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## INDEPENDENT EVALUATOR SOLICITATION

**21ST CENTURY COMMUNITY LEARNING CENTERS GRANTS**

The Thomasville Community Resource Center is soliciting bids for a consultant or consultants to perform an external evaluation of the 21st Century Community Learning Centers afterschool program. This person or group will be retained by a contract and must have no invested interest in the 21st CCLC program, including current or past employees of the agency, employee' s family members , partners or participants.

The person or group is required to attend 21st CCLC Evaluation Training Sessions with GaDOE and/or local leaders, Advisory Board or Council meetings. Also, must have experience with evaluation practices, educational programs, nonprofit organizations and youth development.

This contracted service provider will:

* Attend one GA DOE sponsored evaluation training, as well as a local training to get access to required data files.
* Visit with program manager and conduct individual site visits that preferably coincide with report card grading periods, at minimum, since this is a good time to review program progress. Talk with students, parents, staff and other stakeholders.
* Collaboratively work with site coordinators and program manager in collecting data and determining program revisions for continuous improvement and use state-provided reporting forms.
* Be trained in 21st CCLC data system. Access data directly from DOE approved data system.
* Complete formative assessments as described in contract and subgrantee Operations Manual and submit to Program Manager in time to be reviewed and returned for revisions prior to Program Director submission to GaDOE.
* Complete the End-of-the-Year Summative Evaluation Report and Common Data Elements worksheet and submit to Program Manager in time to be reviewed and returned for revisions prior to Program Manager submission to GaDOE.
* Complete the Summer Evaluation Report and submit to Program Director for review prior to Program Manager submission to GaDOE.
* Provide clear, honest and relevant recommendations for improvement.

# INDEPENDENT EVALUATOR SOLICITATION QUESTIONS

**Due Date: September 7, 2024**

# Provide a detailed summary of your experience in writing education related evaluation reports. (15 points)

1. Provide a summary of your experience in working with the 21st Century Community Learning Center with emphasis on evaluation. (20 points)
2. Provide a timetable of monthly site visits. The first visit should be on or before the 1st semester report card distribution and the visits will be outlined in the contract for services. The timetable is not included in the page count (20 points)
3. Low cost bidder (5 points)
   1. Note: mileage and supply costs should not be included as separate line items in your fee structure. This is a fixed cost contract so all fees must be incorporated in a single cost for the grant for the duration of the contract.
4. Your proposal must include the dollar amount for services to be provided as well as the grant title (see below)
   1. Amount to be paid for services: Grady County Grant $\_\_\_\_\_\_\_\_\_\_\_

[*Please return completed proposals to lisa.billups@tcrc.community on or before*](mailto:Pleasereturncompletedproposalstolisa.billups@tcrc.communityonorbefore) *September 7, 2024. "EXTERNAL EVALUATOR 21st CCLC" should be included in the subject line.* Thomasville Community Resource Center reserves the right to accept or reject any and/or all bids. If you have questions regarding requirements please contact, Lisa K Billups via email [lisa.billups@tcrc.community.](mailto:lisa.billups@tcrc.community)

FY25 Grady County Site Locations

Eastside Elementary School - 1201 20th St NE, Cairo, GA 39828

Northside Elementary School - 985 1st St NW, Cairo, GA 39828