

Response to Questions on the Maine Community College System / Harold Alfond Center for the Advancement of Maine's Workforce Grant Evaluation RFP Issued December 15, 2021

Contact: Joshua Howe, Deputy Executive Director of Workforce Training and Remote Working
jhowe@mccs.me.edu

MCCS wishes to thank potential bidders who have asked questions regarding this RFP.

Question	MCCS Response
Is the \$60,000 evaluation budget listed in the Appendix materials page 16 a 2 1/2 year budget or an annual budget?	The estimate indicated in the grant proposal was for the entire projected project, not an annual cost. This figure does not necessarily represent the currently budgeted amount. Bidders should bid based on the scope of work.
Page 2, #2 how frequently will the meetings occur?	Successful bidder will work with MCCS to determine the frequency and duration of meetings needed to meet the needs of the project. We anticipate, initially there would be frequent meetings to establish the tools and protocols identified in the scope of work after which there would be less frequent meetings.
Page 2, #6 will MCCS conduct data cleaning and analysis?	MCCS anticipates that the bidder will work with MCCS in identifying necessary strategies to evaluate the project. Student data from Brightspace and Jenzabar should not need cleaning or analysis, this will be performed by MCCS IT. Data from surveys of learners may require analysis from successful bidder. Successful bidder should anticipate performing evaluation of synthesized data as it relates to the successful performance of the project.
Page 2, #6 will MCCS administer student and staff surveys through Brightspace or other system?	MCCS will work with successful bidder to determine the best method of surveying students and staff.
Page 2, #8 "Produce a final evaluation and formal report" is this two reports or one final evaluation report?	MCCS anticipates that the final evaluation and report would be a single cumulative document.
Page 4, #3 what is meant by schedule of fees - hourly rates or itemized list for responsibilities listed on page 2, or other definition?	If the bidder has fees for additional services not included in the total cost of the bid, these should be itemized as part of the proposal.

Question	MCCS Response
<p>Could you please clarify the Evaluator Timeline? It appears as though a typo was made and the selected bidder is shown to begin work in January of 2021. If this is a typo on this three year project, would the Final report then be made in September 2025?</p>	<p>You are correct, there is a typo in the estimated start date on page 2. Estimated start date is January 2022. All other estimated dates are correct. The anticipated end date is September 2024.</p>
<p>Can you confirm whether or not this evaluation will encompass all 7 colleges that make up the Maine Community College System?</p>	<p>This project has the potential to involve all 7 campuses of the Maine Community College System. Project evaluation will occur at the project level, not at the campus level.</p>
<p>Is there a proposed page limit for the proposal response?</p>	<p>Bidders should provide a proposal which best responds to the needs and information in the RFP. There is no page limit for proposal responses. Elaborate proposals are neither necessary or desirable.</p>
<p>On page 4 of the RFP, it states that both the University of Maine System and Maine Maritime Academy shall be permitted to "piggyback" off the MCCS's contract. Could you clarify what any possible piggyback would entail?</p>	<p>If the University of Maine System or Maine Maritime Academy require grant evaluation services, selected bidder will provide the same terms and conditions as provided to MCCS if they enter into a contract with these partners. It does not expand the scope of the current RFP or work that will be provided under the contract developed from this RFP.</p>
<p>Due to the recent surge in COVID 19 cases, does MCCS anticipate an evaluation that leans toward virtual interaction or would a hybrid approach, both virtual and face and face, be preferred?</p>	<p>MCCS is anticipates that the majority of the work will be done virtually, with in person meetings done on an as needed basis.</p>
<p>Per page 22 of the RFP, one of the deliverables will be to "establish the Maine Advisory Council on Remote Working." Will the evaluator be working in tandem with MCCS to select the members of this council or will their selection be at the evaluator's discretion?</p>	<p>Information after page 6 in the RFP is the grant application provided to Ascendium and provided as additional information for potential bidders. The successful bidder will not be responsible for the aspects in that part of the document except where they're represented in the Scope of Work and Responsibilities listed on page 1 and 2 of the RFP. The Maine Advisory Council on Remote Working has already been established and is outside the scope of this RFP.</p>
<p>Was MCCS awarded the full grant application amount of \$535,000?</p>	<p>Yes, MCCS was awarded the full grant amount from the Ascendium Education Group. This figure does not necessarily represent the currently budgeted amount. Bidders should bid based on the scope of work.</p>

Question	MCCS Response
When did the project commence? Has data been collected since commencement and have any reports already been prepared?	The project began August 2021 with the hiring of the project lead. Data has been collected since the beginning of the project. No student data is available yet as the first cohort begins January 2022. A 6-month project report is being prepared at this time.
Have lead businesses already been identified for the project? How many are there?	MCCS assumes this question is in relation to the Maine Advisory Council on Remote Work. There are six employers on that advisory council.