

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
MULTI-STEP REQUEST FOR BID (RFB) TITLE:
EVALUATION SERVICES FOR DOL STRENGTHENING COMMUNITY COLLEGES TRAINING GRANT
MULTI-STEP RFB NUMBER: e923-003
CLOSING DATE: March 20, 2023 @ 3:00PM Eastern



ADDENDUM #3

Issued: March 15, 2023

PURPOSE OF ADDENDUM:

- To provide answers to all vendor questions received by the question submittal deadline. See following page/s.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Questions and Answers

Vendor Question	Montgomery College Answer
Regarding the RFB requirement for a full eval plan sample, due the possibility of a potential bidder violating contractual obligations with the clients, would work samples be acceptable instead	Yes, as long as the sample is detailed enough to provide a comprehensive picture
Could you share the grant summary/narrative, please?	Project Purpose: To improve the retention and completion of students underrepresented in I.T. fields by developing a scalable Navigator model, which helps students to understand career options and enroll in the best program of study for them, to connect them to wrap around services within the College and in the community, and to monitor their progress so early intervention is possible when they see red flags. This system is expected to improve outcomes, credentials earned, and the proportion of participants who find quality jobs.
Is there a page limit for the proposal?	No page limit
Attachment H - is option - so is it OK to omit/ not submit it.	Yes
Was an evaluator engaged to complete the evaluation plan? Are they eligible to bid?	no outside evaluator was engaged to complete the evaluation plan
And you will accept our proposal via an email?	Proposal can only be submitted, via email. Refer to section 1.2 (Electronic Bid Submittal Due Date).
Can you please confirm that the evaluation services requested by Montgomery College has ceiling price of 5% of the grant award?	Per the NOFO, the budget limit for the evaluator can be "no more than five percent of the total grant," and the ceiling price for evaluation services requested by MC is less than 5% of the grant award.

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<p>Was Montgomery College awarded additional evaluation funds from US DOL to procure a third-party evaluator to complete an impact evaluation, and if so, will Montgomery County be releasing an RFB or RFQ for that evaluation?</p>	<p>Montgomery College did not apply for additional SCC2 Evaluation Funding.</p>
<p>The training grant is for just \$1.6 million – does the college have a budget in mind for the overall evaluation?</p>	<p>Year 1: \$10,001 Year 2: \$15,500 Year 3: \$15,500 Year 4: \$15,500</p>
<p>The RFP requests design, analysis of data and interim and final reports. In addition to the research design - does the college envision annual reporting over the four-year term of the grant – or just two reports – an interim and a final report – with dates to be suggested by the vendor?</p>	<p>Per the RFB: Required milestones and deliverables for the third-party evaluation are as follows: No later than Month 9: Submit a Draft Detailed Evaluation Design from the evaluator, using guidance provided by the Department. No later than Month 12: Submit a Final Detailed Evaluation Design in collaboration with the third-party evaluator. Throughout: Ensure that the third-party evaluator carries out the evaluation and completes all tasks and deliverables, and provides ongoing input and consultation. No later than Month 27: Submit the evaluator’s Interim Implementation or Developmental Evaluation Report to the grantee’s Federal Project Officer (FPO) and Program Office using the suggested format or similar layout, provided after grant award. No later than Month 48: Submit the evaluator’s Final Implementation or Developmental Evaluation Report using the suggested format or similar layout.</p>
<p>Is there a preference for a local vendor?</p>	<p>Local vendors are always preferred; however, this is not a requirement of this bid opportunity</p>
<p>Will institutional information on the participating students be entered into an existing college data system (past</p>	<p>We are working toward the procurement of a data management system for this project. To complete the evaluation and reports, we’ll need</p>

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<p>college efforts we have worked with the College on used G*STARS) and will this data be made available to the vendor? Does the college have a list of information that will be collected from the participating students and will comparable data be available for non-participating students as well?</p>	<p>to securely share the data with the vendor. We have data in our proposal about the non-participating students and baseline data from similar DOL grants. We can request additional data from Institutional Research. The data to be collected and reported includes demographic information, WIOA data (completion of training, entry into employment, etc.), and additional data on the attached spreadsheet.</p>
<p>The RFP references qualitative data (interviews, surveys, and focus groups) in addition to institutional data. Such qualitative data are often difficult or expensive to collect and analyze. Does the requested evaluation approach require the generation and use of both qualitative and quantitative (institutional) data?</p>	<p>The vendor will complete an implementation evaluation. Yes, qualitative data are needed. Most of the qualitative data will be feedback from the project team, employer partners, and other stakeholders. Here are examples of evaluation questions: How are the program and strategies being designed, planned, and implemented? What are the challenges to program implementation? To what extent are participants being reached and served as intended? How satisfied are program stakeholders? What has been done in an innovative way?</p>
<p>Are you able to share a copy of the grant submission that was awarded funding?</p>	<p>No</p>
<p>What is the grant funding cap?</p>	<p>See above</p>
<p>What is the budget for this grant evaluation? For year one? For the total project period?</p>	<p>See above</p>
<p>Does the college have evaluators that are currently engaged with other grant projects? Who are those evaluators?</p>	<p>That information is not available.</p>
<p>Does the college expect engagement with program participants to happen in-person, virtually, or a combination?</p>	<p>Combination</p>
<p>Will the college supply complete contact information for program participants?</p>	<p>The College will provide information necessary for the evaluator to complete their reports.</p>

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<p>Is there a schedule for IRB applications that you can share for the purposes of planning and budgeting this evaluation?</p>	<p>IRB applications are accepted on an ongoing basis. It can take about 10 working days for preliminary review of an application to assure all required information and documents have been included. If any additional information or documents are found to be missing, applicants will be notified by email. Due to high volume of applications, the overall review process can take at least four weeks.</p>
<p>At what intervals does the college expect to have interim reports?</p>	<p>Annual reports will be expected and a summary report at the end of the grant. Also, per the RFP:</p> <ul style="list-style-type: none"> > Required milestones and deliverables for the third-party evaluation are as follows: > No later than Month 9: Submit a Draft Detailed Evaluation Design from the evaluator, using guidance provided by the Department. > No later than Month 12: Submit a Final Detailed Evaluation Design in collaboration with the third-party evaluator. > Throughout: Ensure that the third-party evaluator carries out the evaluation and completes all tasks and deliverables, and provides ongoing input and consultation. > No later than Month 27: Submit the evaluator’s Interim Implementation or Developmental Evaluation Report to the grantee’s Federal Project Officer (FPO) and Program Office using the suggested format or similar layout, provided after grant award. > No later than Month 48: Submit the evaluator’s Final Implementation or Developmental Evaluation Report using the suggested format or similar layout.
<p>What is the preferred format of the final report?</p>	<p>A booklet that is available in print and electronic versions that allows for a more incisive and extensive analysis.</p>
<p>Throughout the RFB, it notes that the evaluation project will be awarded to the qualified bidder (as determined by</p>	<p>Contract award will be made to the qualified bidder with lowest price.</p>

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<p>meeting the requirements of Attachment A, if I'm understanding correctly) with the lowest submitted price. Section 4.1.2 implies that more information, such as qualifications and experience, will be taken into consideration by mentioning that evaluation of the offeror will be based on qualifications, competitive pricing, and references. Will the award be given to the bidder with the lowest proposed price among those who meet minimum qualifications/requirements, or will more information be taken into consideration beyond lowest price?</p>	
<p>Section 4.1.2 notes that an award will be made to up to three qualified responsive and responsible bidders. Are you planning on working with more than one evaluator on this project? Can you please clarify the purpose of awarding three bidders?</p>	<p>Contract award will be made to a single evaluator. An addendum was recently issued to correct section 4.1.2</p>
<p>Section 1.9 of the RFB states that "submitted pricing cannot exceed grant funding cap." Can you share what the funding is capped at?</p>	<p>\$56,501</p>

*******END OF QUESTIONS AND ANSWERS*******