



## State of New Jersey

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### Evaluation of New Jersey GEAR UP Request for Proposal

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#### Introduction

The Office of the Secretary of Higher Education of New Jersey (OSHE) invites proposals from qualified researchers and consultants to conduct a biennial evaluation of the New Jersey Gaining Early Awareness and Readiness for Undergraduate Program (NJ GEAR UP) and its higher education partners.

#### Program description

New Jersey GEAR UP is an initiative funded by the U.S. Department of Education and administered by OSHE. Its goal is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education beginning in the sixth grade.

NJ GEAR UP State project provides comprehensive mentoring, outreach, and supportive services to participating students in 56 middle and high schools in eight urban centers. These services include: 1) providing information regarding financial aid for postsecondary education to participating students 2) encouraging student enrollment in rigorous and challenging curricula and coursework, in order to reduce the need for remedial coursework at the postsecondary level and 3) improving the number of participating students who obtain a secondary school diploma and complete applications for and enroll in a program of postsecondary education. Programs emphasize the sciences, mathematics, technology, and language arts. The services and activities provided by the programs ensure that students successfully complete high school and enroll in college. For a complete description of the program, please go to: <http://www.nj.gov/highereducation/gearup/index.html>

#### Evaluation description

The focus of the evaluation should be on program coherence and effectiveness in relation to the following:

##### Assessing the relative impact of programmatic activities

The contractor will analyze key components of the GEAR UP program such as curriculum, counseling, mentoring and tutoring to assess impact on students aspirations, achievement and awareness. The contractor will collect qualitative information to evaluate how well program sites are implementing the various components.

##### Assessing student academic and college readiness outcomes

The contractor will have access to program data from the various sites as well as administrative data from OSHE to analyze outcomes of students participating in the programs. Data to be examined will include, but not limited to,

course grades, state assessment test scores, standardized test scores and program pre and post test results. The study data will also include major outcomes such as high school graduation and college enrollment.

#### Descriptive profile of the GEAR UP program

The contractor will analyze administrative and program data to develop a profile of students served by the GEAR UP sites. Participant demographic data will be utilized to examine characteristics such as race, gender, grade and school. The contractor will also utilize the information it collects from the program site visits and the OSHE to generate a descriptive profile of the seven GEAR UP programs. The site profiles will identify the similarities, differences and unique approaches in implementing GEAR UP strategies at each of the respective programs. Profiles will include, but not limited to, student recruitment, selection and retention; characteristics of teachers, counselors and mentors; and parent involvement.

#### Recommendation for improvement

Based on the information collected under the other evaluation tasks, the contractor will identify site program's strengths and where appropriate, make recommendations that the GEAR UP program can use to improve its services to students and families.

#### **Deliverables**

We anticipate that the core deliverable will be a summary document with all findings, identification of strengths and recommendations developed from program site visits, interviews and data analysis. Site visits must take place during the fall of 2014 and spring and summer of 2015. All site visits must be completed no later than September 25, 2015. The final evaluation report will be delivered to OSHE by December 1, 2015.

#### **Budget**

Total bids may not exceed the amount of **\$36,000** which should include an estimate for expenses.

#### **Proposal Guidelines**

The proposal should include the following components:

- A narrative description outlining the candidate's experiences, interest in performing the service and resume of principal investigators
- An evaluation methodology description addressing the aforementioned topics
- A budget for the proposed evaluation
- A budget narrative for the proposed evaluation
- A timeline for proposed evaluation, including when deliverables will be completed
- Completed and signed "Agency Request for Proposal" form (PB -120)

Please insure your proposal materials and required form are properly labeled and sealed. Proposals with an unsigned Agency Request for Proposal form will be rejected automatically.

<b>PROPOSAL DEADLINE: September 24, 2014 by 4pm Award Notification Date: October 8, 2014</b>
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#### **Proposal submission and contact information**

Address to which proposal should be submitted:

##### **Regular Mail**

Mr. Errol Bruce, State Director  
NJ GEAR UP State Project  
Office of the Secretary of Higher Education  
P.O. Box 542  
Trenton, New Jersey 08625-0542

##### **Overnight Mail**

Mr. Errol Bruce, State Director  
NJ GEAR UP State Project  
Office of the Secretary of Higher Education  
20 West State Street - 4th Floor  
Trenton, New Jersey 08608

Please contact Errol Bruce, State Director, at [errol.bruce@njhe.state.nj.us](mailto:errol.bruce@njhe.state.nj.us) or 609-341-3807 with any questions.

**STATE OF NEW JERSEY  
New Jersey Higher Education  
AGENCY REQUEST FOR PROPOSAL**

Vendor Name and Address:		Return This Proposal To: Regular Mail: Office of the Secretary of Higher Education P.O. Box 542 Trenton, New Jersey 08625-0542 Overnight Mail: Office of the Secretary of Higher Education 20 West State Street - 4th Floor Trenton, New Jersey 08625-0542		Deliver To:  Errol Bruce Jr.	
NOTE: This proposal must be returned before the close of business on the following date:			Agency Person to Contact: Angela Bethea		
Fiscal Year 2014	Account Number 100-074-2400-KKKK-026-5FGU		Agency Reference No. 2400	Commodity Code No. 924-19	
<p><b>IMPORTANT INSTRUCTIONS TO BIDDERS:</b> Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alterations to unit and/or total prices <u>must</u> be initialed by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered.</p> <p><b>NOTE: THE TERMS AND CONDITIONS ARE ON THE FOLLOWING PAGE.</b></p>					

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
e PRICES ARE FIRM UNTIL THE FOLLOWING DATE:				TOTAL: \$	
Cash Discount		Date of Delivery		Vendor's Federal ID Number	
				Vendor's Telephone No.	

	Vendor's Signature ( <i>Must Be Signed</i> ):	Print or Type Name Below:	Date:
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The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey as a result of this proposal.

Refer to **AGENCY REF. NO.** (see proposal cover sheet) in all written and verbal correspondence.

1. **CORPORATE AUTHORITY** – All corporations doing business with the State of New Jersey must be registered with the Office of the Secretary of State. Forms are available by contacting the Office of the Secretary of State, Trenton, NJ.
2. **ANTI-DISCRIMINATION** – All parties to any contract resulting from this proposal agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within *N.J.S.A. 10:2-1 through 10:2-04, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38.*
3. **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** – The provisions of *N.J.S.A. 34:5A-1 et seq.* which require the labeling of all containers of hazardous substances are applicable to this contract.  
Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
4. **COMPLIANCE LAWS** – The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed.
5. **COMPLIANCE – STATE LAWS** – It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
6. **COMPLIANCE – CODES** – The contractor must comply with the New Jersey Uniform Construction Code (NJUCC) and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful bidder will be responsible for securing and paying for all necessary permits, where applicable.
7. **LIABILITY – COPYRIGHT** – The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
8. **INDEMNIFICATION** – If it becomes necessary for the contractor either as principal or by agent or employee to enter the property of the State in order to perform under this agreement, the contractor agrees to use and provide all necessary and sufficient precautions against the occurrence of any accidents or injuries to any person or property during the progress of work covered. The contractor will be responsible for, indemnify and save harmless the State for accidents, injuries or damages that may occur from such work.
9. **INSURANCE** – The contractor will carry insurance as broad as the standard coverage forms currently in use in the State of New Jersey to indemnify the State against any claim for loss, damage or injury to property or person arising out of the performance of the contractor or his employees and agents of the services covered by this agreement. The contractor shall provide certificates or such insurance to the State upon request.
10. **PERFORMANCE GUARANTEE OF BIDDER** – The bidder certifies that:
  - a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
  - b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
  - c. For all equipment purchases, the bidder shall indicate the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.  
Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
  - d. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the State's using agency is rendered.
11. **BRAND NAME ALTERNATIVES** – Brand names and/or descriptions used in this proposal are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the bidder in an accompanying letter. A full explanation is to be given of any improved features or innovations recently developed, now on the market, but not previously available. Where specifications are attached describing the item, the bid must list in detail wherein the material offered differs from the specifications. In the absence of any changes by the bidder, it will be presumed and required that material as described in the proposal be delivered.
12. **PRICE QUOTATIONS** – Insert prices for furnishing all or any portion of the material or articles described. All prices quoted shall be firm through issuance or contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor,

F.O.B. Destination.

13. **TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the proposal price or invoice. The State's Federal Excise Tax Exemption number is 22-75-0050K.
14. **DELIVERY** – F.O.B. Destination does not cover “spotting” but does include delivery on the receiving platform of the ordering agency at any destination in the State of new jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.
15. **PAYMENT** – Payments will only be made against State payment vouchers. All goods are to be billed at the prices quoted. State payment voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.
16. **NEW JERSEY PROMPT PAYMENT ACT** – The New Jersey Prompt Payment Act requires State agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State payment voucher or within 60 days of receipt and acceptance of goods and services, whichever is later.
17. **CASH DISCOUNTS** – Cash discounts for periods of less than 21 calendar days will not be considered as factors in the award of contracts. However, all cash discounts, regardless of amount or length of discount term, will become part of any awarded contract/purchase order.
  - a. A discount period shall commence on the day the State using agency receives a properly signed and executed State payment voucher for products or services that have been duly accepted by the State using agency in accordance with the terms, conditions and specifications of the contract/purchase order. If the State payment voucher is received prior to delivery of goods and services, the discount period begins with the acceptance of the goods and services.
  - b. The date on the check issued by the State in payment of that voucher shall be deemed the date of the State's response to that voucher.
18. **STANDARDS PROHIBITING CONFLICTS OF INTEREST** – All contracts or purchase agreements made with the State of New Jersey must comply with Executive Order No. 189 (1988) concerning standards prohibiting conflicts of interest on vendor activities. The provisions of Executive Order No. 189 will be included on the purchase order issued to the award-winning vendor.

