

Blanco Independent School District
RFQ #2017-101

**Request for Qualifications:
Program Evaluator for Drug Free Communities Grant**

Due Date: Friday, April 7, 2017
Time: 2:00 PM

About the Drug Free Communities Grant

The Drug Free Communities Grant is a federal grant that is awarded to established community coalitions whose mission is to work on prevention of drug use/abuse for youth in the community. Blanco ISD was awarded the grant in October 2016 and is seeking an evaluator to help ensure coalition continues to grow and the goals are met for the community and grant. The coalition is called CoAPT, Blanco Coalition on Awareness, Prevention, and Treatment of Substance Abuse, and is made up of community members from 12 different sectors all working towards a common goal of providing awareness and prevention in the community. One goal of the grant is to continue to grow the coalition membership by providing awareness in the community through drug free events, activities, and education. The other goal is to reduce youth substance use through a "livin clean" campaign, educational presentations/speakers, and assistance from substance abuse prevention services. Blanco ISD was awarded the grant for 5 years, with potential to receive a maximum of 10 years of funding. The coalition hopes to provide support to the community and reduce substance abuse/use issues.

Scope of Work

1. Conduct 6 site visits and interviews throughout the year.
2. Collect and analyze survey and interview data.
3. Create an evaluation report for coalition.
4. Provide coalition evaluation support and activity evaluation support.
5. Develop a pre and post survey to capture core measures that meet the guidelines for the DFC grant.
6. Provide mentorship and feedback to the Project Coordinator and Project Director.

Pre-Response Questions

Questions about this RFQ may be directed toward:

Amber Newby
CoAPT Coordinator
amber.newby@blancoisd.org
830-833-4337

Submission

If you intend on submitting qualifications, do not contact any other member of the District or Board of Trustees in any form until a contract for this RFQ has been awarded, unless granted to do so in writing by the District.

Statements of Qualifications should include the information found beginning on page 3 in "Required Information." Responses should include a signed cover letter.

Mail or deliver 3 bound and sealed copies of your or your firm's qualifications to:

Blanco Independent School District
814 11th Street
Blanco, TX 78606

Qualifications must be clearly marked on the outside of the package with:

Blanco ISD RFQ #2017-101 Request for Qualifications – Drug Free Communities Grant
Program Evaluator
Due Date/Time: Friday, April 7, 2017, 2:00 PM
Individual or Firm Name

Selection Process

It is policy of Blanco ISD that the selection of an individual or firm to provide professional services identified herein shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. These services are to be obtained at a fair and reasonable cost based on legal requirements.

The selected individual/firm must be willing to complete and submit the following supplemental information prior to a contract being presented to the Blanco ISD Board of Trustees for approval. All supplemental information will be considered as part of staff's recommendation of a contract with Blanco ISD. Supplemental information may include:

- Felony Conviction Notice
- Criminal History Record Information Review
- Conflict of Interest Questionnaire
- Non-Collusion Certification
- Suspension or Debarment Certification
- Certificate of Residency; and
- Form W-9

Blanco ISD reserves the right at any time to reject any or all responses to this RFQ.

Required Information

Section One: General Information

Provide the following information about your firm:

- Individual or Firm name;
- Corporate address and branch offices addresses (if applicable);
- If multiple offices, which office will be the primary office responsible for the Blanco ISD project?
- Website (if applicable);
- Type of organization (sole proprietorship, partnership, corporation, government entity, etc.);
- Year present firm established;
- List firm owner(s) and city/state of residence; and
- Contact person for this RFQ, title, telephone and e-mail.

In the past five years (including time under former names/ownership structures), have there been or are there currently any judgements claims, arbitration/mediation proceedings or suits against you or your firm or its officers? If yes, please describe details of each occurrence.

Professional Liability Insurance Information:

- Provide insurance agency name and contact information; and
- Describe limits per project, limits in aggregate and deductible.

Section Two: Personnel

Provide a list of assigned staff to Blanco ISD and briefly discuss their roles on the project.

Include professional resumes for key personnel and their responsibilities for the duration of the contract. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous Federal program evaluations for other public school districts, similar in size and complexity, to the Blanco ISD project.

Section Three: Demonstrated Personal Experience

Provide a description of your experience evaluating federal grants. Include in your description how your background (or your firm's background) addresses each of the following vendor qualifications.

1. Master's Degree Required in social science or substance abuse related fields;
2. 3-5 years of experience in evaluating coalitions or substance abuse related programs;
3. 3-5 years of experience evaluating federal programs/grants;
4. 3 years of experience in community/public education;
5. Strong written and verbal skills; and
6. Ability to work with youth and community members from all 12 sectors.

Section Four: Project Management Plan

Include a brief plan describing how you or your firm would manage a Federal grant evaluation for Blanco ISD.

End of Required Information