

Request for Quote: Third Party Evaluation Services **National Science Foundation (NSF)** **Improving Undergraduate STEM Education (IUSE) Grant**

Request for Quote: St. Petersburg College (SPC) is soliciting proposals from consultants experienced and qualified to provide Third Party Evaluation Services and assist the College's Grants Development Department in applying for the National Science Foundation (NSF) Improving Undergraduate STEM Education (IUSE) grant.

Anticipated Submission Deadline: Late October 2017

Program Background: The mission of the IUSE competition is to increase the number of highly qualified science, technology, engineering and math (STEM) graduates, including STEM teachers, that are crucial to the Nation's health and economy, by 1) educating students to be leaders and innovators in emerging and rapidly changing STEM fields; and 2) educating a scientifically literate populace. IUSE programs have the following primary goals: 1) Improve STEM Learning & Learning Environments; 2) Broaden Participation & Institutional Capacity for STEM Learning; 3) Build the Professional STEM Workforce for Tomorrow; and 4) Develop increased use of inquiry-based laboratories and research-based courses and further work on the design, development, and widespread implementation of effective STEM learning and teaching knowledge and practices.

SPC Program Design: Leveraging a strong history of STEM education initiatives, St. Petersburg College (SPC) proposes to implement the **Contextualization of STEM in Math (C-STEMM) Project** in response to the IUSE Education and Human Resources (HER) **Engaged Student Learning: Exploration and Design** solicitation. This project will build upon SPC's education and student success initiatives and prior work with NSF, industry, education, and other community partners to address critical knowledge gaps and advance promising practices in STEM education for **community colleges**.

The C-STEMM initiative will pilot new curriculum and instruction methods by integrating concepts from science, engineering, and information technology courses into **gateway math courses**. Designed as discipline-specific assignments, these contextualized concepts will help students grasp the relevancy of mathematics across multiple subjects, improving learning and student engagement in the coursework. C-STEMM also provides experiential learning and career exploration opportunities for students, generating further interest in STEM degrees, and supports enrichment of STEM faculty through cross-disciplinary collaboration. C-STEMM will open exciting avenues to broaden research in contextualization, research that can inform the national landscape of STEM pedagogy and student success.

Mission, Goals & Objectives, Deliverables, and Activities:

The C-STEMM project will address the overarching mission to improve mathematics success, STEM instruction, and student identity in STEM by meeting the following goals and objectives:

Goals	Objectives
Goal 1: Increase student persistence and success in STEM through contextualization of STEM concepts into gateway math courses	Objective 1.1: Develop and implement contextualized curriculum for MAT 1033 and MAT 1105 from five key STEM disciplines: Biology, Chemistry, Engineering, Information Technology, and Environmental Science Technology.
	Objective 1.2: Broaden student outreach and instructional design through expansion to additional campuses and integration of contextualized assignments to online courses
Goal 2: Strengthen STEM retention through experiential learning opportunities and early career exploration	Objective 2.1: Reinforce real-world concepts through on-site laboratory assignments for gateway math courses utilizing the Bay Pines STEM Learning Center and other sites
	Objective 2.2: Enhance student awareness of STEM careers through industry engagement and career exploration
Goal 3: Improve STEM learning and instruction	Objective 3.1: Improve faculty understanding of contextualization concepts and delivery through hands-on workshops and conferences.

through enhanced pedagogy and faculty preparation	Objective 3.2: Support ongoing cross-disciplinary conversation and curriculum design through informal learning communities and faculty feedback sessions
	Objective 3.3: Disseminate project outcomes to partner institutions, educational leadership organizations, and the community

Scope of Services: To assist in the development of the evaluation component of the proposal and project, the successful Respondent will agree to and provide the following items based on a two-phase process:

Phase 1: Pre-award Proposal Development

- Advise SPC and the Project Team in all aspects of planning for the development of the third-party evaluation using high quality evaluation design, including participation in weekly or bi-weekly conference calls prior to the proposal submission, anticipated near the end of October, 2017.
- Coordinate with SPC program personnel during development of the evaluation plan, logic model, budget and budget narrative.
- Develop an evaluation plan that is consistent with project goals and objectives and that comply with federal regulations, the NSF Project Evaluation Handbook and review criteria for program evaluation (<https://www.nsf.gov/pubs/2017/nsf17590/nsf17590.pdf>)
- Provide assistance in determining data tracking and collection needs, setting appropriate and measureable outcome projections and measures, and a plan for using data for continuous improvement and effectiveness.
- Provide information about best practice approaches, current research and evaluation plans included in previous NSF projects and incorporate into the evaluation plan as appropriate.
- Conduct review of the project work plan to assure the evaluation plan is consistent with and appropriate for the proposed project.

Phase 2: Post-award Evaluation Services

- Work in cooperation with SPC’s Project Investigator, Institutional Research & Effectiveness Office and Grants Department, as well as key partners to implement the approved evaluation plan, including, but not limited to, data collection, analysis and reporting.
- Comply with the NSF Project Evaluation Handbook.
- Comply with regulations of regarding Institutional Review Board (IRB) procedures and use of confidential information.
- Perform annual and summative evaluation reports required by the funding agency for the period of the grant.
- Provide unlimited telephone, fax, email, video-conferencing and onsite consultations concerning evaluation of the grant project.
- Provide consultation regarding the status of the project, including addressing barriers to progress toward objectives.

Response Specifications & Deadline: Please provide responses to the following requested information in a letter or email format directly to Joe Smith at Smith.Joe@spcollege.edu by **Friday, September 8, 2017 at 2:00pm**. Please submit all questions in writing to Joe Smith by **Thursday, August 31, 2017 at 2:00pm**.

A collective list of questions and answers will be posted to <http://webapps.spcollege.edu/purchasing/>.

Response	Description
1. Letter of Intent	This letter will summarize in a brief concise manner, that the proposer understands the scope of work and makes a positive commitment to perform the work/service in a timely manner.
2. Experience and History	<u>Company Credentials:</u> Provide a brief statement of qualifications that includes the Respondent’s size and geographic location to SPC. The Respondent should have proven experience in the evaluation of National Science Foundation grants, preferably in the area of contextualized

	<p>learning. Experience working with 2-year community and state colleges is also preferred.</p> <p><u>Principle's Credentials:</u> List experience of each principle within the firm assigned to this project by including a current a resume or bio including education/college degrees, licenses, professional certifications and relevant experience, including a list of NSF project names and dates. Designate number of years with the company and years of experience in providing evaluation services.</p> <p><u>Project Personnel:</u> Indicate any other persons that will be assigned to this project. For each of the project personnel, provide the same information required of the Principle.</p> <p><u>Current References:</u> Please provide a minimum of two (2) clients the firm has or is providing successful evaluation services to that are consistent with the scope of services outlines. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.</p>
3. Fee Structure	<p>Provide details of your proposed remuneration to the College at an all-inclusive hourly rate. Costs may not exceed 10% of the total proposed budget (anticipated at \$300,000), therefore a fee structure for evaluation services may not exceed \$30,000. NOTE: Fees may only be applied to Phase 2: Post-Award Evaluation Services and are contingent upon a successful award.</p>

About SPC: SPC offers more than 100 degree and certificate programs, including many high-demand, high-skill industry-recognized workforce certifications. SPC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award selected bachelor's degrees in science and bachelor's degrees in applied science; associate degrees in arts, associate degrees in science, and associate degrees in applied science; as well as certificates and applied technology diplomas. On average, SPC serves more than 57,000 credit and non-credit seeking students at 10 site locations and has one of the most robust online programs in the nation, serving an average of 29,000 students annually. The College's mission is to "promote student success and enrich our communities through education, career development and self-discovery."