, certificates, and continuing education. SCC stresses the importance of preserving the Chippewa Cree language, culture, and history and prides itself on promoting transfer students that are professionally prepared, career-ready individuals. SCC is accredited by the Northwest Commission on Colleges and Universities and is listed in the Accredited Institutions of Higher Education published by the American Council on Education for the Council on Post-Secondary Accreditation. SCC was chartered by the Chippewa Cree Business Committee on May 17, 1984.

Stone Child College receives approximately 80% of revenue from federal sources and has a little less than 60 grants currently being managed. The following is a snapshot of the current granting entities: Department of Education, Bureau of Indian Education, United States Department of Agriculture, Department of Health and Human Services, National Science Foundation, National Institute of Health, State of Montana, and Department of Labor. The range of award amounts is from a few thousand to over a million dollars over multiple years. The intent of this RFP is to enter a multi-year contract and avoid multiple contracts for grant evaluation services. SCC would like to enter a yearlong contract with automatic renewals for up to 5 years and annual contract reviews built into the service agreement with an option to disengage if either the vendor or the College isn't satisfied with the relationship.

## **EXHIBIT B: SCOPE OF WORK**

### **EVALUATE GRANT PROGRAMS**

Stone Child College is seeking proposals from qualified candidates for Grant Evaluator in accordance with the Scope of Services specified in this Request for Proposal (RFP). Stone Child College (SCC) is seeking external evaluation candidates who possess the skills, expertise, experience, and resources to design and implement a robust evaluation plan for grants awarded through Federal, State, and foundational funding sources. The Grant Evaluator will ensure that there is alignment between project objectives, activities, and process/outcome measures; development of assessment measures if they are not in place; ongoing project planning with project teams to monitor progress of the grant; provide instruction on data collection, management, and entry; and assist in reporting, including interim reporting (such as with process measures) and annual reports. The College invites external consultants with substantive experience in writing, submitting a summative evaluation to assess effectiveness, efficacy, impact and sustainability of the project with regard to the objectives.

The Grant Evaluator will be required to write the evaluation section of the grant application narrative pre-award and serve as the project evaluator post-award in support of the College's grant activities. The pre-award writing must be a pro-bono contribution. In return for this pro-bono contribution, the College will:

- Name the Grant Evaluator in the grant application;
- Include a description of the Grant Evaluator's credentials and expertise in the grant application;
- Incorporate the evaluation section into the grant application; and

- Include the Grant Evaluator in the grant budget as either a consultant, sub-contractor, or sub-awardee.

Note: The candidate should be aware that there is a risk to the evaluator because not all grant applications will be awarded and the College may or may not be funded. The Grant Evaluator will be selected based up on best fit for the type of grant proposals, capabilities, and experience of the candidate, capacity, and cost.

The Grant Evaluator will review the internally approved grant application, write the evaluation design in accordance with criteria specified in the application guidelines, and implement an evaluation plan for the objectives and associated activities that will be completed over the grant period.

The Grant Evaluator will ensure that there is alignment between project objectives, activities, and process/outcome measures; development of assessment measures if they are not in place; ongoing project planning with the proposal development team to monitor progress of the grant; provide instruction on data collection, management, and entry; and assist in reporting, including interim reporting (such as with process measures) and annual reports.

Drafts of all deliverables are to be delivered to Stone Child College for review and comment prior to the application due date. All deliverables will then be incorporated into the College's application and submitted to the funding agency for review and comment. Throughout the project, assigned Stone Child College staff and faculty will maintain regular communication with the Grant Evaluator, who will be required to submit quarterly reports on evaluation activities. Further, the evaluation design should specify the frequency of regular meetings (onsite and virtual) to provide guidance and feedback to the team.

Current grant may already have an evaluator specified and under contract. Those grants with existing contracts will not be included in this scope.

#### **EXHIBIT C: PROPOSED PROJECT SCHEDULE**

SCC's proposed schedule for this project is as follows:

I.	RFP released	March 29, 2021
II.	RFP responses due to SCC	April 14, 2021
III.	Interviews with shortlisted Vendors	April 15-16, 2021
IV.	Selection of winning Vendor	April 19, 2021
V.	Contract execution and start of project	May 3, 2021
VI.	Annual review of agreement	May 3, 2022

SCC reserves the right to modify deadlines and the project schedule per its discretion prior to execution of a finalized contract with the selected Vendor.

#### **EXHIBIT D: COMPENSATION AND PAYMENT TERMS**

The candidate shall provide a cost proposal that must be included in the original proposal. The cost proposal shall address the following:

- a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.
- b. Provide detailed explanations of any assumptions that the candidate made in calculating the project costs in order to provide sufficient information for the College to be able to prepare a detailed cost analysis and comparison.
- c. Identify when the candidate proposes to bill the College (e.g. progress payments, milestone, weekly, monthly, etc.).
- d. Indicate if any items are optional and specify them in a separate section(s).
- e. The College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for any reasons.
- f. The cost proposal is intended to be an accurate projection of the expected expenses for serving as the evaluator and should be based on the projected scope of work.
- g. Only post-award activities should be included in the budget as activities prior to grant proposal submission are undertaken on a pro-bono basis. The evaluation component of the overall budget must be appropriate to the evaluation activities projected and in line with the funding agency standards and past precedents.

#### **EXHIBIT E: EVALUATION CRITERIA**

SCC will evaluate RFP responses based on the requirements set forth in the RFP. Selection of the candidate will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. Selected candidates may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the candidate. Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria set forth in this RFP. Candidates not selected will be notified by email.

Please respond to the following questions and statements:

1. List the key personnel who will be involved in the evaluation and provide a copy of their professional resume/vita. If none, please indicate none.
2. List three example evaluation projects of federal, state, or local programs you have accomplished. Please include: duration of work, grant amounts, and types of evaluation services provided. Be sure to explain the quantitative and qualitative evaluation process that was used

3. List the processes or software used for quantitative analysis.
4. Describe the process used for estimating the cost for federal, state, or local program evaluations.
5. Provide one sample pre-award proposal evaluation plan that you have written, with private information redacted.
6. Have you, or any other key personnel listed in item 1, ever been debarred or excluded from federal procurement and non-procurement programs throughout the United States government and from receiving general contracts of certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits?
7. What is the average lead time to write a pre-award grant evaluation plan from the time it is submitted to you?
8. Provide at least three references for your work as a grant evaluator.

#### **EXHIBIT F: SUBMITTAL INSTRUCTIONS AND ADMINISTRATIVE INFORMATION**

The deadline for receipt of sealed proposals is noon (Mountain time) on Wednesday, April 14, 2021. All proposals must be submitted via email.

The proposal must be submitted to:

Alvina Sayers  
Presidential Assistant  
Stone Child College  
8294 Upper Box Elder Road  
Box Elder, MT 59521

Questions regarding this request for proposals must be submitted in writing to Alvina Sayers at the above address or by email to [asayers@stonechild.edu](mailto:asayers@stonechild.edu).

**APPENDIX A: Proposal Form**

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

Proposal of: \_\_\_\_\_  
(Name of firm, partnership, or individual)

An entity/corporation organized and existing under the laws of the State of: \_\_\_\_\_.

Request for Proposal: \_\_\_\_\_  
(Title or brief description)

To: Stone Child College ("College")

1. In compliance with your Request for Proposal (RFP), the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this proposal at any time within twenty-five (25) days after the date of opening of the proposals, and to execute the Contract in accordance with the proposal as accepted within five (5) days after the Contract is presented for signature.
2. The undersigned proposer understands that the College reserves the right to reject any or all proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any proposal in the interest of the College.
3. The undersigned proposer hereby certifies and affirms that this proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.
4. The undersigned proposer agrees to respect and uphold the Disclaimer Statement in the above document located after the numbered list of required inclusions for proposals.
5. The undersigned certifies that to the best of his/her knowledge: (check only one)  
( ) There is no Board Member or employee of Stone Child College who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.  
( ) The names of any and all Board Members or employees of Stone Child College who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this proposal.

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6. The certifications in paragraphs 3 and 4 of this Proposal Form are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available

to the College, the College may terminate the contract resulting from this solicitation for default.

\_\_\_\_\_  
Official Name of Firm

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

