

# REQUEST FOR PROPOSALS

•••••

## Evaluation and Reporting Services

**Client:** Green River Regional Educational Cooperative  
George Wilson, Executive Director  
230 Technology Way  
Bowling Green, KY 42101

---

The Green River Regional Educational Cooperative is a consortium of 35 mostly rural school districts and a comprehensive public university. Through our Board of Directors and 35+ staff and consultants, we serve 125,000 students, teachers and administrators located within a 10,000-square-mile area of Kentucky. Services include professional development, a bids service, technology training and support, grant writing services, special education consulting, and more.

In the course of our daily business operation, we implement state and federal grant programs that both require and benefit from formative and summative evaluations. These are conducted through a consultant and/or team of consultants working with a Project Director, other project and GRREC staff members, and school- or district-level stakeholders.

---

**Focus:** GRREC invites proposals for evaluation services related to the implementation of a 7-year U.S. Department of Education project. GRREC will in the summer of 2011 submit a proposal for funding to the Gaining Early Awareness & Readiness for Undergraduates Program (GEAR UP). GEAR UP is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. If funded, we will work with three cohorts of students in 22 high-poverty middle and high schools (11 middle schools and 11 high schools). In all, we anticipate serving 7,800 students over 7 years.

**Deliverables:** The project evaluation must include both summative and formative processes utilizing qualitative and quantitative data. At a minimum, we anticipate the contracted evaluator will:

- Work with project staff members to plan and implement a comprehensive evaluation that includes qualitative and quantitative data
- Analyze data related to student academic and nonacademic performance, including state and/or school assessments, data from the EPAS system, attendance rates, dropout rates, graduation rates, postsecondary attendance rates, and other data as determined through the project

- Routinely inform findings to the project's staff and Advisory Council to continually improve the project
- Report up to two times each year on the implementation of GEAR UP strategies for each individual school as related to the school's Action Plan
- Conduct and report on surveys, focus groups, and site visits related to each GEAR UP school, including sessions with students, teachers, parents, and leaders
- Provide a data collection system to assist project staff in the weekly collection and ongoing analysis of school-level data
- Provide data collection training to site staff
- Compile all reporting information for the U.S. Department of Education including annual and bi-annual reports (APRs), as required
- Provide a comprehensive annual report on school site and overall findings to GRREC (detailed summary of all findings for disbursement to project participants and GRREC stakeholders)
- Be a familiar face to project staff members as well as school leaders within the project
- Other items as deemed appropriate and negotiated by both parties

**Terms:** The selection of an individual or team for these evaluation services will not be based solely on the cost of the services to be provided but on the quality and fit of the proposed services. A contract with the selected evaluator or evaluation team will be entered into for a period of no more than 12 months; both parties will have an opportunity to annually renew the contract to ensure the project is fully evaluated during the 7-year project period.

The Evaluator should include in the proposal any travel, staffing and materials, or other anticipated costs related to the services proposed. Payment terms will be based on the submission of quarterly invoices to be paid by GRREC by no later than the 15<sup>th</sup> day of the month following the quarter's completion (e.g., November 15, February 15, May 15, August 15).

Final terms, including cost and services to be provided, will be negotiated between the Client and Evaluator upon selection.

**Submission:** Proposals should be **submitted electronically** to [johna.rodgers@grrec.ky.gov](mailto:johna.rodgers@grrec.ky.gov). The deadline for submission of proposals related to this RFP **has been extended until June 30, 2011.**