

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

**REQUEST FOR PROPOSAL  
FOR  
COMPREHENSIVE NEEDS ASSESSMENT EVALUATOR SERVICES  
FOR THE MIGRANT EDUCATION PROGRAM**

Request for Proposals Issued: March 4, 2015

Deadline for Submittal of Proposals: March 23, 2015

## **I. INTRODUCTION**

The Fresno County Superintendent of Schools, Migrant Education Program (“Superintendent” or “MEP” as the context indicates) is seeking proposals from qualified persons or firms to serve as an Evaluator to provide a “Comprehensive Needs Assessment” (“CNA”) as that term is used by the California Department of Education (CDE) in relation to their grants program for such purposes.

As stated by CDE: “The purpose of this project is to have an independent outside agency conduct a Comprehensive Needs Assessment (CNA) for each Migrant Education Program (MEP) regional and direct-funded subgrantee (subgrantees). The MEP Local CNA will provide both the MEP subgrantees and the California Department of Education (CDE) with an independent assessment and evaluation of program needs that will provide specific recommendations and solutions for improving outcomes for California’s migrant student population. Each Local CNA will serve as one of the basis for MEP program development and delivery for each respective subgrantee.”

Additional details as to the purpose and content of a CNA are contained in Exhibit A, attached hereto and incorporated herein.

## **II. INSTRUCTIONS**

Responses are to be delivered, via e-mail or hard copy, by Ruben Castillo, Administrator of Migrant Education, Fresno County Superintendent of Schools Office, 1111 Van Ness, Fresno, CA 93721, Email: rcastillo@fcoe.org, phone (559) 497-3862. Proposal is due no later than 3:00 p.m. (California Time), on March 23, 2015. The proposal must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

It is the Proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposal does not commit the Superintendent to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The Superintendent reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal. Award of a contract is contingent on approval and funding by the State.

All proposals submitted in response to this request become property of the Superintendent and public records, so may be subject to public review. The Superintendent reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals.

Firms may submit a joint proposal. The Superintendent will select one winning proposal.

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY**

## RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.

### III. REQUESTS FOR INFORMATION

Questions related to this RFP should be submitted in writing to Ruben Castillo, Administrator of Migrant Education, Fresno County Superintendent of Schools Office, 1111 Van Ness, Fresno, CA 93721, Email: [rcastillo@fcoe.org](mailto:rcastillo@fcoe.org), phone (559) 497-3862. Proposal is due no later than 3:00 p.m. (California Time), on March 23, 2015. Specify “RFP for Comprehensive Needs Assessment Evaluator Services” in the subject line.

Firms interested in submitting a proposal are directed not to make personal contact with members of the County Board of Education or Superintendent Administration, with the exception of the individual listed above. FAILURE TO ADHERE TO THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION.

### IV. SCOPE OF SERVICES

Details as to the scope of services are contained in the “Scope of Work” section of Exhibit A, attached hereto and incorporated herein.

### V. PROPOSAL REQUIREMENTS

In order for a proposal to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both proposer’s qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal. The proposal shall be organized in the format listed below.

- 1) Briefly describe the firm's practice in evaluation of public programs and related areas of practice, particularly with regards to California education agencies, and give a brief history of the firm
- 2) Describe your firm’s capabilities and experience with evaluations of this type.
- 3) Demonstrate compliance with the “Qualifications” section of Exhibit A, attached hereto and incorporated herein.
- 4) Describe the knowledge and experience of the individuals that would be assigned to the project, particularly the individual(s) who would be the Superintendent’s primary day-to-day contact(s).
- 5) Identify and briefly describe comparable projects in which the firm has served as evaluator during the past two years.
- 6) Name educational agencies previously clients of the firm, describing the nature of the work, and for each such agency list the e-mail address, telephone number, and title of an official who may be contacted as a reference.

- 7) Describe your firm's proposed compensation.
- 8) Describe any existing or potential conflict of interest arising from your relationships with or representation of other agencies that should be considered as a factor in determining your objectivity, and provide sufficient facts, legal implications, and possible effects in order for the Superintendent to appreciate the significance of each potential conflict and grant an appropriate waiver, if necessary.
- 9) Describe and state the conclusion reached of any disciplinary action, administrative proceeding, malpractice claim or other like proceedings against your firm or any of its personnel, whether current or pending, as well as any such action, proceeding or claim occurring during the past five (5) years.
- 10) Describe the level of malpractice insurance carried by your firm, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
- 11) Provide your firm's proposed contract. Superintendent reserves the right to negotiate alternative terms and conditions.

## **VI. EVALUATION CRITERIA**

Firms submitting a proposal are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the Superintendent. The evaluation criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the Request for Proposal
- B. Experience and expertise of firm and personnel named in the proposal
- C. Past experience with providing similar services to California educational agencies
- D. Satisfaction of previous clients
- E. Fees

## **VII. INTERVIEWS**

Those firms considered most qualified to provide the desired services based on an evaluation of the written proposals may be invited for an interview. Superintendent may elect to conduct no interviews.

Proposers will be notified of the outcome of the process.

## **VIII. TIMETABLE FOR SELECTION**

Proposals will be evaluated, and if an award is to be made, a proposal will be selected and the proposing firm contacted before the end of March, 2015. It is Superintendent's intent to meet the time line of the CDE program, which currently reflects the following:

- January – March 31, 2015 – MEP subgrantees request proposals from external service providers, identify preferred vendor, and submit top three proposals to the CDE for review
- March – April 2015 – CDE approves subgrantee vendor
- April – June 2015 – MEP subgrantees enter into contract with external service provider for local needs assessment to be completed by June 2015
- June – July 2015 – CDE awards funding for needs assessments to MEP subgrantees
- December 2015 – Local Needs Assessment Reports due to the CDE

***[ ATTACH RFA AS "EXHIBIT A" ]***