**REQUEST FOR QUOTE**

# For External Evaluation Services for Madison College HEP Grant

## Quote issue date:

**Quotes must be received by:**

**December 9, 2020**

**December 22, 2020**

**No late submissions will be accepted**

**Madison College HEP grant External Evaluation Services**

Madison College invites vendors to submit written quotations for evaluation services for the Madison College HEP grant.

**Return Quotes to:**

**Madison Area Technical College Attn:** Kevin Foley

**Email:** [**kfoley@madisoncollege.edu**](mailto:kfoley@madisoncollege.edu)

Madison College is applying for a High School Equivalency (HEP) grant. HEP is a federally funded five-year discretionary grant designed to assist migrant and seasonal farmworkers and their immediate family members to obtain a High school equivalency certificate and subsequently to upgrade their employment or to enter into postsecondary education. If funded, this program will be a relatively small program, serving 50 students annually. We are soliciting proposals from qualified professionals to develop and conduct a program evaluation to examine student success, increased retention, completion, and transition to post-secondary education for participants in the Department of Education High School Equivalency Program (HEP).

**Specifications Are:**

**HEP Project Duration:** July 1, 2021 - June 30, 2026

**Evaluation Contract Length:** 1 year, renewable for up to 5 years Evaluation **Contract Time Commitment:** 80-100 Hours/year

**Evaluation Requirements/Deliverables include:**

* Creation of a detailed evaluation plan, assessment questions, and metrics
* Implement a small research project that aligns with the “promising evidence” standards of the What Works Clearinghouse, with a focus on program supports that aid in greater rates of post-secondary transition of HEP students compared to traditional Adult Basic Education students.
* Participation in quarterly meetings for planning and formative feedback
* Create and conduct student program feedback surveys in the Spanish language
* Document and compile student feedback from survey
* Gather qualitative and quantitative data to measure the effectiveness of program practices
* Write an annual report so the Madison College HEP director includes this in the Annual Performance Report
* Write a final report at the end of the grant cycle highlighting key findings
* Present key research findings to Madison College leadership

**Job Location and Travel Requirements**

It is expected that the evaluator will work from a remote location and provide their own office space, IT equipment, telecommunications, and high-speed internet connection to participate in virtual meetings. One trip to Madison, WI will be required on an annual basis.

**HEP Grant Award Information:**

The project summary for the HEP grant has been included with this Request for Quote (see attachment).

Additional information about the High School Equivalency program is available at: <https://www2.ed.gov/programs/hep/index.html>

**Award:**

**Evaluator will be selected based on the following criteria:**

* Evaluator qualifications and resume
* Experience working on mixed-methods research projects that include quantitative and qualitative data
* Cost to the project
* Spanish language competency (Speaking, reading, and writing)
* Experience creating student surveys and conducting focus groups to gather student feedback
* Prior experience in one or more of the following areas is desired:
  + Prior experience doing evaluative research on federal grants
  + Prior experience working with special populations such as English Language learners, GED/HSED students, migrant/seasonal farmworkers, or other.
  + Prior experience working in migrant education
  + Prior experience in grant management

Any questions regarding this request for quotes should be directed to: [kfoley@madisoncollege.edu](mailto:kfoley@madisoncollege.edu), 608-258-2356

**All quotes must be submitted on the attached Madison College form, and should be accompanied by a copy of the evaluator’s professional resume or curriculum vitae.**



**REQUEST FOR QUOTE (RFQ) RESPONSE FORM**

**Madison College HEP Grant External Evaluation Services**

**Quotes must be received by: Tuesday, December 22nd**

**4:00 PM C.S.T.**

This quotation must be signed by a company official who has the full authority to legally bind the prime vendor to the proposed obligations. The signer of the proposal must also declare that the quotation is made without collusion or fraud and that the proposal represents no conflict with the Code of Ethics requirements of the District Board.

Evaluation Services $

Hourly Rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours/year \_\_\_\_\_\_\_\_\_\_\_

Firm/Evaluator Name: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Email

Phone:

By:

Signature:

Title:

Date:



### High School Equivalency Program (HEP) Project Summary

**Funding Source**: Department of Education, Office of Migrant Education

### Project Overview

The High School Equivalency Program’s purpose is to help migrant and seasonal farm workers and their immediate family members obtain a high school equivalency (HSE) and subsequently gain employment or be placed in an institution of higher education or other post-secondary education or training. Madison College has operated a High School Equivalency Program (HEP) for the past twenty years. It is currently housed at the Madison College Commercial Avenue Campus.

**Project Goals:**

**Goal 1:** Increase awareness among the Wisconsin migrant farmworker population about the HEP program and assist qualifying individuals to access individualized program services.

**Goal 2**: Deliver high quality bilingual instruction that prepares participants to successfully obtain a high school equivalency diploma using a flexible curriculum personalized to student goals and needs.

**Goal 3:** Provide coordinated, comprehensive supportive services designed to address participant challenges to successful program continuation and completion in ways which support career and academic growth.

**Goal 4**: Prepare program graduates to successfully transition to postsecondary education, vocational training, employment, or military service.

### Outcomes

Government Performance & Results Act (GPRA) is how the Department of Education and the Office of Migrant Education evaluate the effectiveness of a program.

### For Madison College:

1. GPRA 1: Madison College HEP is to recruit and serve 50 students annually. Of the 50 students, the goal is to graduate 69% of the students (minus the persisters).
2. GPRA 2: Madison College is to place at least 80% of HEP GED recipients into post- secondary education programs, upgraded employment or the military.
3. GPRA 3: Madison College will be measured on its success efficiency ratio and its cost effectiveness. This is done by the following formula: (Total Budget Awarded/HSE attainers).

### Activities

The list below is a summary of the core activities and services provided by the Madison College HEP program. The list is not all-inclusive, but represents the essential elements of the program.

* Outreach, Recruitment and Orientation of migrant and seasonal farm workers
* Assessment of students upon entrance and continuous assessment to measure GED preparedness.
* Instruction in English and Spanish in the areas of Reading and Language Arts, Science, Social Studies, Civics, and Mathematics to prepare students to take the GED 2014 exam.
* Digital literacy, computer skill-building, and using computer software more proficiently.
* On-going academic and career advising through one-on-one consultation with students.
* Provide referrals and connections to childcare, transportation, health care and legal resources at the college and in the community
* Retention support to assist students who are experiencing difficulties in the program.
* Participation in cultural and academic enrichment activities to network and expose students to new opportunities.
* Transition advising to provide specific strategies for entering postsecondary education, job placement, upgraded employment, and military service options.