ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITB NUMBER: 1916TCSA   OPENING DATE & TIME: February 28, 2020 @ 3:00PM EST

ITB TITLE: Grant External Evaluator

ADDENDUM NUMBER: 1   ADDENDUM DATE: February 14, 2020

• Purpose of this addendum is to answer questions submitted by vendors.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID COULD RESULT IN REJECTION OF YOUR BID.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER’S NAME

COMPANY NAME

EMAIL ADDRESS
Answers to Questions  
ITN 1916TCSA  
Grant External Evaluator

1. Does UCF have an anticipated budget or budget range for the evaluation services?

**UCF Answer:** Our budget range is between 135k and 165k for the three-year grant period.

2. Task 4 indicates that the evaluator is responsible for recruiting the participants. Do you have a full list of partners/organizations that are part of the PEID team or have been part of the process?

**UCF Answer:** Please see pages 21-24 of the PDF document labeled PEID Strategic Plan 05.01.19 attached.

3. While the Central Florida Educational Ecosystem Data (CFEED) are mentioned in the RFP as a key piece of the project, the evaluation questions listed on p. 29 do not seem to address any question that would involve data from CFEED.

   a. Could you confirm that this is correct?
      i. If yes, do you envision that the CFEED will inform the developmental evaluation in anyway?
      ii. If yes, how so?
   b. If CFEED data will be part of the evaluation, what data are available through CFEED and how will the evaluator gain access to it?

**UCF Answer:** CFEED data will not directly inform the developmental evaluation. CFEED data may be used to monitor key metrics on an annual basis and will be provided to the PEID team in aggregate form for distribution to stakeholders and project partners.

4. Task 7 indicates that sense-making meetings may occur “to the extent possible” with the PEID workgroup meetings. How often do the PEID workgroup meetings occur? Who is involved in those meetings?

**UCF Answer:** PEID Working Committees meet monthly (currently 9 committees). Committees include diverse representation from partner organizations (see PEID Strategic Plan, pgs. 21-24), as well as community members, students, and parents.

5. Since the evaluator is responsible for creating a list of deliverables, could you list potential audiences? For example, will the primary audience always be the PEID team? Is there an interest in making findings available to a research audience and/or to other collective impact initiatives?
UCF Answer: Potential audiences include core PEID stakeholders, such as committee members, community residents, and funders, and representatives from partner organizations, including college and university leadership, school and district leadership, and community non-profit partners. We do have interest in sharing our work with a broader audience, including collective impact projects and academic audiences.

6. What percentage of the budget have you allocated towards the developmental evaluation?

UCF Answer: Approximately 10% of the budget is allocated to developmental evaluation.

7. Does the entire ITN need to be included in the proposal submission or only the Contractual Services Acknowledgement Form (p. 1-2) and Appendices I, II, and III?

UCF Answer: The entire ITN document does not need to be included but all acknowledgement forms and Appendices does along with the proposal submission.

8. Will grant compliance requirements be included in the collective impact data?

UCF Answer: Grant compliance will be overseen by the internal evaluation manager.

9. Will performance measurements related to grant management be included in the evaluations?

UCF Answer: Grant management and related performance indicators will be the responsibility of the internal evaluation manager.

10. What Federal or State grants have been secured for the PEID? If none, will they be pursued?

UCF Answer: None. We do not currently plan to seek federal or state funding for PEID.

11. What are the Collective Impact Initiative’s existing activities?

UCF Answer: Please see page 10 of the Strategic Plan (Implementation Timeline).

12. Has an initial performance measurement system been developed? If so, what are the early performance indicators?

UCF Answer: Please see attached list of Target Metrics.
13. What is the timeline for the initial development evaluation planning meeting?

**UCF Answer:** We would like to complete this task by end of May 2020.

14. Who is the PEID project team comprised of?

**UCF Answer:** Short bios for the PI and PEID Core project team can be found at: [https://innovation.president.ucf.edu/about/](https://innovation.president.ucf.edu/about/)

15. Will the grant external evaluator be voting on any programmatic decisions or serving in a management function in any way?

**UCF Answer:** No.