

**Office of Equity and Inclusion
Request for Proposals
Developing and Providing a Program to
Cultivate an Equitable, Inclusive, and Antiracist
District Operational Culture**

Evaluation Panel Packet for RFP 20-0027



Questions?

Contact: Larry Pelatt

Purchasing Manager

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503-356-4379





Business Services
Procurement and Contracting
16550 SW Merlo Road
Beaverton, OR 97003
Phone 503-356-4324

Evaluation Criteria

RFP #: 20-0027 Proposer: _____ Evaluator # _____

EXPERIENCE AND QUALIFICATIONS:

- A. Provide a brief narrative of the Proposer's history, capabilities, and number of years Proposer has provided these services.
- B. Provide a description of the Proposer's experience in working with schools, school districts, and related organizations.

STAFFING AND APPROACH:

- A. Provide a description of the proposed staffing approach for this all elements of this contract.
- B. Describe in detail how the services will be provided. Address each item in STATEMENT OF WORK SECTION II (4). Focus on the Proposer's ability to perform all of the required tasks.

REFERENCES:

- A. Provide five (5) professional references from projects similar to the scope of this Solicitation, and from accounts of similar size and complexity. K-12 school district references shall be preferred. Use of the provided Proposer Reference Form (see SECTION V – ATTACHMENTS) is required.
 - 1. Provide the name, telephone number, and email address of the client for each of these five (5) references. These contacts will be used by the District for reference checks.

PRICE SCHEDULE.

- A. Proposers are expected to consider the project requirements and the District's desired outcomes and develop a reasonable project not to exceed amount (cost). Proposers will include the rates and expected contribution of each level of paid staff i.e. Principal, Senior Project Advisor, Project Advisor (Coordinator), and Data technician.
- B. Pricing will be compared among all responsive Proposals submitted. The lowest overall priced proposal that meets the expected criteria will receive the full points available.

[The pricing criteria will be scored by Purchasing to develop an initial score independently of the evaluation of the subjective criteria. At the final scoring meeting the Pricing information and scores will be shared with the Evaluators to allow them to modify scores based on relative value of the services as compared to the proposed cost of the services.]

RFP #: 20-0027 Proposer: Blocker Education Research, LLC

Evaluator # _____

Evaluator Comments and Scores	Notes	SCORE
Experience and Qualifications:	30 Points Max	
Staffing and Approach:	30 Points Max	
References:	20 Points Max	
Price Schedule:	20 Points Max	
Proposal Content Sub-Total	100	
Interview- (If Required)	20	
Total Points Possible	120	

RFP #: 20-0027 Proposer: TPI dba Center For Equity and Inclusion

Evaluator # _____

Evaluator Comments and Scores	Notes	SCORE
Experience and Qualifications:	30 Points Max	
Staffing and Approach:	30 Points Max	
References:	20 Points Max	
Price Schedule:	20 Points Max	
Proposal Content Sub-Total	100	
Interview- (If Required)	20	
Total Points Possible	120	

RFP #: 20-0027 Proposer: Turnkey Coaching & Development Solutions LLC

Evaluator # _____

Evaluator Comments and Scores	Notes	SCORE
Experience and Qualifications:	30 Points Max	
Staffing and Approach:	30 Points Max	
References:	20 Points Max	
Price Schedule:	20 Points Max	
Proposal Content Sub-Total	100	
Interview- (If Required)	20	
Total Points Possible	120	

RFP #: 20-0027 Proposer: UnboundEd Learning, Inc

Evaluator # _____

Evaluator Comments and Scores	Notes	SCORE
Experience and Qualifications:	30 Points Max	
Staffing and Approach:	30 Points Max	
References:	20 Points Max	
Price Schedule:	20 Points Max	
Proposal Content Sub-Total	100	
Interview- (If Required)	20	
Total Points Possible	120	

RFP #: 20-0027

Proposer: **US2, Inc**

Evaluator # _____

Evaluator Comments and Scores	Notes	SCORE
Experience and Qualifications:	30 Points Max	
Staffing and Approach:	30 Points Max	
References:	20 Points Max	
Price Schedule:	20 Points Max	
Proposal Content Sub-Total	100	
Interview- (If Required)	20	
Total Points Possible	120	

General Scoring Instructions

Use one Evaluation Form for each Proposal being scored, enter your Evaluator number, the name of the firm whose Proposal is being scored, and a score for each criteria in the respective score box according to the scoring notes on the Evaluation Form. Please make comments in the area provided – if necessary add additional sheets.

Instructions: Weighting of individual criteria within a category will occur when the Committee meets to total all scores and discuss the Proposals. Please bring all Proposals, scoring sheets, and any notes made to the Committee meeting.

PROPOSAL EVALUATION:

The Proposals will be evaluated by the Evaluation Committee consisting of not less than three (3) knowledgeable individuals (Evaluators). The District may assign certain Evaluators to evaluate specific Proposal categories in keeping with the Evaluators' area of expertise. Evaluators will utilize the criterion (as objectively as possible) to measure the merit of each Proposal received in accordance with the subjective evaluation criteria to determine which Proposals(s) will provide the District with the most advantageous and best overall value. The recommendations of this committee will be a consensus and will be final.

PROPOSAL CONTENT:

1. PROPOSAL FORMAT:

Is the response clear and concise? Does it follow a logical path? Is there sufficient information to determine that the Proposer can perform the work?

2. REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS:

Verified by Purchasing.

3. DETAILED PROPOSAL CONTENT REQUIREMENTS:

Does the proposal provide a response to all of the criteria?

4. PROPOSAL EVALUATION:

Does the proposal give the Evaluator a sense that any required reports or presentations will be delivered in a manner that caters to the audience-at-hand?

PROPOSER REFERENCE CHECK

QUESTIONNAIRE

Proposer: _____

Only one of the Selection Team members should check references. Once completed, this form can be shared to the other members at a team meeting. Copy this sheet for each reference check made.

Reference Company Name: _____ Date: _____

Contact: _____ Phone: _____

PERFORMANCE RATINGS

For the following performance indicators, assign each area a rating. Indicate the answer by placing an x or checkmark in the appropriate number within each group rating of Poor (Unsatisfactory), Good (Satisfactory), Very Good, or Outstanding. Use "N/A" if reference does not have information to make a determination.

	Poor	Good	Very Good	Outstanding
Quality of Product or Service				
Compliance with Contract Requirements				
Timeliness and accuracy of Reports/Reporting				
Capability/Effectiveness of Personnel				
Record of Controlling Cost				
Current, Accurate, and Complete Billings				
Timeliness of Performance/Schedule Adherence				
Responsive to Technical Direction				
Effective Management, including management of subcontractors (if any)				
Reasonable/Cooperative Behavior				
Responsiveness to Requests/Problems				

Ask these final two "Yes/No" questions. Circle the provided answer:

In the opinion of the Reference, is the Contractor committed to customer satisfaction? Yes No

Would the Reference hire this Vendor again? Yes No

Date: _____

MEMORANDUM OF RECOMMENDATION for RFP 20-0027

Developing and Providing a Program to Cultivate an Equitable, Inclusive, and Antiracist District Operational Culture

The Evaluation Committee has evaluated the proposals received in accordance with the evaluation factors set forth in the Request for Proposals.

Each Committee member has evaluated each proposal in an objective and unbiased manner. Committee members do not have a conflict of interest in regard to this Request for Proposal.

The committee, therefore, recommends award to the following Supplier. This proposal is determined to be advantageous to the School District.

Highest Scoring Proposer: _____ (Supplier Name)

The proposal evaluation forms and score tabulation are attached.

EVALUATION COMMITTEE MEMBERS

PRINTED NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

SIGNATURE: _____