

May 16, 2019

19-106

AWARD CONTRACT FOR EXTERNAL EVALUATION
SERVICES FOR GRANT-FUNDED PROGRAMS

PREPARED BY: Kim Copley, Buyer/Contract Specialist, Purchasing

FINANCIAL
RESPONSIBILITY: Vanessa Wood, Director, Grant Development
Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: The College has a need to contract with qualified suppliers to serve as external evaluators for largescale multi-year grant proposals to federal agencies (such as the US Department of Education, US Department of Labor, and the National Science Foundation), and state, local, and private entities, on a requirements basis. The estimated cost for external evaluation services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

On February 22, 2019, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon Procurement Information Network (ORPIN), and the PCC solicitation website. A total of forty four (44) vendors registered and received copies of the RFP. By the deadline of March 14, 2019 at 2:00 P.M., the College received eight (8) proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: vendor qualifications, experience, scope, plan and approach, and pricing.

Vendors	Points (100 Max)
Corporation for a Skilled Workforce	94.94
Education Northwest	82.89
Gibson Consulting Group, Inc	73.29
Hezel Associates	84.13
Pacific Research & Evaluation	97.67
RMC Research	88.13
Social Policy Research Association	83.81
Thomas P. Miller	81.19

Master Personal Services Agreements will be issued to the following seven (7) firms: Corporation for a Skilled Workforce; Education Northwest; Hezel Associates; Pacific Research & Evaluation; RMC Research; Social Policy Research Association; Thomas P. Miller.

MWESB Statement: Six (6) MWESB certified firms were notified. Master Personal Services Agreements will be awarded to the two (2) certified firms that responded: RMC Research Corporation and Thomas P. Miller. Both are Small Disadvantaged Businesses.

RECOMMENDATION: That the Board of Directors authorize the use of Master Personal Services Agreements for the provision External Evaluation Services for Grant-Funded Programs. The agreements will cover an initial five (5) year period with the option to renew for five (5) additional one (1) year periods. The anticipated annual cost is \$60,000.00 for a five (5) year total not to exceed \$300,000.00. The funding will come from the grant award. External evaluation costs are included in the grant budget submitted with the application.