

**Consider approval of awarding Request for Qualifications (RFQ 2024-002) for External Evaluator for Federal and State Funds to Zajonc Corporation
October 21, 2024**

1. Board Goal - Domain 4, Objective 1 - Alignment of Financial Well Being with Student Achievement

2. Background:

The state's purchasing requirements specify that any purchase(s) of \$50,000 or more (including in the aggregate) must be competitively procured. In addition, Board policy CH (Legal)(Local) governs purchasing. RFQ's are awarded based on qualifications and not price. Price is negotiated once the RFQ is awarded.

3. Process:

The District issued a Request for Qualifications (RFQ) in March 2024 in advance of applying for some grants. Prior to awarding the RFQ, the Greenlights Grant Initiative provided some grant writing assistance to the district at no cost. We received 1 response to the RFQ.

Administration has reviewed the response and feel Zajonc Corporation will be an asset to the district in the form of reviewing and assisting us with grant evaluation and writing.

4. Fiscal Impact:

Compensation is dependent on if the grant is awarded. Each grant fee will be negotiated prior to the grant being written.

5. Recommendation:

Approval of Awarding Request for Qualifications (RFQ 2024-002) for External Evaluator for Federal and State Funds to Zajonc Corporation

6. Action Required:

Approval of Awarding Request for Qualifications (RFQ 2024-002) for External Evaluator for Federal and State Funds to Zajonc Corporation.

7. Contact Person:

Pam Bendele

Uvalde CISD

**Response to Request for Qualifications for
Grant Evaluation Services**

March 19, 2024



**Prepared By Zajonc Corporation
Kyle D. Barrington, PhD., and Joel Whitt, MA**

Request for Qualifications Specific Requirements

It is our pleasure to respond to the *Uvalde CISD (UCISD)* - RFQ (Request for Qualifications) for Grant Evaluation Services (Evaluator). Zajonc Corporation (Zajonc) is confident in its ability to complete all the RFQ requirements and tasks as a result of its previous grant management experiences, which have included, but have not been limited to, the following:

1. Developing a total process and outcome evaluation system that is well prepared for all evaluation audits and reviews, including those by the grantor;
2. Developing and implementing a system that monitors and tracks student progress;
3. Performing process and outcome evaluations using quantitative and qualitative data;
4. Utilizing benchmark assessments and evaluations of program outcomes;
5. Producing monthly reports documenting progress toward goals and identifying areas of concern;
6. Producing semi-annual formal data analyses and summaries (including desegregation of subgroups);
7. Producing an Annual Project Evaluation Report;
8. Providing technical assistance for internal and external customers;
9. Developing a reporting system to ensure compliance with the respective funding agency;
10. Complying with all funding source required data collection and reporting requirements;
11. Evaluating different grant components and programs;
12. Implementing evaluations utilizing regression discontinuity, analysis of covariance, and computation of Hedges;
13. Interpreting policies, statues, and regulations to keep programs on target;
14. Ensuring that the scope of the evaluations provides the necessary process, product, formative, and summative information to support program outcomes;
15. Conducting fidelity assessments to ensure implementation is concurrent with the awarded grant; and
16. Ensuring that all deliverables are professionally created, ready for publication on a

timely basis, and be in accordance with all funder standards.

A more detailed organizational history of Zajonc and explanation of how Zajonc proposes to accomplish the requirements and tasks outlined in the RFQ are presented in the following subsections, as outlined in the RFQ.

(1) The Number of Years the Firm Has Been in Existence.

Zajonc Corporation (Zajonc), formerly known as Com-Tech, has been operating since 1988, and currently has a total of 4 full- and part-time employees. Zajonc is a grants management company that specializes in working nationwide with communities, school districts, agencies, and organizations to secure, evaluate, maintain, account for, and report on grant funds and programs. Since 2000, Zajonc has secured over \$300 million in federal, state, local, and private grant funds for targeted, underserved populations and communities and has successfully completed 215 government (federal and state) project grant evaluations.

In 2001, Zajonc expanded its operations to include evaluation tracking and reporting. The agency specializes in routine formative and summative program evaluations, including those related to financial activities (e.g., return on investment), and in generating the required annual program performance evaluation reports. In 2002, the agency developed a time-tracking system to ensure that each grant-funded employee was able to report all labor time by type and by fund source. This dramatically increased the accuracy of the billing and reporting information provided to grantors. The agency also developed one of the first client-tracking databases specific to the needs of grant-funded organizations, collaborations, and coalitions.

In a formal 2013 self-assessment, Zajonc clients and customers reported that its in-depth consulting operation was the most sought after Zajonc service. In that assessment, clients and customers reported that Zajonc's depth and breadth of knowledge of government regulations (i.e., program requirements, project evaluation processes, etc.) and its technical expertise (e.g., software creation and database development) made Zajonc the "one stop shopping" place for all their grants management needs.

Zajonc's founder, CEO, and Grants Management Director is Kyle D. Barrington, PhD. Dr. Barrington has 35 years of consulting experience, including significant time working with school districts and social service organization in improving their programmatic services, in increasing their long-term, positive impacts for youth and families, and in designing, creating, and publishing policies and procedure manuals. Dr. Barrington has been the Principal Investigator on numerous U.S. Department of Education and Substance Abuse and Mental Health Services Administration (SAMSHA) grants, including the Prevention For Success Initiatives. Dr. Barrington has been a consultant for SAMSHA on data collecting, evaluation, and research designs. He has worked with SAMSHA on a workgroup tasked with reviewing all evidence-based programs and practices in the National Registry of Evidence-based Programs and Practices (NREPP).

(2) Overall Approach in Providing Grant Compliance Evaluation Services for Federal,

State and Other Grant Proposals.

Zajonc believes that an external evaluator is an integral part of any team or program that is dedicated to improving the lives of others. Only through the use of both qualitative and quantitative data can staff understand the true impacts that their services and expertise are having on others. Further, the Evaluator must be an active, functional and valuable part of the team, not just an occasional presence. Based on this philosophy, Zajonc has an extensive and proven history of experience and expertise in the field of grant evaluation services based on four overall, very significant corporate approaches:

A. Hire staff members with individual and teamwork experience working directly with the population(s) to be evaluated.

Zajonc is experienced and very familiar with government (i.e., federal, state, local) and with private foundations' evaluation criteria and regulations. The agency's success in having "the world's best evaluators," as several of its clients and customers have reported, is in its hiring philosophy. Prior to being employed with Zajonc, all key Zajonc Evaluation Division staff members worked for grant-funded agencies that had to comply with federal, state, and local governments evaluation guidelines. This means that the Zajonc staff can empathize with each client and customer, working from a position of common ground rather than from being perceived as from an "ivory tower." Dr. Barrington worked for various "for-profit" corporations and with multiple school districts, county Juvenile Probation Departments, Head Start programs, after-school programs, including directing a large social service nonprofit in the San Antonio, Texas, area prior to founding Zajonc. Joel Whitt, MA, has 27 years of experience in non-profit management, grant's management, grant writing and evaluation His direct work experience in the "trenches" of grant funded programing as a Licensed Child Care Administrator, Licensed Chemical Dependency Counselor, and Program Administrator allows him to be a major resource support for each client's personnel in deciphering and interpreting complex federal, state, local, and private evaluation criteria, policies, statues, and regulations. Anya Freiman Goldey, MPP, has 21 years of experience in grant management and evaluation focusing on data collection, analysis and interpretation. She has her experience includes 16 years with Zajonc Corporation as a Principal Investigator and Data and Research Analyst. Prior to Zajonc, Ms. Goldey completed analysis, evaluation, and research for the U.S. Department of Commerce. Since 2000, she has served on the Georgetown Public Policy Review. For Zajonc, this "real world, common ground" approach has proven tremendously successful.

B. Produce, on a routine basis, readable reports for all target audiences.

The expansive, direct service experience of Zajonc staff members ensures that the agency can produce reports and feedback that all involved parties can understand. It does anyone little good to talk of “Hedges’ *g*” and “Z scores” if the audience is unfamiliar with these terms. The Zajonc reporting process ensures that everyone can understand and comprehend the work done by Zajonc personnel. More importantly, it is Zajonc policy to provide **monthly** report updates so that Zajonc’s clients have time to make/take corrective actions, if needed, prior to the required annual program performance evaluation reports. Timely and readable routine reports ensure that Zajonc clients are provided with “just in time” information that can positively impact a grant-funded program. In addition to the **monthly** report updates, Zajonc accurately and professionally produces required annual program performance evaluation reports, inclusive of *data collection methodology*, a *description of data sources*, and a *description of analysis procedures*. All of the Zajonc performance evaluation reports use the latest theories and techniques in social service statistical analyses. As an evaluation agency, Zajonc is dedicated to producing high quality, reproducible, publishable work that meets the needs of stringent statistical requirements. Thus, with Zajonc, all clients get an experienced, professional grants management company that can communicate with and talk to all targeted audiences and their members.

- C. *Ensure regular visits to the grant programs’ facilities so that the Zajonc evaluator(s) are known as a part of the team, not as an occasional visitor.*

One of the defining differences between Zajonc and other evaluation companies is Zajonc’s dedication to regular visits, usually twice a month, pending client approval. Historically, evaluations were like financial audits - they only needed to be performed at the end of the year or when there was a major problem. Zajonc, however, believes that an external program evaluator needs to be a member of the program team, not just an auditor, and that regular bimonthly contact to answer questions, address stakeholder concerns, and provide updated information greatly enhances the value of the service program and the impact of having an evaluation conducted. This type of dedicated, regular interaction is critical to ensure that program outputs and outcomes are met, and that program goals and objectives are achieved.

- D. *Work proactively to resolve issues and obstacles prior to their becoming obstructions.*

With routine visits to program facilities and the **monthly** report updates detailed in section 2-B, above, Zajonc is committed to being proactive. Routine visits and reports conducted and issued at that frequency allow resolution prior to issues and obstacles becoming obstructions. Less obvious, but of significance, is the Zajonc philosophy that its Program Evaluators should be proactive and, thus, must be trained in the newest rules and regulations impacting any grant-funded (federal, state, local, or private) program. The resultant aggressive training and continuing education of Zajonc personnel has had direct and positive impacts on all Zajonc clients. Additionally, since Zajonc has always included fiscal information with its program evaluations, it provides true cost-per-unit reports and analyses, allowing all Zajonc clients to know and understand the true costs of each outcome and to evaluate all financial activities in terms of return on investment

(ROI). Because of a recent evaluation report produced by Zajonc, a Zajonc customer was able to proudly state and document that the “...investment needed to raise a high-risk youth’s math STAAR score one letter grade is \$980.12.” This type of detailed information is what most “accountability” rules and regulations currently are forcing current grant recipients to provide. It is this overall approach in providing grant compliance evaluation services for federal, state, local, and private grant proposals and programs that has helped Zajonc obtain and sustain a **98.9 percent** customer satisfaction rating since its inception.

3. Listing of Type and Values of Grants/Programs Evaluated in Previous Five Years

Zajonc has an extensive history of conducting project specific consulting services on time and on budget. Zajonc has completed 215 government (federal and state) evaluation projects. Evaluation services have been provided for projects and programs funded by a variety of agencies and organizations: U.S. Department of Justice; U.S. Department of Education; Substance Abuse and Mental Health Services Administration; California Department of Education, Texas Education Agency; Texas Criminal Justice Division; Texas Juvenile Probation Commission; Texas Department of State Health Services. All of these services were designed to meet the specific needs of each customer while ensuring the requirements of each funding source were also met. In all cases, Zajonc’s evaluation reports have been accepted and approved by the funding source.

Since 2019, as shown below, Zajonc has managed 82 federal, state, and county evaluation contracts. If needed, greater detail can be provided for review.

ZAJONC CORPORATION’S PROGRAM EVALUATIONS – SINCE 2019			
<i>Funding Source</i>	<i>Grant Program</i>	<i>Value</i>	<i># of Projects</i>
U.S. Department of Education	Improving Literacy Through School Libraries (Including Cuero ISD’s Project)	\$4,000,000	4
Texas Education Agency	21 st Century Community Learning Centers	\$5,000,000	2
U.S. Department of Justice – Bureau of Justice Assistance	School Violence Prevention STOP	\$1,500,000	3
U.S. Department of Education	School Climate Transformation	\$8,000,000	2
California Department of Justice	Tobacco Prevention Program	\$1,250,000	4
Substance Abuse and Mental Health Services Administration	Project AWARE-C/MHAT	\$900,000	3
Native American Center of Excellence (NACE)	Suicide-prevention program	\$250,000	1
U.S. Department of Justice	Prison Rape Elimination Act (PREA)	\$500,000	42

ZAJONC CORPORATION'S PROGRAM EVALUATIONS – SINCE 2019			
<i>Funding Source</i>	<i>Grant Program</i>	<i>Value</i>	<i># of Projects</i>
U.S. Defense Department	Military Force Structure Change	\$1,250,000	1
Victim's Services (VOCA)	Bullying Prevention Services and Early Prevention Education	\$1,472,455	2
U.S. Department of Justice (COPS)	School safety and threat reduction project.	\$1,000,000	2
California Department of Education	CCSP Implementation and Planning Grants	\$1,750,000	3
California Department of Education	Stronger Connections Grants	\$8,250,000	2
Texas Education Agency	Stronger Connections Grant	\$2,000,000	1
U.S. Department of Education	Full-Service Community Schools	\$17,500,000	2
Substance Abuse and Mental Health Services Administration	Certified Community Behavioral Health Center Expansion	\$2,000,000	1
Substance Abuse and Mental Health Services Administration	Substance Use and Mental Health Services	\$2,000,000	1
U.S. Department of Education	Mental Health Service Professional (MHSP) Demonstration Grant Program	\$8,219,681	1
Texas Criminal Justice Department	Truancy Reduction Program	\$325,000	5
U.S. Department of Education	Mental Health Services Program	\$14,981,078	1
State of California	Mental Health Clinic Expansion	\$2,333,747	1

4. Identify the Specific Individual(s) and their Qualifications

If funded, Zajonc anticipates utilizing the Zajonc personnel noted in section 2-A, above. Dr. Barrington, as Principal Evaluator, will head this evaluation team. However, other Zajonc staff members will be involved to support Dr. Barrington. Specifically, the Zajonc Evaluation Team will include Zajonc's Director of Consulting (Joel Whitt, MA) and Research and Data Analyst (Anya F. Goldey, MPP). The specific qualifications of the evaluation team member follow. (NOTE: All Zajonc staff members have had extensive background searches and are enrolled in the FAST Program that is administered by the Texas Department of Public Safety which provides immediate notifications if any Zajonc Employee is arrested for any criminal activities.)

Dr. Barrington has knowledge of and past work experience in a variety of areas:

- A. Public school systems;
- B. Juvenile justice system;
- C. Substance abuse counseling and treatment programs; and
- D. School of Education at a major university.

Dr. Barrington has been the Executive Director of a large runaway and homeless shelter, the Family Services Director for five Head Start and Early Intervention Programs and has worked for large organizations such as Oracle Corporation where he helped to optimize Oracle's Grant Management System. Further, Dr. Barrington is highly proficient in analyzing data and making determinations and offering recommendations to program stakeholders. His recommendations are based on both qualitative and quantitative data collection processes, his skill with statistical calculations, and his ability to gain insight from qualitative data. Further, his work and experience, including eight years with the Harris County Juvenile Probation Department, has made him keenly aware of the issues facing disadvantaged youth, especially youth from majority-minority communities. In fact, Dr. Barrington's latest publication was based on study of the impact of randomized student drug-testing on low-income youth living in a majority-minority community. In all, Dr. Barrington has worked in governmental organizations, nonprofit companies, school districts, institutions of higher education, and for-profit corporations. His depth of experience has made Dr. Barrington a sought after consultant for several entities, including but not limited to, the Substance Abuse Mental Health Administration, Service to Science Program, Department of Justice, and University of Oklahoma. This unique work experience brings together a compilation of skill sets that offers Zajonc clients and customers solutions from multiple paradigms.

Dr. Barrington has 35 years of grants management experience. He has worked as a grant-funded employee, Program Manager, and Executive Director. Between 1998 and 2003, he worked for Oracle Corporation to develop and train large institutions on how to account for grant funds. He was the technical reviewer for Oracle University Press's "Grants Management Accounting Users Guide" and "Grants Management Accounting Student Guide." He has successfully taught grants management to over 5,000 students from 12 nations.

Aside from his work experience, Dr. Barrington has a Ph.D. in Education and a Master's degree in Psychology. He is specialized in curriculum design and instruction with a special emphasis on program design and evaluation. Dr. Barrington has been the Principal Investigator on numerous Substance Abuse and Mental Health Services Administration (SAMSHA) grants, including the Prevention For Success Initiatives. Dr. Barrington has been a consultant for SAMSHA on data collecting, evaluation, and research designs. He has worked with SAMSHA on a workgroup tasked with reviewing all evidence-based programs and practices in the National Registry of Evidence-based Programs and Practices (NREPP). Dr. Barrington has extensive experience evaluating the impact of instructional programs on student outcomes. He has five published articles, has been quoted in several scholarly articles, and has conducted 215 government (federal and state) program evaluations, including work with the U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Justice, and the Texas Education Agency.

In Addition to Dr. Barrington, the following Zajonc Personnel are expected to work with UCISD Grant Projects:

Name:	Joel Whitt, MA
Position:	Director of Consulting
Education:	Bachelors Degree – Howard Payne University; Masters of Arts in Organizational Management – University of Phoenix
Professional Qualifications and Experience:	Joel Whitt was an Administrator in the public service/nonprofit sector for over 14 years and has over 27 years of experience in grant related budget development, supervision, evaluation and compliance. He has served as a Counselor and Facility Supervisor of a 55 bed Level Five facility for “Emotional Disturbed Youth”, the Licensed Child Care Administrator over two existing runaway and homeless shelters, assisted in the development of a Federally Funded Transitional Living Program for youth aging out of “State Care” and initiated and completed the licensing and funding of a new runaway and homeless youth shelter in Aransas Pass, Texas. He has written numerous policy and procedure manuals for various organizations, ensuring that the policies and procedures complied with OMB Circulars and UGMS, has written and published numerous data collection manuals related to program service delivery focusing on quantitative data and is currently Certified by the U.S. Department of Justice as a PREA Auditor for youth facilities. Mr. Whitt has extensive experience with youth substance abuse and mental health programs, process consultation and ensuring that clients develop effective data collection and reporting systems to capture the activities provided for by grant funding. Additionally, Mr. Whitt works closely with clients to ensure that budgets are followed and amended in compliance with the funding source; as well as state and federal regulations. Mr. Whitt has routinely served as a Project Lead on a variety of Program Evaluations. Mr. Whitt will assist as needed on-site with the PI, utilize data for sustainability, and assist in budget revisions or other areas needed by the Project.
Office Location:	San Antonio, Texas

Name:	Anya Freiman Goldey, MA
Position:	Director of Reports
Education:	Bachelors Degree – Swarthmore College Masters in Public Policy – Georgetown University
Professional Qualifications and Experience:	Anya Freiman Goldey has been engaged in data collection, data analysis, and research projects since 1999 at the Murray Research Center. At the Woodrow Wilson International Center for Research, she worked as a research assistant focused on the aspects of intergovernmental bargaining in an age of devolution. At The Urban Institute in Washington D.C., she conducted quantitative and qualitative analysis and participated in the search team focused on educational issues and policy. At the U.S. Department of Commerce, she participated in research projects and the data analysis and evaluation of the Advanced Technology Program in the Economic Assessment Office. Since 2004 Ms. Goldey has been a key member of the Evaluation Team at Zajonc. She has been the Principal Investigator on multiple Projects that targeted the reduction of alcohol, tobacco, marijuana and other drugs for SAMHSA and the U.S. Department of Education. Ms. Goldey has been completing evaluation reports, data analysis, statistical analysis for experimental and quasi-experimental design projects for the

	past 20 years. Ms. Goldey is responsible for data and statistical analysis and oversight of reporting to ensure accurate findings are provided to clients and grantors. Ms. Goldey will assist in the Project by developing data collection plans with the PI, completing data and statistical analysis, and ensure quality reporting that meets the UCISD and grantors expectations.
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Dr. Barrington’s Office Location is in College Station, Texas.

Joel Whitt’s Office Location is in San Antonio, Texas.

Anya Goldey is located in the state of Maine and works remotely.

5. List of 5 Comparable Organizations for which Your Organization Provides Services

Zajonc Corporation is pleased to be able to provide names of customers willing to discuss and describe their relationship with Zajonc, its staff, and its services. The following table contains a selection of current Zajonc customers, from a variety of project and program types in both rural and urban-suburban settings.

<i>Name</i>	<i>Organization</i>	<i>Grant /Amount</i>	<i>Contact Phone #</i>
Debra Mahone	Elgin ISD	<ul style="list-style-type: none"> - U.S Dept. of Education: Innovative Approaches to Literacy (\$500,000) - U.S Dept. of Education: Elementary School Counseling Grant (Elementary) (\$1.1 Million) - U.S Dept. of Education: Elementary School Counseling Grant (Secondary) (\$1.1 Million) 	debra.mahone@elginisd.net 830-822-6188
Alicia Wieding	Karnes City ISD	<ul style="list-style-type: none"> - Texas Education Agency: 21st Century Grant (\$8.5 million) - School Climate Grants Formation Grant (\$4 million) - Innovative Approaches to Literacy (\$750,000) - STOP Cat 4 and Cat 7 Grants (\$750,000) 	awieding@kcisd.net 830-780-2321
Ruby Rodriguez	Cuero ISD	<ul style="list-style-type: none"> - Innovative Approaches to Literacy Grant (2) (\$2,500,000) - Stronger Connections (\$2,000,000) 	rrodriguez@cueroisd.org 361-275-1916

		-BJA STOP Grant (\$1,000,000) -BJA COPS Grant – (\$500,000)	
Antonio Quintanilla	Cultler-Orosi Joint Unified School District	- Innovative Approaches to Literacy (\$1,750,000) - School Climate Transformation Grant (\$2,500,000) - Mental Health Services Program (\$14,981,079) - Stronger Connections (\$5,849,833)	anquintanilla@cojUSD.org 559-528-4763
Othoniel Figueroa	Woodville Union School District	-California Community School Program Planning (\$200,000) - Strategic Framework Development - Grant Planning and Development	ofigueroa@woodville.k12.ca.us 559-686-9712

As per the RFQ requirements, this information is also listed on the RFP Submittal Form.

Historically, other customers have asked Zajonc to provide grants management services for consulting, sustainability planning, budget reconciliation, comparison group analysis, and journal article publication submissions.

6. Other service you would expect to provide.

As a grant’s management organization Zajonc assists its clients with a variety of supplemental services. Zajonc begins each grant funded project knowing that grant funding will come to an end and finding sustainability solutions is essential for the organization and the clients they serve. Zajonc actively reviews funding opportunities on a daily basis and seeks new opportunities for our clients to supplement, expand, and sustain its services through additional funding streams. A well developed data collection, analysis, and reporting process is an essential part of all projects and assist in showing the value added by the grant funding. These data then serve to assist the Project in finding additional support and/or funding. In addition to sustainability planning and the completion of applications; Zajonc Corporation is very experienced with the budget development, revision, and submission for approval. Zajonc will assist the Project Director, as needed, with fiscal compliance, revisions, and planning.

As indicated Dr. Barrington has been published in multiple peer-review journals. If the findings of the Project shows promise or significant outcomes this process will be discussed with UCISD to present its successes. Rural communities struggle with a myriad of barriers to accessible services that are not experienced by Urban communities. UCISD delivery may serve as a model

for other rural service providers to follow and replicate. This process will be discussed throughout the life of the Project.

7. Provide a Detailed Description of how Zajonc will Perform Grant Evaluation Services.

Zajonc will be the evaluator for any grant programs or projects requested by UCISD. Contractual obligations for each grant funded project that requires evaluation services by UCISD will be developed on an individual basis based on the size and scope of the project and evaluation requirements. Every project evaluation is unique; as beyond the required reporting measures required by the funding source there are typically Project Measures unique to the individual agency and proposal. Zajonc begins each evaluation project with a detailed Logic Model developed based on the Goals and Objectives approved by the funding source as stated in the original proposal. Based on the Logic Model approved by the Project Director; Zajonc develops an evaluation plan, evaluation methodology, and timeline for data collection. The development of these evaluation instruments result in:

1. Monthly reports,
2. Development a reporting system to ensure compliance with the respective funding agency,
3. Assist in the development and interpretation of policies, statutes, and regulation of a grant based on the funding source's requirement; as well as state and local laws and regulations.
4. Ongoing monitoring of project progress,
5. Qualitative data collection (e.g., focus groups, Participant Surveys, etc.),
6. Quantitative data collection (e.g., Number of clients receiving MATS, Matrix, Psychiatric services, etc.),
7. Develop pre/post data collection processes for outcome development and reporting,
8. Complete data collection based-on evaluation plans included in proposals,
9. Produce formal semi-annual reports disaggregated by subgroups,
10. Produce a formal Annual Project Evaluation Report that is acceptable to the funder and meets all requirements of the funding source,
11. Input data into the federal system of reporting with the Project Director (e.g. SPARS, JUSTGRANTS, G5, etc.)
12. Be onsite regularly to provide ongoing technical assistance for internal and external customers,
13. Evaluate UCISD Projects in terms of return on investment,
14. Disaggregate success of the Project by subgroup and by components,
15. Conduct fidelity assessments per the grant award,
16. Produce process reports,
17. Produce formative reports to support outcomes, and
18. Produce summative reports to support final outcomes.

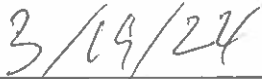
Zajonc's Contact Information and Signature Page

Consultant's Full Name: **Zajonc Corp (d.b.a. Zajonc Corporation)**
Federal Wide Assurance Number: **FWA00003922**
Federal ID Number: **74-2979816**
Address: **P.O. Box 10751, College Station, Texas 77842-0751**
Contact #s: **979-696-6373 (office)**
830-305-4792 (cell – Dr. Kyle Barrington)
210-568-4543 (fax)
Email: **Kyle.Barrington@Zajonc-Corp.com**

Authorized Signature: **Joel Whitt**
Contact #: **210-744-4943**
210-568-4543 (Fax)
Email: **Joel.Whitt@Zajonc-Corp.com**



Zajonc Corporation Director of Consulting



Date

**CHECKLIST FOR FORMS
THAT MUST BE SUBMITTED WITH BID
RFQ # 2024-002**

Proposers are encouraged to complete and return this checklist and the required documents as a part of their response submittal. Failure to return any of the required documents may subject your proposal to be rejected.

Declaration of Compliance and Agreement YES NO

References YES NO

Proposal & Questionnaire YES NO

Vendor Application Packet (separate attachment)
YES NO

IRS Form W-9
YES NO

Conflict of Interest Questionnaire
YES NO

Felony Conviction Notification YES NO

Certification Regarding Debarment and Suspension
YES NO

Certification of Criminal History Record Information
YES NO
(only if in contact with students)

UCISD State & EDGAR Certifications YES NO

1295 Form *(Only If awarded must the vendor complete)* YES NO

**FOR YOUR CONVENIENCE, ALL FORMS REQUESTED ARE ATTACHED
TO THE BID DOCUMENT**

DECLARATION OF COMPLIANCE

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Pursuant to the State of Texas Legislative Senate Bill No. 1, Section 44.043, Notification of Criminal History, **the undersigned affirms this firm is not owned or operated by anyone who has been convicted of a felony.** This statement is not required by a publicly-held corporation.

Also, pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Item I. Procurement and Suspension and Debarment Compliance requirements under Federal statutes, **the undersigned affirms this firm is not suspended or debarred from participation in federal contracts when expenditures to the vendor are in excess of \$25,000 in the aggregate over a twelve month period.**

Zajonc Corporation

COMPANY



SIGNATURE OF PERSON RESPONSIBLE FOR PROPOSAL

Joel Whitt

Director of Consulting

NAME (TYPE OR PRINT)

TITLE

210-744-4943

joel.whitt@zajonc-corp.com

PHONE

FAX

E-MAIL

3/19/2024

DATE

FEDERAL ID# OR SOCIAL SECURITY: 74-2979816

ORDER ADDRESS:

PO Box 10751 College Station Tx, 77842-0751

REMITTANCE ADDRESS:

PO Box 10751 College Station Tx, 77842-0751

REFERENCES

Reference Page:

All vendors will submit a list of at least three (3) education-related projects that would be representative of your firm's work related to this project. References will include contact name and telephone number.

RFQs submitted without three references may be disqualified from consideration.

Total Number of school district clients in the past three years: 16

A. Karnes City Independent School District

District Name

Alicia Wieding

830-780-6236

Contact Name Phone Number

awieding@kcisd.net

Phone Number

E-Mail Address

Evaluation for multiple grant programs

Project Description/ Services Provided

B. Elgin Independent School District

District Name

Deb Mahone

512-281-3434 x 1238

Contact Name Phone Number

debra.mahone@elginisd.net

Phone Number

E-Mail Address

Evaluation for multiple grant programs

Project Description/ Services Provided

C. Cuero Independent School District

District Name

Ruby Rodriguez

361-275-1916

Contact Name Phone Number

rrodriguez@cueroisd.org>

Phone Number

E-Mail Address

Evaluation for multiple grant programs

Project Description/ Services Provided

D. Cutler-Orosi Joint Unified School District

District Name

Antonio Quintanilla

559-528-4763

Contact Name Phone Number

Phone Number

anquintanilla@cojusd.org

E-Mail Address

Evaluation of multiple projects and developing plans for funding

Project Description/ Services Provided

E. Woodville Union School District

District Name

Othniel Figueroa

559-686-9712

Contact Name Phone Number

Phone Number

ofigueroa@woodville.k12.ca.us

E-Mail Address

Evaluation of multiple projects and developing plans for funding

Project Description/ Services Provided

PROPOSAL AND QUESTIONNAIRE

Please answer the following questions. If you represent an organization with multiple consultants/specialists, please complete a form for each proposed consultant/specialist.

1. Check your highest level of education completed and include copy of diploma:

- Bachelor's degree
- Postgraduate work
- Master's degree
- X Ph.D./Ed. D.
- Other, specify _____

2. List relevant certifications (attach copies):

NA

3. Have current valid licenses been included with your qualification package? NA

4. Scope of Services: The District and the Contractor agree and covenant that for the purpose of this proposal, the Contractor shall perform the services described below. If preferred, Contractor may provide a typed document detailing the services to be provided and shall title the document appropriately (e.g. Exhibit A – Scope of Services) and attach it to this proposal as a document of reference ("Attachment"). Any such Attachment evidenced and accepted by Uvalde CISD is incorporated and made part of this proposal.

Description of Services (if Attachment provided, please indicate, "Refer to Exhibit A", etc.):
 External Evaluator for Federal and State Programs – Attached to address B. and C. of the RFQ.

6. Tell us any other information that sets your company or services apart from others that we will be evaluating (i.e. special training, certification, credentials, methodologies, testing etc.)? Included in attachment to Address B and C of the RFQ.

7. Deviations:

NA

University of Houston - Clear Lake

has conferred upon

Kyle David Harrington

the degree of

Master of Arts

with all the rights and privileges appertaining thereto.

In witness whereof, this diploma duly signed has been issued and the seal of the University herunto affixed.

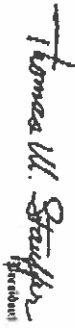
Passed by the Board of Regents upon recommendation of the Faculty of the University of Houston-Clear Lake on the twentieth day of August, A. D. nineteen hundred and eighty-nine.


Chairman of the Board of Regents


Steven D. Spahr
Treasurer & Executive




Thomas W. Stauffer
Dean of the School of Business Administration and President


Thomas W. Stauffer
President

Appella University

By its authority and upon recommendation of the faculty, the Board of Directors hereby confers upon

Kyle D. Barrington

the degree of

Doctor of Philosophy

in Education

with a specialization in

Professional Studies in Education

with all rights, honors, privileges and responsibilities thereunto appertaining
Given this thirty-first day of August, two thousand seven.

Paul A. Stone
Chair of the Board

Michael J. O'Brien
President



UNIVERSITY OF PHOENIX

*Upon the recommendation of the Faculty,
the University of Phoenix does hereby confer upon*

Joel Tracy Whitt

The Degree of

Master of Arts in Organizational Management

with all the rights, honors and privileges therewith appertaining.

*In witness whereof, the seal of the University and the signatures as authorized
by the Board of Directors, University of Phoenix, are herewith affixed,
this twenty-eighth day of February, in the year two thousand and one.*



*Muhammad
Chairman, Board of Directors*

*James Earl Newman
President*

Having carefully examined the RFQ Package, the undersigned hereby agrees to furnish all services in accordance with the Terms and Conditions as outlined.

Zajonc Corporation

Firm Name

Authorized Signature

A handwritten signature in black ink, appearing to be a stylized name, is written over a horizontal line.

3/19/2024

Date

Uvalde CISD

1000 N. Getty • PO Box 1909 • Uvalde, Texas 78801



**Request for Qualifications (RFQ)
#2024-002**

Uvalde CISD invites you to submit an RFQ for:

**External Evaluator
for Federal and State Funds**

**Released: Sunday, March 10, 2024
Due: Monday, March 25, 2024 at 9:00 a.m.**

Table of Contents

Section 1. - General Information

- A. Purpose of this Request for Proposal (RFQ)
- B. Scope of Work
- C. Weights and Criteria
- D. Description of Uvalde CISD
- E. Schedule of Events
- F. Specifications and Conditions
- G. Governing Laws
- H. Insurance Requirements
- I. Method of Procurement & Type of Contract
- J. Eligible Respondent and Competency
- K. Period of Performance
- L. Response Deadline
- M. Bidders Questions and Technical Assistance
- N. Governing Provisions and Limitations
- O. Selection Process
- P. Payment Provisions
- Q. Equal Opportunity
- R. Proposal Labeling and Submission

Checklist for Forms

Declaration of Compliance

References

Proposal and Questionnaire

Vendor Packet

- Vendor Application Packet
- IRS Form W-9
- Conflict of Interest Questionnaire (CIQ)
- Felony Conviction Notification
- Certification Regarding Debarment and Suspension
- Certification of Criminal History Record Information
- UCISD State & EDGAR Certifications
- 1295 Form

Section 1 - General Information

A. Purpose of this Request for Qualifications (RFQ)

The purpose of this RFQ is to solicit sealed Request for Qualifications (RFQ) from qualified firms or individuals to provide External Evaluator services for federal and state funds

B. Scope of Work

Uvalde CISD is seeking Request for Qualification (RFQ) for External Evaluator for Federal and State Programs under a one (1) year contract beginning the date the RFQ is awarded by the board, with the option to renew for an additional one (1) year term

The firms/individuals selected will be required to perform all services and duties customarily and usually performed by an external evaluator with respect to the type of work listed above.

The following services are required:

- Work with agency staff to develop a process evaluation system that is well prepared for audits and grantor reviews.
- Provide technical assistance for internal and external customers
- Develop reporting system to ensure compliance with the respective funding agency
- Evaluate financial activities related to state and/or federal funds
- Logic model development
- Evaluate different grant programs that may include use of experimental design with the intent of publication of outcomes for peer review
- Ability to interpret policies, statues, and regulations to keep programs on target
- Ensure scope of the evaluation provides the necessary process, product formative and summative information to support outcomes
- Maintain confidentiality according to FERPA guidelines
- Submit documentation that provider has had a criminal background check and that there is no disqualifying criminal history or allow school district to run such a check on recommended provider
- Other duties as assigned by the LEA

C. Criteria and Weights	<u>Max Points</u>
• The number of years the person/firm has been in existence	30
• Overall approach in providing grant compliance evaluation services for federal, state, and other grant proposals	25
• Provide listing of types and values of grants evaluated within the past five years	10
• Identify the specific individuals(s) and their qualifications that will be assigned to the contract	5
• The names, office location, professional qualifications and experience of the person(s) expected to work with UCISD Grant projects	10
• A list of 5 comparable organizations (preferably supporting Education), for which your institution currently provides similar Services (including a list of the types of grants and value) including the name and phones numbers of a contact person. Other services as the proponent would expect to provide	5
• Provide a detailed description of how the organization Will perform the grant evaluation services	15
Total Ranking Points	100

D. Description of Uvalde CISD

Uvalde CISD serves approximately 4,060 PK- 12th grade students in a Southwest Texas town located approximately 97 miles Southwest of San Antonio on Hwy 90 with a population of approximately 16,400 people.

Uvalde CISD is a district of Innovation with a heritage of inspiring and growing leaders in this progressive rural community. It is dedicated to providing quality instruction through engaging instructional practices to prepare our students for college and career readiness. Uvalde CISD currently serves approximately 4,060 students and 780 employees in a variety of educational, managerial, professional, technical, and clerical, service and maintenance positions.

E. Schedule of Events

Issue Request for Qualification (RFQ)	March 10, 2024
Deadlines for Submission of Questions	March 18, 2024 at 2:00 pm
Response to Questions Posted by	March 20, 2024 at 2:00 pm
RFP Response Due Date and Time	March 25, 2024 at 9:00 am
Regular Board Meeting (possible approval of award)	March 25, 2024
Notice to Vendors	March 26, 2024
Contract Start Date	On or about April 1,2024

NOTE: Uvalde CISD will be closed for Spring Break starting Monday, March 11, 2024. Reopening Monday, March 18, 2024

F. Specifications and Conditions

External Evaluator Services

Proposal:

- Bachelor's degree required, Master's preferred
- School-based experience preferred

G. Governing Laws

Programs and activities solicited in this RFQ are governed by all applicable Federal and State rules and regulations, including, but not limited to, those specifically governing each program operated by Uvalde CISD.

H. Insurance/Indemnity

The District and the Contractor agree and covenant the Contractor is employed as an independent contractor and the District shall be in no way responsible for carrying group insurance, workmen's compensation insurance, unemployment compensation insurance or any other plans adopted for the employees of the District. Regardless of any insurance requirement, Contractor shall indemnify, hold harmless, and defend the District from any claims, liability, loss, and damages, including consequential damages and attorney's fees, arising from any acts or omissions of the Contractor or the Contractor's agents or subcontractors.

I. Method of Procurement & Type of Contract

All goods and services solicited under this RFQ shall be procured by the competitive negotiation method. Uvalde CISD's intent is to execute a contract with the successful respondent(s). **Sample contract is attached**

J. Eligible Respondent and Competency

Uvalde CISD is prohibited from awarding funds to any party debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with the Department of Labor regulation at 29 CFR Part 98. Any interested and qualified individual, organization, or company may submit a proposal. Respondents shall demonstrate the necessary technical skills and other resources to deliver the solicited goods and services.

K. Period of Performance

A one (1) year beginning the date the RFQ is awarded by the board, with the option to renew for an additional (1) year term.

L. Response Deadline

The response deadline for this RFP is due at 9:00 am on Monday, March 25, 2024. Proposals, whether mailed or personally delivered, must be officially received at 1000 N. Getty, PO Box 1909, Uvalde Texas 78801 by this deadline.

Respondents who mail a proposal should use Registered mail with return receipt to verify delivery. Late proposals may be disqualified. Additions or deletions to the proposals must be submitted and included in the proposal on or before the deadline. Prior to the response deadline, withdrawal of a proposal is allowable in person with proper authorization. All proposals become the property of Uvalde CISD.

M. Bidders Questions and Technical Assistance

Contact Leticia Leos at (830) 278-6655 Ext.1033 or at lleos4563@uvaldecisd.net for further questions and are due no later than March 18, 2024. Staff and board members are prohibited from addressing any inquiries.

N. Governing Provisions and Limitations

The purpose of this RFQ is to ensure maximum, open, and free competition in the solicitation of and procurement of the goods and services described above. This RFQ is not to be considered as a purchase agreement or contract or as a commitment of any kind; nor does it obligate Uvalde CISD to award any contract or pay for costs incurred prior to the execution of a contract unless such costs are specifically authorized in writing by Uvalde CISD.

Uvalde CISD reserves the right to:

- a. Accept or reject any or all proposals received, or to cancel or reissue this RFQ in part or its entirety;
- b. Award a contract for any goods and services in any quantity that Uvalde CISD determines, at its sole discretion, is in its best interest;
- c. Reject any proposal that fails to confirm the essential requirements of this RFQ;
- d. Contact any individual or entity listed in the proposal or otherwise known to Uvalde CISD, who may have knowledge of the respondent's experience, performance, and qualifications; and
- e. Request additional information from any and all respondents.

Respondents shall not, under penalty of law, offer to provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of Uvalde CISD for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, officer, or agent of Uvalde CISD shall participate in the selection, award of administration of a contract supported by Federal funds, if a conflict of interest, real or apparent, would be involved.

Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts.

The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the respondent to accept this obligation may result in cancellation of the award.

No pleas of error or mistake shall be available to successful respondent as a basis of release of proposed services at stated price/cost. Any damages accruing to Uvalde CISD as a result of the respondent's failure to deliver the proposed goods and services may be recovered from the respondent.

A contract with the selected respondent may be withheld, at Uvalde CISD's sole discretion, if issues or questions of compliance are not satisfactorily resolved. Award of goods and services may be withdrawn, if resolution is not satisfactory to Uvalde CISD.

Uvalde CISD reserves the rights to clarify, explain, or verify any aspect of a response to this RFQ, and to require the submission of any price, technical, or other revision to the RFQ that results from negotiations conducted.

O. Selection Process

In accordance with Texas Education Code Section 2254.003 Selection of Provider; Fees – Uvalde CISD shall evaluate respondents and award as follows:

- On the basis of demonstrated competence and Proposal to perform the services,
- Professional fees under the contract may not exceed any maximum provided by law.
- It is not the policy of Uvalde CISD to purchase on the basis of low bids alone, but what is most advantageous to the school district.

P. Payment Provisions

The following is required when submitting an invoice for payment.

1. Invoices shall reference purchase order number
2. Invoices shall reference the campus where the services were provided
3. Invoice will be in duplicate

Payment will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comes later.

Q. Equal Opportunity

It is the policy of Uvalde CISD to encourage and support equal opportunity in the purchase of goods and services. No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, sexual orientation, marital status, political affiliation, or belief, be discriminated against under any program or activity receiving Federal funds.

Participation shall be open to citizens and nationals of the United States, lawfully admitted resident aliens, and lawfully admitted refugees and parolees.

In compliance with the Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified disabled individual shall be discriminated against in the admission or access to, or treatment, or employment in any program or activity.

R. Proposal Labeling and Submission

The sealed Request for Qualifications (RFQ) must be received (2 copies), bearing the respondent's signature, name, address, telephone number, and name of contact person at or prior to Monday, March 25, 2024 by 9:00 am CST. Receipt of all responses will be acknowledged at that time. RFQ'S received after the above stated time and date will not be considered. Please submit the RFQ in a sealed envelope, addressed as follows:

RFQ# 2024-002

Uvalde CISD

Attn: Leticia Leos

1000 N. Getty, PO Box 1909

Uvalde, Texas 78801

Dated Material: External Evaluator RFQ is due at 9:00 Am on Monday, March 25, 2024

**CHECKLIST FOR FORMS
THAT MUST BE SUBMITTED WITH BID
RFQ # 2024-002**

Proposers are encouraged to complete and return this checklist and the required documents as a part of their response submittal. Failure to return any of the required documents may subject your proposal to be rejected.

- | | |
|---|------------------|
| ➤ Declaration of Compliance and Agreement | YES ____ NO ____ |
| ➤ References | YES ____ NO ____ |
| ➤ Proposal & Questionnaire | YES ____ NO ____ |
| ➤ Vendor Application Packet (separate attachment) | YES ____ NO ____ |
| ➤ IRS Form W-9 | YES ____ NO ____ |
| ➤ Conflict of Interest Questionnaire | YES ____ NO ____ |
| ➤ Felony Conviction Notification | YES ____ NO ____ |
| ➤ Certification Regarding Debarment and Suspension | YES ____ NO ____ |
| ➤ Certification of Criminal History Record Information
<i>(only if in contact with students)</i> | YES ____ NO ____ |
| ➤ UCISD State & EDGAR Certifications | YES ____ NO ____ |
| ➤ 1295 Form <i>(Only If awarded must the vendor complete)</i> | YES ____ NO ____ |

**FOR YOUR CONVENIENCE, ALL FORMS REQUESTED ARE
ATTACHED TO THE BID DOCUMENT**

DECLARATION OF COMPLIANCE

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Pursuant to the State of Texas Legislative Senate Bill No. 1, Section 44.043, Notification of Criminal History, **the undersigned affirms this firm is ___/is not___ owned or operated by anyone who has been convicted of a felony.** This statement is not required by a publicly-held corporation.

Also, pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Item I. Procurement and Suspension and Debarment Compliance requirements under Federal statutes, **the undersigned affirms this firm is ___/is not___ suspended or debarred from participation in federal contracts when expenditures to the vendor are in excess of \$25,000 in the aggregate over a twelve month period.**

COMPANY

SIGNATURE OF PERSON RESPONSIBLE FOR PROPOSAL

NAME (TYPE OR PRINT)

TITLE

PHONE

FAX

E-MAIL

DATE

FEDERAL ID# OR SOCIAL SECURITY: _____

ORDER ADDRESS:

REMITTANCE ADDRESS:

REFERENCES

Reference Page:

All vendors will submit a list of at least three (3) education-related projects that would be representative of your firm’s work related to this project. References will include contact name and telephone number.

RFQs submitted without three references may be disqualified from consideration.

Total Number of school district clients in the past three years: _____

A. _____
 District Name

 Contact Name Phone Number _____ Phone Number _____

 E-Mail Address

 Project Description/ Services Provided

B. _____
 District Name

 Contact Name Phone Number _____ Phone Number _____

 E-Mail Address

 Project Description/ Services Provided

C. _____
 District Name

 Contact Name Phone Number _____ Phone Number _____

 E-Mail Address

 Project Description/ Services Provided

PROPOSAL AND QUESTIONNAIRE

Please answer the following questions. If you represent an organization with multiple consultants/specialists, please complete a form for each proposed consultant/specialist.

1. Check your highest level of education completed and include copy of diploma:

- Bachelor’s degree
- Postgraduate work
- Master’s degree
- Ph.D./Ed. D.
- Other, specify _____

2. List relevant certifications (attach copies):

3. Have current valid licenses been included with your qualification package? Yes / No.

4. Scope of Services: The District and the Contractor agree and covenant that for the purpose of this proposal, the Contractor shall perform the services described below. If preferred, Contractor may provide a typed document detailing the services to be provided and shall title the document appropriately (e.g. Exhibit A – Scope of Services) and attach it to this proposal as a document of reference (“Attachment”). Any such Attachment evidenced and accepted by Uvalde CISD is incorporated and made part of this proposal.

Description of Services (if Attachment provided, please indicate, “Refer to Exhibit A”, etc.):

6. Tell us any other information that sets your company or services apart from others that we will be evaluating (i.e. special training, certification, credentials, methodologies, testing etc.)?

7. Deviations:

Having carefully examined the RFQ Package, the undersigned hereby agrees to furnish all services in accordance with the Terms and Conditions as outlined.

Firm Name

Authorized Signature

Date