Overview
America’s Service Commissions (ASC) is the national association of the 52 governor-appointed state service commissions. Combined, state service commissions administer 80% of the nation’s AmeriCorps State and National funding in addition to promoting national service and volunteering in their respective states. The mission of ASC is to lead and elevate the state service network.

ASC is seeking a provider to develop systems and training to support state service commissions with improving their grantee data collection and quality. The provider has the opportunity to make a significant contribution to the work of America’s Service Commissions and support the capacity of state service commissions throughout the country.

Service to be Provided
Nationwide, AmeriCorps programs and state service commissions are working to improve the quality of data collected for performance measurement and evaluation, yet many struggle due to capacity limitations, staff turnover, limited knowledge of data collection best practices, and funding. The selected provider will assist in expanding capacity of state service commissions to improve their program’s knowledge of data collection best practices and support state service commissions role in assessing data quality.

1) The provider will develop and deliver an appropriate train-the-trainer via webinar(s) to provide state service commissions on data collection best practices. This should focus on practical and straightforward methods for small, under-resourced programs to improve their data collection. The training will be provided to state service commissions to then provide their programs with similar training and/or technical assistance. As appropriate, sample tools for programs/commissions to use will be provided as part of the training.
2) The provider will develop a system/tool to assess data quality of AmeriCorps programs and deliver a related training for state service commissions on how to assess data quality and use the tool.
3) The provider will develop and implement a pre and post assessment to assess knowledge gains by participants in the provided trainings.

Anticipated Timeline

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<th>Date</th>
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<tr>
<td>November 16, 2017</td>
<td>Request for Proposals Issued</td>
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<tr>
<td>December 15, 2017</td>
<td>Proposals due</td>
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<tr>
<td>December 22, 2017</td>
<td>Provider selected</td>
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<tr>
<td>January-December, 2018</td>
<td>Assessment, Tool Development, and Training Activities</td>
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Criteria for Selection
- Demonstrated experience and knowledge of state service commissions, AmeriCorps State and Corporation for National and Community Service data collection, performance measurement, and evaluation requirements;
• Demonstrated experience in providing training and technical assistance related to data collection and quality;
• Proposal outlines a clear timeline and proposed activities; and,
• Cost-effective proposal.

Proposal Submission
Proposals should be submitted as PDFs via email to rbruns@statecommissions.org.

Proposals must be received no later than December 15 at 5:00 p.m. ET. Any proposal received after this deadline will be rejected.

Proposals should not exceed 10 double-spaced pages and should include:

• The proposed plan (activities and timeline);
• A cost proposal, not to exceed $25,000; and,
• Sufficient information regarding the service provider to enable ASC to make a judgement regarding the service provider’s ability to perform the services outlined above.

Service providers are invited to submit written questions and requests for clarifications regarding this Request for Proposals. The questions and requests for clarifications must be in writing and received at the ASC email address noted above before Noon on Friday, December 8.

ASC reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and/or to cancel this Request for Proposals at any time prior to the execution of the written contract.

The costs of preparation and delivery of the proposal are solely the responsibility of the service provider.

By submitting a proposal, the service provider agrees that it will not bring any claim or have any cause of action against ASC based on any misunderstanding concerning the information provided herein or concerning ASC’s failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent to all service providers submitting a timely proposal. Negotiation and execution on contract(s) with the successful service provider shall be complete, where possible, no later than 30 days prior to services being executed.

For further information contact:
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