

**Suwannee County School District
Request for Qualifications (RFQ)
For Program Evaluation Firms and Individuals**

Date Issue: December 14, 2012

Due Date: December 20, 2012

1. **Purpose.** The Suwannee County School District (SCSD) is accepting Statements of Qualifications (SOQ) from individuals and firms for inclusion in the list of prequalified program evaluators for future grant-funded projects coordinated by the SCSD.

The SCSD regularly applies for and receives competitive and allocated federal, state, and private grant awards where third-party evaluation is a required component of the application process. Often grant response timelines severely reduce the amount of time available to evaluate the qualification of third-party evaluators. Thus, the establishment of a Prequalification List will allow the SCSD a chance to select the most qualified firm or individual as needed.

Submission of a SOQ indicates a firm's willingness and authority to enter into a contract with the SCSD to provide evaluation services or, in the case of individuals, the willingness and authority to enter into an Independent Contractor Agreement (ICA). Samples of both contracts and ICA's are available by request.

2. **Submittal of Statement of Qualifications.** The SOQ must be submitted to the following address by the date established in this RFQ:

Vickie Music, Chief Finance Officer
Suwannee County School District
702 2nd Street, NW
Live Oak, Florida 32064

One (1) copy of all required documents must be submitted.

3. **Definition of Request for Qualification.** This RFQ is an invitation by the SCSD to firms and individuals to submit their qualifications to the SCSD. This RFQ is not a competitive bid. The firm's or individual's submittal in response to this RFQ does not create any right to or expectation of a contract with the SCSD. The SCSD, furthermore, reserves the right to add to, delete, modify, or expand this RFQ.

4. **Statement of Qualification Requirements: Cover Sheet.** All firms and individuals must provide the following information on their cover sheet.

- a. Firm's or individual's name.
- b. Firm's or individual's mailing address.
- c. Federal Tax Number

d. Number of employees by job classification, and education. (e.g. “We employee three full-time research associates with master’s degrees or higher)

5. Statement of Qualification Requirement: Body. All firms and individuals are required to provide the following information in the body of their SOQ:

a. A one-page summary of firm or individual, specifically highlighting qualifications related to the evaluation of educational programs or projects of expertise, identifying the types of educational programs and initiatives you or your firm is most qualified to evaluate (e.g. science programs, history programs, prevention/intervention programs, school improvement initiatives, categorical or age-targeted services and/or programs).

b. A list of all evaluations completed in the last seven (7) years. Please include the name of the project and the organization you or your firm worked for. In the case of grant funded programs also include the name of the grant funding entity (e.g. US Department of Education), the amount of the grant award, and the amount of your contract.

c. Your firm’s or individual’s statement of nondiscrimination.

d. Your firm’s status, if applicable, as a minority-run firm.

e. A statement of assurance indicating that neither you nor your firm are not currently in debt to the federal or state government, or are otherwise out of compliance with any federal regulations that could jeopardize your ability to enter into a contract with the SCSD using state or federal funds.

f. A statement of assurance indicating that neither you nor your firm are disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from the award of contracts by any Federal government agency or department.

g. A declaration of any previous or current relationship with the SCSD or its officers which might suggest a conflict of interest. Please note that a previous or current relationship with the SCSD or its officers will not automatically disqualify you or your firm.

h. A list of each resolved (settled, arbitrated, litigated) claim for professional negligence or breach of professional services agreement or for indemnity (because of such alleged negligence or breach of contract) during the last five (5) years.

i. A list of each unresolved claim for professional negligence or breach of professional services agreement or for indemnity (because of such alleged negligence or breach of contract) during the last five (5) years.

j. The names and complete contact information for three references familiar, through direct experience, with the quality of your work. Note that the above items are required components of this SOQ. A resume, while required (see below), will not substitute for this information.

6. State of Qualifications Requirement: Attachments. All firms and individuals are required to provide the following information in the attachment section of their SOQ.

a. Complete resume of the principal investigator and any other key personal.

7. Selection of Firms and Individuals for the Prequalification List. The SCSD will evaluate each SOQ submitted. Firms and individuals must clearly demonstrate in the SOQ that they have sufficient qualifications and expertise for the type of work

requested. Selection for inclusion on the Prequalification List will be based solely on the judgment of the SCSD in obtaining firms and individuals that will serve the best interest of the SCSD.

8. Contracts and Independent Contract Agreements. If the firm or individual is contacted by the SCSD to perform work, the SCSD will attempt in good faith to negotiate a contract or Independent Contract Agreement for the specific work; including the scope of work, compensation, schedule, and other applicable matters.

9. Notification. All firms and individuals will be notified if they are placed on the Prequalification List.

10. Terms. The term of prequalification for the purpose of the Prequalification List shall be one (1) year.

11. Additional Considerations. The SCSD does not intend to use the Prequalification List for projects where use of such a list would violate federal or state bidding laws. The SCSD is not liable for any costs associated with the preparation of a response to the RFQ.