

**Grants Development Office of Columbus State Community College**  
**REQUEST FOR PROPOSAL FOR GRANT EVALUATORS**

The Grants Office of Columbus State Community College frequently submits proposals to a variety of federal, state, and local agencies. These proposals require an evaluation section which outlines how an external evaluator will provide the formative and summative evaluation for specific project deliverables and services. The evaluator will contribute significant intellectual capital—because sponsoring agencies require up to a separate five-page proposal, line item budget, and budget narrative.

**Evaluators** must have at least five years of evaluation experience; a demonstrated track record in quantitative, qualitative, and mixed methods evaluation; education and training in evaluation; and a demonstrated capacity to accomplish the external evaluation. For evaluation of NSF grants, the evaluator should have training from, use materials from, or have an affiliation with EvaluATE, the National Science Foundation-funded Evaluation Resource Center for Advanced Technological Education, at the Western Michigan University.

The Grants Development Office is seeking the qualifications from evaluators willing to write an evaluation section pre-award and serve as the project evaluator post-award. The pre-award writing must be a pro-bono contribution. In return for this pro-bono contribution, the Grants Development Office will:

- Name the project evaluator in the proposal.
- Include a description of the evaluator credentials and expertise in the proposal.
- Incorporate the evaluation section in the proposal.
- Include the evaluator in the project budget as either a consultant, or subcontractor, or sub-awardee.

Note that there is a risk to the evaluator because not all proposals will be awarded to the College. Evaluators will be selected based upon best fit for the type of grant application, capabilities and experience of the evaluator, capacity, and cost.

Proposals must include the following information:

1. Completed “Evaluator Profile and required questions” form.
2. Completed Columbus State Community College Vendor Registration Form & Substitute W-9 form.

Questions regarding the Request for Proposal should be directed to Nicholas Grimmer at [ngrimmer@csc.edu](mailto:ngrimmer@csc.edu) or at 614-287-2143.

Completed proposals can be emailed to [ngrimmer@csc.edu](mailto:ngrimmer@csc.edu) with the subject line “Grant Evaluator Proposal Submission” or mailed to: Grants Office, Columbus State Community College, 550 E. Spring St., Columbus, OH 43215.

**COLUMBUS STATE**  
COMMUNITY COLLEGE

**Grants Development Office**

**GRANT EVALUATOR PROFILE AND REQUIRED QUESTIONS**

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Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Evaluation categories where you or your company have expertise: (check all that apply)

- |                                |   |                               |  |
|--------------------------------|---|-------------------------------|--|
| <input type="checkbox"/> NSF   | <input type="checkbox"/> Ohio Department of Education | <input type="checkbox"/> HRSA | <input type="checkbox"/> NEH/NEA       |
| <input type="checkbox"/> USDOE | <input type="checkbox"/> Ohio Board of Regents        | <input type="checkbox"/> NASA | <input type="checkbox"/> DHHS          |
| <input type="checkbox"/> USDOL | <input type="checkbox"/> Private Foundations          | <input type="checkbox"/> NIH  | <input type="checkbox"/> Others - list |

On separate sheets of paper, please respond to the following questions and statements:

1. List the key personnel who will be involved in the evaluation, their education, and years of professional experience:
2. List three example evaluation projects of federal, state, or local programs you have accomplished. Include duration of work, grant amounts, and types of evaluation services provided. Be sure to explain the quantitative and qualitative evaluation process that was used.
3. List the processes or software used for quantitative analysis.
4. Describe the process you use for estimating the cost for federal, state, or local program evaluations.
5. Provide one sample pre-award proposal evaluation plan that you/your company has written. Private information redacted.
6. Provide one post-award work sample (survey, interview protocol, evaluation report) that you/your company has produced for a prior program evaluation. Private information redacted.
7. Have you, your company, or your parent institution been debarred or excluded from federal procurement and non-procurement programs throughout the U.S. government and from receiving general contracts or certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits?
8. Can you, your company or your parent institution provide an audit if requested?
9. Does your company or your parent institution work with an IRB or will you rely on the Columbus State IRB if awarded?
10. Provide at least three references for your work as a grant evaluator.

- Note: you may submit brochures or other written information about your evaluation services as part of your proposal.
- Note: Your response to this request for proposal does not imply assurance of grant evaluation work with Columbus State Community College.