THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
REQUEST FOR PROPOSALS NO. 090-JJ10

PROGRAM EVALUATION
CONSULTANT SERVICES

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Office of Program Evaluation
1500 Biscayne Blvd., Room 225
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals (RFP) is to develop a pool of qualified consultants to be used by the Office of Program Evaluation of Miami-Dade County Public Schools (M-DCPS) to provide services described in this RFP. M-DCPS will contract for services from qualified consultants on an as-needed basis during the term of the contract.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine copies of the proposal, one of which shall be an original, must be received by 2:00 p.m. (Eastern Standard Time) June 23, 2011, at:

The School Board of Miami Dade County, Florida
Bid Clerk, Division of Procurement Management Services
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or any other occurrence. The proposal must be submitted in a sealed envelope or box marked "PROGRAM EVALUATION CONSULTANT SERVICES"

It is anticipated that a proposal may be presented to the Superintendent of Schools, for acceptance on or about July 5, 2011. If accepted, notification to the successful Proposer(s) will be on or about July 5, 2011. The Board reserves the right to accept or reject any and all proposals.

IV. SCOPE OF SERVICES

M-DCPS is seeking to engage consultants to conduct needs assessments, develop evaluation plans and research designs, collect data, analyze data, interpret results, and prepare recommendations and reports.

In order to develop a pool of qualified consultants, M-DCPS shall reserve the option of awarding contracts to multiple vendors. An award of this contract does not guarantee that the consultant will receive a request for the provision of services.

As specific evaluation projects arise, consultants will be matched with projects that require their specific skills and research experience. Consultants identified, as having the necessary qualifications for a specific evaluation project will be contacted to determine their interest in conducting the evaluation. If interested, the consultant will submit an evaluation plan for review by the Office of Program Evaluation staff and program stakeholders. The evaluation plan will explicitly identify the purpose and design of the evaluation, the research questions to be addressed, the data collection methods to be used, and the project timeline that will be followed throughout the study. Upon unanimous agreement of the evaluation proposal by the Office of Program Evaluation staff and program stakeholders, a Consultant Agreement will be executed.

No work shall be performed as a result of this RFP until both the consultant(s) and the appropriate School Board staff for a specific research project sign a Consultant Agreement. The administrator approving the Consultant Agreement shall approve the daily compensation and shall be responsible for assuring that all services agreed upon in writing have been performed before approving payment to the consultant(s).

The Board reserves the right to select consultant(s) for each project who have the required expertise and who will serve the best interest of the District.

In the event that an agreement between the successful consultant(s) and the Board is deemed necessary for a specific project, the Board will begin negotiations with the consultant as related to terms, condition, price, etc. The School Board Attorney and Superintendent of Schools must approve any agreement resulting from these negotiations.

Failure to comply with Consultant Agreement terms and conditions may result in the Proposer being suspended from the pool of qualified consultants who provide services under this Requests For Proposals for a period of fourteen (14) months.

V. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

A. Proposer shall provide verification of graduate degree(s). Proposer or lead consultant shall possess, at a minimum, a Master's Degree, preferably a Doctorate Degree in educational research methods, psychology, research design, and statistics on program evaluation.

B. Proposer shall provide a copy of current curriculum vitae for each member of

the Proposer's team who will be involved in developing the research design, conducting statistical analysis, and preparing reports.

C. Proposer shall indicate the technical skills and research experience(s) Proposer's team members have in the following areas:

1. Literature search and acquisition of background materials.

2. Evaluation design and methodology including:

    a. Needs assessment.
    b. Development of an evaluation plan/design.
    c. Development of evaluation questions.

3. Appropriate sampling techniques for estimating population parameters and implementing designs where economy is a consideration.

4. Interviewing techniques, survey construction, use of focus groups, and classroom observations.

5. Instrument or test development, including evaluation of the psychometric properties of instruments.

6. Manipulation and analysis of large data sets.

7. Univariate and multivariate statistical techniques, including multi-level modeling.

8. Graphics and the development of presentation.

D. Proposer shall provide a statement of any litigation or regulatory action that has been filed against any team member in the last three (3) years. If an action has been filed, describe the litigation or regulatory actions filed, and identify the court or agency before which the action was instituted; the applicable case on file number; and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your team, provide a statement to that effect.

E. Proposer shall provide a list of clients, including contact person, telephone numbers, mailing address and e-mail address,, who have used the proposer's research or program evaluation services within the last five (5) years, **ATTACHMENT A**.

F. Many evaluation activities involve the transfer of large data sets comprised of thousands of records and multiple measures for each record. Proposer shall describe their software and hardware capabilities including, but not limited to, computer availability and processing capabilities, portable storage for data transfer, digital camera, and scanner availability; software for data organization and storage; database creation and data manipulation software

for data analysis; and software for graphics and presentations.

G. Vendor Information Sheet, **ATTACHMENT B**.

H. Complete Affirmative Action Employment Breakdown Form (**Attachment C)**.

I. Complete and submit **Anti-Collusion Statement** including the signature of the authorized person empowered to submit this proposal (Page "ii" of this proposal).

VI. TERM OF PROPOSAL

The term of the contract shall be for an initial one (1) year period, and may by mutual agreement between the School Board and the Awardee(s), be extended for four (4) additional one-year periods, and if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the Awardee prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon.

Proposals will be solicited on the anniversary of each yearly extension period, in order to expand the pool of qualified providers for consulting services. Subject to approval, these additional proposals will be evaluated and approved in accordance with the terms and conditions of the Request For Proposals and added to the pool as they become available. Proposers added will be subject to the same terms and conditions of the Request For Proposals.

VII. EVALUATION OF PROPOSALS

Representatives of the School District will evaluate proposals in order to ascertain which proposal best meets the needs of the District. The evaluation committee will consist of, but not be limited to, the following members:

Representative, Office of Program Evaluation (2)

Representative, Assessment and Data Analysis

Representative, Grants Administration

Representative, Office of Compliance and Business Services

Representative, Procurement Management Services (non-voting)

Evaluation consideration will include, but not be limited to, the following specific criteria:

- Proposer's ability to provide requisite items specified in the RFP;

- Proposer's expertise and experience with similar projects in similar environments;

- Ability to accommodate the volume of M-DCPS schools, students, courses, teachers, employees, etc. and work within M-DCPS environment and culture.

The School Board reserves the right to reject any or all proposals, to further negotiate any proposals, to waive any irregularities or informalities, to accept or reject any items or combination of items, to request clarification of information submitted in any proposal, and to request additional information from any Proposer. When the final selection is made and approved by the School Board, a Consultant Agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful Proposers.

VIII. EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION

Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

Each firm is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its work force. (**ATTACHMENT C**)

Minority/Women Business Enterprise (M/WBE) Participation

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link:

http://forms.dadeschools.net/webpdf/3920.pdf

IX. INDEMNIFICATION

The individual/firm(s) must enter into the following indemnification and hold harmless agreement:

The individual/firm(s) hereby agrees to indemnify, hold harmless and defend the Board, its officers, agents and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders or injuries, including death to any, or damage, of whatever nature, to any property and all costs including court costs and attorneys' fees, and disbursements, whether suit is instituted or not, and if instituted, at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on, or incurred by or asserted against the Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the individual/firm's directors, officers, employees, agents, subcontractors or representatives, of their duties and obligations under or pursuant to this agreement, including without limitations, the failure to maintain insurance or notify the Board; (b) any material breach of this agreement by the individual/firm(s), (c) false or inaccurate representation or warranty made by or on behalf of the individual/firm(s), and (d) any act or omission, negligence, or intentional acts of the individual/firm(s), or any of the individual/firm's directors, officers, employees, agents, subcontractors or other representatives.

X. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of this Request for Proposals is as follows:

Mailing of Request For Proposals.....June 9, 2011

Deadline for Questions…….June 17, 2011

Opening of Proposals .....June 23, 2011

Evaluation of Proposals .....June 27, 2011

Recommendation for Award.....July 5, 2011

XI. ADDITIONAL INFORMATION

Specific information concerning this RFP should be e-mailed prior to the deadline for questions, referencing the RFP by page number and paragraph, no later than 4:00 p.m., on June 17, 2011, to:

Ms. Barbara D. Jones, CPPB, Executive Director
Procurement Management Services
1450 N.E. Second Avenue, Room 352
Miami, Florida 33132
(305) 995-2348
E-mail bjones@dadeschools.net

The School Board of Miami-Dade County, Florida will issue responses to inquires and any other corrections or amendments it deems necessary in written addenda issued prior to the

proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Responses to questions will be posted to M-DCPS' website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

http://procurement.dadeschools.net/bidsol/asp/ENACT.asp