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**Grants Development Office**

**GRANT EVALUATOR PROFILE AND REQUIRED QUESTIONS**

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

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

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

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| NSF | Ohio Department of Education |  | NEH/NEA |
| USDE | Ohio Board of Regents |  | DHHS |
| USDOL | Private Foundations |  | 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. 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?
7. Can you, your company or your parent institution provide an audit if requested?
8. What is the average lead time to write a pre-award grant evaluation plan from the time it is submitted to you?
9. 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.