

**Commonwealth of Pennsylvania
Consulting Services ITQ #4400007410**

**RFQ FOR Improving Reentry Education
Solicitation Number: 6100042749**

May 23, 2017

The attached Statement of Work (SOW) (Attachment A) is provided for you to develop your proposal for the referenced Consulting Project. The successful contractor will be selected based on Best Value. The Best Value Criteria specified below defines the criteria that will be used to determine the successful contractor to be issued a purchase order. It is imperative that you expound in writing on each of the best value criteria listed. You may complete your proposal on this form and return your quote by e-mail reply no later than **10:00 am on June 12, 2017**.

Best Value Criteria:

1. **Understanding the Problem:** Provide a detailed Work Statement that accurately assesses the problem to be solved based on your understanding of the project requirements stated in the SOW. Incorporate or append your Work Statement onto the attached Statement of Work (**Attachment A**).
2. **Contractor Prior Experience:** On the included Contractor Prior Experience Submittal, detail three (3) projects your company performed that are similar in nature and scope to the requirements stated in the SOW. Include reference company name and address, contact person with phone number, e-mail address and best time to call, project name, project start and end dates and a brief description of the project.
3. **Contractor Personnel and Qualifications:** Provide resumes with names of individuals that will be assigned and demonstrate the qualifications and skills required to successfully develop and implement the project as defined in the SOW. It is very important that the proposed individuals meet the minimum levels of experience and have all proper certifications, if requested. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents.
4. **Project Work Plan:** Utilizing a GANTT or PERT chart, include a high-level summary that shows all the tasks and deliverables to complete the project. Explain your approach to deliverables. Append your Project Work Plan onto the attached Statement of Work (**Attachment A**).
5. **Cost:** Complete the attached Cost Matrix (**Attachment B**) to submit the cost portion of your proposal.

6. **Small Diverse Business Participation:** To maximize Small Diverse Business participation in the project, the greatest consideration will be given to a Small Diverse Business quoting as a prime contractor. For all other prime contractors subcontracting to a Small Diverse Business, briefly explain what your company's approach will be to maximize Small Diverse Business participation in the project if you are selected for award. This should include detail on which portions of the contract will be performed by the Small Diverse Business. Include specific percentage commitments to be paid to Small Diverse Business based upon the total contract value. The more definitive the commitment and the greater the percentage commitment, the greater consideration that your company will receive for this best value selection factor.
7. **Domestic Workforce Utilization:** Complete and sign the attached Domestic Workforce Utilization Form (Attachment C).

Any questions on this RFQ may be sent to: apinko@pa.gov

Note: This Request for Quotations **6100042749** is a restricted solicitation. Only those contractors qualified in the designated categories under Contract #4400007410, known as the Commonwealth of Pennsylvania's Consulting Services Invitation to Qualify (ITQ), may submit a proposal in response to this RFQ.

For more information about the Consulting Services ITQ, please click the following link.

<http://www.dgs.internet.state.pa.us/ITQ/Default.aspx>

The following documents must be returned with your RFQ response:

- Attachment A – Statement of Work (include Contractor Work Statement, Project Work Plan, Contractor Prior Experience Submittal and Resumes of proposed personnel)
- Attachment B – Cost Matrix
- Attachment C – Domestic Workforce Utilization Form
- Attachment D – Lobbying Form

Contractor Prior Experience Submittal

	Company Name and Address	Contact Information	Project Name	Project Start and End Dates	Brief Description of the Project
1					
2					
3					

RFQ 6100042749

Attachment A

Statement of Work

Background

The Pennsylvania Department of Corrections (PADOC) received a FY15 Improving Reentry Education (IRE) grant from the United States Department of Education. Major grant activities include designing and implementing a Career Pathways framework within state correctional institutions and enhancing the use of career readiness and interest assessment tools in corrections education service delivery. The PADOC seeks a qualified vendor to design and conduct both a process evaluation to inform implementation and an evaluability assessment of the program to inform future evaluation.

Requirements

The selected vendor will provide an evaluability assessment and conduct a process evaluation of the career pathways framework within PADOC.

Evaluability Assessment

The evaluator will conduct an evaluability assessment for the career pathways project. At the conclusion of the grant funding this work, PADOC wishes to conduct an evaluation to determine if participation in the career pathways framework leads to higher job attainment and lower recidivism in those participating. To assist PADOC in this work, the evaluator conducting the evaluability assessment will:

- Assess PADOC's desired outcome measures and its current data sources and data collection methods
- Provide feedback as to whether PADOC's desired outcome measures can be gathered via the current program design
- Provide PADOC with the basic material needed to design a valid outcome study
- Make recommendations on additional data or program implementation methods that would aid in conducting the proposed design

Process Evaluation

The evaluator will conduct a process evaluation of the PADOC's implementation of a career pathways framework at six pilot state correctional institutions in Pennsylvania to determine if the framework is being implemented with fidelity. The evaluator will:

- Work with the Career Pathways program coordinator to understand the framework to be implemented
- Attend two sessions entitled “Career Pathways: Laying the Groundwork” on July 25 and 27 to observe initial training and discussions with the pilot institutions as they begin implementation
- Conduct at least one visit to each of the six pilot institutions
- Discuss implementation of the program with various stakeholder staff at each visit
- Conduct interviews or focus groups with inmate participants
- Review program documents and data
- De-brief with the Career Pathways program coordinator after each site visit

Based on this information, the evaluator will develop a report on the implementation of the framework at the pilot institutions that shall provide information on the following:

- Is the career pathways framework being implemented with fidelity?
- If not, what changes have the institutions made to the framework and why?
- What are best practices and “lessons learned” from the pilot sites that can provide PADOCC a basis for program implementation at additional sites?

Performance Management

The selected vendor will work with PADOCC staff designated to the IRE grant and will be expected to meet with PADOCC for in-person meetings a minimum of two times: once at the beginning of the project, and once at the conclusion of the project. Travel costs should be included in the estimated cost for the final product and must be in accordance with Management Directive 230.10. The vendor will provide, at minimum, monthly updates to the PADOCC Grants Specialist and Career Pathways program manager via conference call.

The selected vendor is expected to begin work no later than July 1, 2017 and conclude work no later than April 30, 2018.

Attachment B

Cost Matrix

The selected vendor will enter into an agreement with the PADOc in accordance to the Statement of Work. Accordingly, please input estimated number of hours and hourly rate (including travel costs and time for in-person and weekly meetings) and timeframe for completion with each project deliverable. Travel expenses must meet Commonwealth Management Directive 230.10 Travel and Subsistence Allowances.

The applicant should submit a budget detail in accordance to the proposed costs as an attachment to their submission; the budget detail should indicate direct labor, travel and subsistence, consultant and subcontract costs, supplies and materials, other direct and indirect costs, and any other costs associated with the proposal.

<u>Item:</u>	<u>Description:</u>	<u>Est. # of Work Hrs. (#)</u>	<u>Est. Cost/Hr.</u>	<u>Estimated Cost</u>
<i>Deliverable 1</i>	Initial Meeting with DOC		\$	\$
<i>Deliverable 2</i>	Review of Career Pathways documents and framework to date		\$	\$
<i>Deliverable 3</i>	Review of current data sources and data collection methods		\$	\$
<i>Deliverable 4</i>	Delivery of Evaluability Assessment		\$	\$
<i>Deliverable 5</i>	Attendance at Career Pathways: Laying the Groundwork Sessions		\$	\$
<i>Deliverable 6</i>	Visits to Pilot Institutions #1 and #2		\$	\$
<i>Deliverable 7</i>	Visits to Pilot Institutions #3 and #4		\$	\$
<i>Deliverable 8</i>	Visits to Pilot Institutions #5 and #6		\$	\$
<i>Deliverable 9</i>	Review of program documents and data since implementation		\$	\$
<i>Deliverable 10</i>	Delivery of Process Evaluation		\$	\$
TOTAL			\$	\$

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under *Section 1352, Title 31, U. S. Code*. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

SIGNATURE: _____

TITLE: _____

DATE: _____