


CCEMC Dual Enrollment Leadership Academy (DELA) External Evaluation Request for Proposals

<p>RFP: Dual Enrollment Leadership Academy Evaluation</p>	<p>Proposal Due By: January 31, 2023</p>	
<p>Project Overview:</p> <p>The California Coalition of Early & Middle Colleges, CCEMC, is an educational non-profit organization that specializes in dual enrollment. CCEMC offers numerous professional development opportunities to K-12 districts, college districts, charter and private schools, and individual schools and colleges. CCEMC offers an annual dual enrollment conference attended by over 450 college and K-12 staff, small regional workshops, technical assistance and program development, and Dual Enrollment Leadership Academy (DELA.) DELA is the focus of the RFP.</p> <p>DELA is a Canvas LMS based curriculum that consists of nine modules focused on best practices for dual enrollment leaders. The course is asynchronous with three virtual sessions that are synchronous. Participants have the opportunity to be certified as a Dual Enrollment Leader with the completion of an additional portfolio project. Since the launch of DELA, CCEMC has completed 4 DELA cohorts with a 5th cohort currently in progress. In 2022, the course was re-evaluated and refreshed to assure compliance with updated Ed Code and to fine tune the course.</p>		
<p>Project Goals:</p> <ul style="list-style-type: none"> ● Evaluate DELA curriculum and pacing to ensure graduates have sufficient knowledge and skills for leading and evaluating dual enrollment programs ● Evaluate participant satisfaction regarding DELA ● Identify trends, patterns, and findings from the data ● Make recommendations for DELA improvements 		

Scope of Work:

Evaluator will develop an evaluation work plan that may include online surveys, focus groups, and/or interviews with DELA participants, and review of completion data and program curriculum.

The evaluator will meet with the DELA evaluation committee to review and refine the plan prior to implementation.

The evaluator will be responsible for carrying out the implementation of the final evaluation plan.

The evaluation will culminate in a final written report with findings and recommendations addressing questions provided in the RFP.

The intent is to maximize the use of virtual and electronic resources, reducing the need for travel or in-person meetings.

Evaluation Metrics and Criteria

- Evaluator qualifications and experience
- Proposed work plan
- Work samples and references
- Proposed budget / budget justification

Submission Requirements

- Requirement #1 Executive Summary
- Requirement #2 Table of Contents
- Requirement #3 Qualifications and Experience
- Requirement #4 Project Work Plan
- Requirement #5 Proposed Budget and Budget Justification

Project Due By: **September 15, 2023**

Budget: **Anticipated \$60,000, negotiable**

Contact:
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Request For Proposals

Dual Enrollment Leadership Academy Evaluation

PROPOSALS DUE BY: January 31, 2023

Background

The California Coalition of Early & Middle Colleges (CCEMC) is the only California non-profit coalition whose sole mission is dedicated to Dual Enrollment. CCEMC is a peer educator network that supports Dual Enrollment programs in California. The goal of CCEMC is to promote and expand proven best practices associated with Dual Enrollment that promote equity strategies, develop and sustain supportive environments, and strengthen K-12 and college partnerships; strategies which will enable high school students to be college and career ready and to transition successfully to post-secondary institutions, with significant college units earned through Dual Enrollment.

Project Overview

The Californian Coalition of Early & Middle Colleges, CCEMC, is an educational non-profit organization that specializes in dual enrollment. CCEMC offers numerous professional development opportunities to K-12 districts, college districts, charter and private schools, and individual schools and colleges. CCEMC offers an annual dual enrollment conference attended by over 450 college and K-12 staff, small regional workshops, technical assistance and program development, and Dual Enrollment Leadership Academy (DELA.) DELA is the focus of the RFP.

DELA is a Canvas LMS based curriculum that consists of nine modules focused on best practices for dual enrollment. The course is asynchronous with three sessions that are synchronous. Participants have the opportunity to be certified as a Dual Enrollment Leader with the completion of an additional portfolio project. Since the launch of DELA, CCEMC has completed 4 DELA cohorts with a 5th cohort current in progress. In 2022 the course was re-evaluated and refreshed to assure compliance with updated Ed Code and to fine tune the course.

CCEMC, with funding from the College Futures Foundation, seeks an external partner to evaluate the quality of DELA content, approach, and participant satisfaction, with an eye on making adjustments for improvement.

Project Goals

The goals of this project include:

- I. Evaluate DELA curriculum and pacing to ensure graduates have sufficient knowledge and skills for leading and evaluating dual enrollment programs
- II. Evaluate participant satisfaction regarding DELA
- III. Identify trends, patterns, and findings from the data
- IV. Make recommendations for DELA improvements

To reach these goals, CCEMC is now accepting bids in response to this Request for Proposal.

Scope of Work

Evaluator will develop an evaluation work plan that may include online surveys, focus groups, and/or interviews with DELA participants, and review of completion data and program curriculum.

The evaluator will meet with the DELA evaluation committee to review and refine the plan prior to implementation.

The evaluator will be responsible for carrying out the implementation of the final evaluation plan.

The evaluation will culminate in a final written report with findings and recommendations addressing questions below.

The intent is to maximize the use of virtual and electronic resources, reducing the need for travel or in-person meetings.

Questions to explore for DELA:

- I. What are the most beneficial elements of DELA? And why?
- II. Do the live (synchronous) sessions add value? What about the synchronous “lunch and learn” sessions?
- III. What are we missing (content, approach)?

- IV. How satisfied are participants upon completion; how much will DELA help them in their day-to-day work?
- V. What are the best ways to increase engagement and build connections?
- VI. What messaging needs to be clarified (expectations, time commitment, etc.)?
- VII. What value do participants with varied experience levels find with DELA?
- VIII. Understand the intentions and experiences of participants who complete DELA certification compared with those who do not. Are the views, satisfaction, and experiences the same or different? What are these different groups wanting of the DELA?
- IX. If participants are not getting certified, why? If getting certified, why?
- X. Should DELA deliver content in a hybrid format, combining in-person and virtual instruction?
- XI. If the participants didn't attend as a team, why? What would it take to do so?
- XII. Is the level of work needed for the cumulative project and certification valuable? Do they get as much out of it?
- XIII. What is the ideal pace of the course (e.g. 2 weeks between modules)?
- XIV. Are the graded assignments matched to meaningful learning?

What We're Looking for in Potential Evaluation Partners

The ideal evaluation partner has experience in evaluating educational programs and familiarity with dual enrollment in California. The external evaluator should have a productive working relationship with the Executive Director of CCEMC, with periodic check-in meetings to update the Executive Director on progress towards project goals. The external evaluator will report to the DELA evaluation committee and submit the final report to them in writing and in a virtual meeting.

Timeline and Target Deliverable Schedule

RFP Posted: by December 1, 2022

RFP Closes: January 31, 2023

Finalists Interviewed: mid-February, 2023

Evaluator Selected: by February 28, 2023

Contract Signed: by March 31, 2023

Evaluation Work Plan Reviewed & Finalized with DELA Evaluation Committee:

between April 2023 and June 2023

Project Implementation: July 2023 to September 2023

Final Project Due: by September 15, 2023

The expected project completion date is September 15, 2023. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

Budget Constraints

The anticipated budget is \$60,000 and will be confirmed upon final negotiations with the selected evaluator.

Proposal Submission Requirements

This section describes the required proposal format and content. Failure to follow the prescribed format may result in rejection of the proposal.

I. Executive Summary (1 page)

Provide an Executive Summary of the proposal in narrative format that briefly highlights the contents of the proposal to provide the reader with a broad understanding of the Applicant's approach, qualifications, experience, and staffing.

II. Table of Contents

Provide a Table of Contents listing the proposal contents as required in the RFP, along with corresponding page numbers.

III. Qualifications and Experience

Provide a statement demonstrating the Applicant has the qualifications, capability, and experience to perform the requirements included in this RFP.

The following sections must be included:

a. Background and Experience

Provide a summary of relevant background information describing the evaluator's experience, major accomplishments, experience and/or familiarity with dual enrollment, and/or activities similar to the requirements outlined in this RFP, and any other information demonstrating the evaluator's ability to provide the services described in the proposal. The applicant is encouraged to provide sample materials to substantiate previous experience.

b. References

Provide a list of at least three (3) professional references who can speak to the ability of the evaluator to successfully provide the services outlined in the proposal.

c. Staffing

Provide a description of the experience and qualifications of the proposed key staff member(s) who will be assigned to this project. Include the estimated percentage of their weekly work time that will be devoted to the project (as a percentage of 40 hours). The description should include their function, level of education, degree and/or license, if appropriate, and a detailed resume for each person. If any subcontractors will be used, explain their use and provide their name and qualifications.

IV. Project Work Plan

Describe in detail how the Applicant will meet the requirements outlined in this RFP. Identify each of the major tasks, activities and/or deliverables and describe how they will be reached, including the timeframe required. Flowcharts and other printed visual aids may be included.

V. Proposed Budget and Budget Justification

Include and clearly detail all costs, payment schedules, categorization of line items and/or other related costs associated with the proposal, including any

proposed travel expenses. All proposals must include a budget justification providing thorough and clear explanations of all costs.

RFP Evaluation

The DELA Evaluation Committee will evaluate the proposals. The committee will consider only those proposals which have been considered responsive to the RFP. Any proposal which fails to meet the RFP requirements will be considered non-responsive and may be rejected. The committee may contact Applicants to clarify any proposal responses provided as well as contact and evaluate any references provided by the Applicant and/or subcontractor(s)(if applicable); solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

CCEMC will evaluate proposals based on the following criteria:

Points	Criteria
35 points	Evaluator qualifications and experience
35 points	Proposed work plan
15 points	Work samples and references
15 points	Proposed budget / budget justification
100 points	Total Points

Contact Information

Complete proposals should be submitted to ccemc@dualenrollment.org no later than 5 p.m. on January 31, 2023.

For questions or concerns connected to this RFP, contact Executive Director Sherry Balian at sherry@dualenrollment.org or (888) 372-2362.