

Guam Community College
School of Trades and Professional Services
Request for Quotation No: GCC-RFQ-15-005

Scope of Work Description: Design, development and implementation of an Evaluation Plan in support of the System of Care Expansion-Implementation Grant

Qualifications: Vendor must have the following:

1. Educational background and experience in the performance of assessments and evaluations of programs.
2. Minimum 5 years of experience as a trained assessor
3. Valid Guam business license: expiring 6/30/15

Scope of Work: As guided by the Memorandum of Agreement between the Guam Community College and the Guam Behavioral Health and Wellness Center, Guam Community College is requesting quotations for Scope of Work, to include the following services/deliverables:

I.A. Design and develop an Evaluation Plan that will include strategies to enhance the System of Care Expansion-Implementation Grant evaluation process, using formative and summative methods.

Price: \$ _____

I.B. Ensure that the Evaluation Plan is designed to assist the grantees in determining whether or not intended goals, objectives, and outcomes are being met, and whether adjustments to the project need to be made.

Price: \$ _____

I.C. Ensure that the evaluation plan will consider outcome and process concerns such as: (a) the extent to which the implementation of the grant matches the plan; (b) the types of changes made to the original plan and the consideration behind the changes to the original plan; (c) the effects that changes have made on planned intervention and performance assessment; (d) which program staff members were provided services, what services they were provided, in what context the services were provided, and at what cost those services were provided.

Price: \$ _____

I.D. Ensure timely submission of evaluation results by providing quarterly evaluation reports that address activities completed; training and technical assistance provided; and programmatic recommendations.

Price: \$ _____

I.E. Comply with the terms of the Notice of Grant Award and will produce Federal grant forms as needed, to remain in compliance with the Federal grant requirements.

Price: \$ _____

II.A. Work collaboratively with personnel from the Guam Community College and the Guam Behavioral Health and Wellness Center to ensure that monitoring and evaluation planning and implementation activities are completed at state and community levels.

Price: \$_____

II.B. Utilize evaluation results to recommend improvements to the Para I Famagu'on-ta, Guam System of Care Expansion-Implementation Plan.

Price: \$_____

Total Price for all activities: \$_____

Submission requirements:

1. Letter of interest and Current Curriculum Vitae (CV).
2. Copies of professional licenses related to the requested Scope of Work (SOW).
3. Current Police & Court Clearance.
4. Interested parties should separately describe their specific training, experience, and capability in any or all of the areas needed.
5. Deadline to submit cost proposals ASAP or no later than 5:00pm Monday, February 23, 2015.
6. One (1) original and one (1) copy of the cost proposal must be delivered to the Deans Office, School of Trades and Professional Services, Room 2223 in the Student Services & Administration Building (2000) of the Guam Community College by the deadline. Attn: Dr. Virginia Tudela, Dean, School of Trades and Professional Services, Guam Community College.
7. Award will be based on the lowest total price for all program activities required.
8. For additional information, please contact the Materials Management Office at 735-5540 or email: materialsmanagement@guamcc.edu.