PURPOSE: To provide a response to vendor questions for the clarification and/or modification of project detail and specifications.

1) The RFP states that the decision about the external evaluation will be made in the January to February timeframe of 2014. Has the timeframe slipped to November, 2014.

All dates referenced in the Grant Proposal (Appendix A) should be moved forward by one calendar year. The grant proposal was originally submitted during federal fiscal year 2013; however, the grant was not awarded until the current federal fiscal year cycle. Therefore, January 2014 would become January 2015.

2) Is the evaluation expected to commence during Year 2 of the grant or has the entire schedule slipped by a year?

All dates referenced in the Grant Proposal (Appendix A) should be moved forward by one calendar year. The grant proposal was originally submitted during federal fiscal year 2013; however, the grant was not awarded until the current federal fiscal year cycle. Therefore, January 2014 would become January 2015.

3) On page 19 of the Appendix A of the RFP, it states “we propose engaging consultants to conduct student focus groups...” Are these focus groups a task of the evaluation?

While the conducting and information collecting activities are not a task assigned to the external evaluator, the College anticipates that the evaluation plan developed would provide a mechanism to measure progress towards project goals impacted by the strategies developed as a result of the focus groups.

4) On page 22 of the Appendix A of the RFP, it states “we propose engaging a professional consultant(s) to assist...” Are the activities described in this paragraph a task of the evaluation?

While these specific activities are not a task assigned to the external evaluator, the College anticipates that the evaluation plan developed would provide a mechanism to measure progress towards project goals impacted by the formal plan developed, as needed, to seek partnerships and or additional funding sources to address challenges faced by the College student body as it relates to child care.

5) Is Sheba International precluded from bidding on this evaluation?

Any vendor who is a registered vendor in good standing with the State of West Virginia and can meet the specifications as provided for in the RFP is eligible to bid.
6) Are the data/information systems in place to identify which students are getting specific types of support services?

The College is actively assessing the data/information system options identified for the maintenance of this data. The business processes and data collection activities are in place and may need adjusted once the final information system to be utilized is identified.

7) What information or measures are available about job readiness of graduates?

Students complete a career services exit interview which allows the College to capture information related to on job training that they have received through internships, clinical, or practicums. Additionally, the College has some data available through Workforce WV and an internal tracking mechanism for certification exams. A separate project is in place to better assist the College tracking the progress of alumni.

8) What feedback from employers is currently available?

Employers may register on the College’s online job board, College Central. Over thirty employers attended the College’s Career Fair held in October 2014; they were well pleased and many have hired College students. Plans are in place to survey the employers on their satisfaction with the College’s students/services during the upcoming Spring 2015 Career Fair.

9) Can student data be linked to employment outcomes data from the WV Unemployment Insurance database?

There is currently no process in place to link student data with data from the WV Unemployment Insurance database.

10) What types of child care services were available to students before the advent of the Attendance Pays program?

None. However, in an effort to understand this challenge/issue better, a survey was conducted in the Spring of 2014 to identify student and employee childcare needs.

11) How much funding did Mountwest receive for the Attendance Pays grant?

The College was awarded over $2M for a five-year grant period.

12) What is the timeframe for the evaluation and contract (starting and ending dates)?

13) What is the timeframe for the deliverables (e.g. reports)?

The timeframe for deliverables vary; however, each are outlined within the RFP as:

- Appendix A, pages 32-35; items with External Evaluator listed in the Primary Responsibility column.
- Appendix A, pages 49-50; items with External Evaluator listed in the Personnel column.

14) What is the range for the budget for the evaluation?

Approximately ten (10) percent plus/minus of the total grant award not to exceed $45K per annum.

15) Is this a fixed-fee or cost reimbursable contract?

The contract could either be a fixed-fee or cost reimbursable so long as the budget per annum is not exceeded.

16) What role, if any, will the external evaluator have in the development of the draft policy manual, the mid-year fiscal review, and the institutionalization plan? (See pages 6-7 of the RFP.)

The external evaluator would be an active participant in the development of the draft policy manual (aka Operating Procedures and Guidelines); particularly as it relates to adequate data collections for evaluation and reporting purposes. The external evaluator would participate in the annual institutionalization planning to assist the College with inclusion of recommended analysis methodologies into standard operating procedures.

17) What is the target budget for this evaluation?

Approximately ten (10) percent plus/minus of the total grant award not to exceed $45K per annum.

18) Is Dr. Berhie or others associated with Sheba International eligible to, and planning to, bid on this project.

As provided for as response to Question 5 above, any vendor who is a registered vendor in good standing with the State of West Virginia and can meet the specifications as provided for in the RFP is eligible to bid. The College, at this time, is not aware of any vendor’s intention to bid.