

REQUEST FOR PROPOSAL

Request for Proposal # 23-01

For the Project: Boys & Girls Club of Southeast Georgia is seeking a highly qualified individual or organization to contract as an independent third-party evaluator for a state funded 21st Century Community Learning Centers (21st CCLC) grant program. The evaluator will provide both formative evaluation to determine the fidelity between the program in theory and the program in action and summative evaluation to assess the program's progress towards expected outcomes. Recommendations for progress are expected. The individual or organization must be trained to ensure capacity to provide timely evaluation of the funded site and offer ready availability for assistance or consultation when required.

RFP Administrator:

Brian Dolan, Chief Professional Officer
Boys & Girls Club of Southeast Georgia
95 Faith Avenue
Brunswick, Georgia 31520
Telephone: 912-265-1455
Fax: 912-262-9294
E-Mail: bgcglynn@gmail.com

Proposals are to be submitted to the above address, attention to Mr. Brian Dolan.

Deadline to receive proposals: 11:00 a.m. legally prevailing time on December 15, 2022.
--

Proposals are due at the time and date specified. Proposals will not be accepted after the date and time above. There will be no public opening of proposals. Proposals received *after* the date and/or time noted above will not be opened.

The Boys & Girls Club of Southeast Georgia (BGCSEGA) reserves the right to reject any or all proposals and to accept other than the low proposal when the interest of BGCSEGA can be better served. BGCSEGA reserves the right to waive any informalities in, or reject, any or all proposals or any part of a proposal. In the event of equal proposals, preference will be given to the local Proposer.

A. PROPOSAL OBJECTIVE , SCOPE OF WORK, PRE-BID CONFERENCE

A..1 Objective

The objective of the RFP is to select a Proposer who will provide goods and/or services outlined in this RFP to the Boys & Girls Club of Southeast Georgia. All qualified Proposers are invited to participate by submitting responses, as further defined below. After evaluating all Proposer responses received prior to the closing date and time of this RFP, the BGCSEGA will determine whether or not to conduct negotiations with responsive and responsible Proposers. After a careful evaluation of responses, an award recommendation will be presented to the BGCSEGA of Education and a Purchase Order will be issued to the successful bidder.

A.2 Scope of Work (Base Bid)

Boys & Girls Club of Southeast Georgia is seeking a highly qualified individual or organization to contract as an independent third-party evaluator for a state funded 21st Century Community Learning

Centers (21st CCLC) grant program. The evaluator will provide both formative evaluation to determine the fidelity between the program in theory and the program in action and summative evaluation to assess the program's progress towards expected outcomes. Recommendations for progress are expected. The individual or organization must be trained to ensure capacity to provide timely evaluation of the funded site and offer ready availability for assistance or consultation when required.

B. CONTRACT TIME PERIOD and SPECIFICATIONS

B.1 Contract Time Period

a) **Initial Term** - The initial term of this contract, which results from the award of this RFP, shall commence on **January 1, 2023**, and terminate on **December 30, 2023**.

b) **Extension Option** -The contract may be extended up to three (3) months at the same bid pricing, provided mutual agreement by both parties in written form. This extension will be utilized only to prevent a lapse of contract coverage and only for the time necessary to issue and award a new Invitation to Bid, but not to exceed three months.

c) **Renewal Option** - This contract may be renewed for up to (5) five one year terms at the same terms and conditions by mutual agreement of both parties in written form. The BGCSEGA will ONLY consider individual product price changes as part of the extension contract.

B.2 Specifications

B.2.1 O.C.G.A. 20-2-500(b)(1)

Preference as far as may be reasonable and practicable will be given to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in the State of Georgia. Such preference shall not sacrifice quality.

Required Experience and Skills:

- Experience in evaluating state and federally funded educational grants
- Experience in evaluating 21st CCLC
- Experience in capacity building for internal data collection
- Effective communication skills and excellent interpersonal skills
- Evidence of planning and organizational skills, with ability to manage multiple tasks
- Experienced in consensus building with evidence of effective collaborative
- Knowledge of current trends in out-of-school time programs and best practices
- Evidence of demonstrated success with program evaluation (samples requested)

Requirements

- Visit with program director and conduct individual site visits that preferably coincide with report card grading periods, at minimum, since this is a good time to review program
- Attend Advisory Committee meetings
- Ensure the overall scientific integrity of the evaluation
- Design evaluation plans and develop evaluation tool

- Provide timely, relevant evaluation feedback and recommendations to: Program Director, 21st CCLC Advisory Committee, and key stakeholders at the school and district
- Provide technical expertise to program
- Provide formative, summative, and summer reports within established timelines provided by the state

C. COST PROPOSAL

C.1 See Cost Proposal Form. *All* relevant, applicable costs and fees are to be included in the Cost Proposal. **Proposer(s) shall submit their cost responses into the Cost Proposal Form provided herein.** Proposer(s) shall not deviate from the structure established in the Cost Proposal Form. Submission of incomplete Cost Proposal Forms or Cost Proposal Forms that deviate from the clearly established structure may result in the rejection of a proposal as non-responsive.

D. PROPOSAL SUBMISSION GUIDELINES

Upon opening of the proposals, all proposals received will be reviewed to ensure that all required forms and information have been submitted by the Proposer and in the order stated in section H below.

All proposal packages must include the following applicable items and attachments *in the order specified below*:

- a. Information on Key Employees for this project (*see H.4*)
- b. Implementation Plan and Timeline (*see H.5*)
- c. Cost Proposal Form (*form enclosed*)
- d. Proposal Certification (*form enclosed*)
- e. Statement of Proposer’s Qualifications (*form enclosed*)
- f. Disclosure of Lobbying Activities – if applicable (*form enclosed*)

D.1 Number of Copies (2)

H.1.1 Submit proposal in a sealed, opaque envelope addressed to the RFP Administrator noted above.

D.2 Key Employees

Include with proposal, pertinent data for key employees that will be assigned to this project such as name, position, role/responsibility and Resume’ of background/experience qualifying him/her for the position.

D.3 Implementation Plan and Timeline

Include with proposal an Implementation Plan (a detailed explanation of Proposer’s proposed method(s) to satisfy the requirements of this project) and Timeline from the date this project will begin through to the anticipated completion date.

D.4 Proposer(s) shall submit their cost responses into the Cost Proposal Form provided herein. Proposer(s) shall not deviate from the structure established in the Cost Proposal Form. Submission of incomplete Cost Proposal Forms or Cost Proposal Forms that deviate from the clearly established structure may result in the rejection of a proposals as non-responsive.

E. EVALUATION:

E.1 Suspension and Debarment

The BGCSEGA will check the SAM website at <http://www.sam.gov> to determine if a bidder/Proposer is listed.

- E.2** In most instances where possible, all contracts and open market orders will be awarded to the lowest responsible Cost Proposal meeting all proposal requirements and specifications. The BGCSEGA reserves the right to evaluate all responsive proposals based on low cost proposal, then stated evaluation criteria. In scoring against the stated criteria, the BGCSEGA may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors.

E.2.1 Evaluation Committee

The Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFP. Technical submittals will be evaluated and scored in categories as follows:

TECHNICAL MERIT: 40 Points

- **Qualifications and past experience** including the demonstrated ability of Proposer's experience with facilities comparable in complexity, size, and function for other similarly-structured organizations (20 points)
- **Understanding of the Requirement and Suitability of Proposer** to provide the necessary services for this project, including the apparent fit to the project type and/or needs, any special or unique qualifications for this project, current and projected workloads, methodology, and the proximity of office to project location. (10 points)
- **Comparison of installation** method and desire to meet project schedule (10 points)

COST: 60 Points

- **Overall anticipated proposed cost**, as well as any other (if applicable) proposed prices or rates, anticipated cost savings, stated payment terms, discounts, and additional charges. Any items proposed that might result in an impact to operation costs of the BGCSEGA are subject to this evaluation.

E.2.2 Ranking

Upon completion of the evaluation process and presentations (if requested) by the Evaluation Committee, the proposals will be ranked in descending Points Total order, High to Low. The proposal receiving the highest points total will be recommended to the Finance Committee for award. If approved, the Finance Committee will bring the award recommendation to the BGCSEGA.

F. AWARD

Awards on multi-year contracts and proposals of \$30,000 or more must be approved by the BGCSEGA on the first practical Board meeting date after the RFP deadline. The BGCSEGA reserves the right to accept other than the lowest cost proposal, or the highest points total ranked proposal when the interest of the BGCSEGA can be better served. Where time is of the essence, the best delivery date offered will be taken under consideration in awarding proposals.

F.1 Low Dollar Bid Award

In most instances where possible, all contracts and open market orders will be awarded to the lowest responsible Cost Proposal meeting all proposal requirements and specifications. The Board reserves the right to waive any informalities in, or reject, any or all proposals or any part of a proposal.

F.2 Tie Bids

In the event of equal proposals, preference will be given to the local Proposer (a person who (1) has a place of business located in Glynn County, Georgia; (2) which is staffed by an employee or employees as their permanent employment year round in the normal course of business).

F.3 Split/Multiple Awards

The BGCSEGA reserves the right to make multiple awards or to award a contract by individual line items/services or alternatives, by group of line items/services or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the BGCSEGA. If the BGCSEGA determines that an aggregate award to one Offeror is not in the BGCSEGA's best interest, "all or none" offers shall be rejected.

G. GENERAL CONDITIONS:

- G.1** The BGCSEGA promotes **equal opportunity** for all persons, without regard to race, color, religion, sex, handicap, or national origin with vendors and/or contractors doing business with the Board.
- G.2** **Payment** shall be made by the BGCSEGA to Vendor for services that are actually performed, and, if applicable, products actually delivered in accordance with the specifications of the Request for Proposal and receipt of an invoice.
- G.3** The Vendor shall be responsible for obtaining **all permits and licenses** and shall pay *all fees* including all **applicable taxes** required by various governmental agencies in connection with this work. This shall also apply to all subcontractors.
- G.4** All tools, dies, jigs, patterns, equipment, plates, cuts, negatives, artwork, or other items purchased, furnished, charged to or paid for by the BGCSEGA and produced in conjunction with this proposal shall become and remain the property of the BGCSEGA. The contractor shall hold such property for the benefit of the BGCSEGA and, upon written request, deliver the property to the BGCSEGA.
- G.5** The Contractor shall confine operations at the site to permitted areas and shall not unreasonably encumber site with materials or equipment. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by the operations under the Contract.
- G.7** Visitors, including Contractor's employees and subcontractors, are **prohibited from smoking** on BGCSEGA property.
- G.8** Any damage done to any part of permanent or portable classrooms, buildings, equipment, furniture, fixtures or any items owned by the BGCSEGA or related individuals by the contractor personnel shall be repaired or replaced at no cost to the BGCSEGA.

H. INSURANCE REQUIREMENTS:

- H.1** ***If selected and prior to any work being done***, the Proposer/Contractor shall indemnify and hold harmless the BGCSEGA, its employees and agents against any and all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation on indemnity which would otherwise exist as to any party or person described in this paragraph. In any and all claims against the BGCSEGA or any of its agents or employees by an employee of the Proposer/Contractor, any Subcontractor, anyone directly or indirectly employed by any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by a limitation of the amount or type or damages, compensation or benefits payable under worker's or workman's compensation acts, disability benefits acts, or other employee benefits acts.

COST PROPOSAL FORM - RFP #23-01

Name: _____

Address: _____

Phone _____ Fax _____

Email address _____

Having carefully examined the Request for Proposal documents provided and held to actual or implied knowledge of the premises and conditions affecting the work, the undersigned proposes to furnish all service, labor and materials called for by them. No proposal may be withdrawn for a period of 120 days after time set for opening of proposals has been called on the date of opening.

Base Bid:

2023-2024 \$ _____

Option to renew:

2024-2025 \$ _____

2026-2072 \$ _____

2028-2029 \$ _____

Signature of Proposer (use blue ink)

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request For Proposal for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the Request For Proposal.

We further agree to strictly abide by all the terms and conditions contained herein as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the BGCSEGA, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the BGCSEGA.

It is understood and agreed that we have read the specifications shown or referenced in this Request For Proposal and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

PROPOSER SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, contact, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I affirm that there is no relationship between Proposer and a member of the Boys & Girls Club of Southeast Georgia, employee or elected member. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer. FURTHER, it is the Boys & Girls Club of Southeast Georgia's policy that our employees and agents shall not accept from customers, contractors, and suppliers of property, goods, or services; or from other persons, any gifts, benefits, or unusual hospitality that may in any way tend to influence or have the appearance of influencing them in the performance of their jobs.

Authorized signature

Date