



**STATE OF GEORGIA**  
Department of Community Health

**Request for Quote**

**RFQ Number 0503**

**Project Evaluation of the  
HIV/AIDS Take Action, Keep Educated Project (TAKE)**

**for**

**Health Improvements Programs'  
Office of Minority Health**

**Georgia Department of Community Health  
2 Peachtree Street, N.W.  
35<sup>th</sup> Floor  
Atlanta, GA 30303-3159**

**May 16, 2005**

# **Georgia Department of Community Health**

## **Request for Quote (RFQ) for Project Evaluation of the HIV/AIDS TAKE ACTION, KEEP EDUCATED PROJECT (TAKE)**

The Georgia Department of Community Health, Health Improvement Programs' (hereinafter referred to as "HIP") Office of Minority Health (hereinafter referred to as "OMH"), requests that interested bidders provide a quote for Project Evaluation of the HIV/AIDS Take Action, Keep Educated Project (hereinafter referred to as "TAKE" or "Program").

The following identifies the Project Evaluation responsibilities to be performed by the selected vendor:

1. Prepare a written Work Plan that describes and sets forth all required tasks and deadlines for evaluating the administration of the State and Territorial HIV/AIDS Grants for State Fiscal Year 2003. The written Work Plan shall be due on or before July 15, 2005.
2. Develop a written evaluation protocol and other assessment tool that will measure the TAKE Project's effectiveness on or before August 15, 2005.
3. Produce a written report to DCH on or before August 15, 2005, that documents the Program's achievements related to Year 2003 programmatic objectives.
4. Produce written process monitoring data collection tools for Program activities on or before by August 15, 2005, that include but are not limited to:
  - a. recruitment of participants;
  - b. intervention participation;
  - c. distribution of materials;
  - d. capacity-building and technical assistance training effectiveness; post-workshop participant evaluations; and
  - e. the Program's responsiveness to external requests for technical assistance.
5. Document the steps and actions taken by the Program to facilitate the development, implementation and programmatic management of the Regionally Minority Health Networks ("RMHNs") by August 31, 2005.
6. Provide a written assessment of the effectiveness of the Program's communications network for proficiency, promptness, accurate dissemination of funding alerts, and pertinent notification of technical assistance workshops, using the media, the internet, list serves and printed materials as assessment tools for their appropriateness, quality and effectiveness of intervention activities by November 30, 2005.
7. Examine and document changes in programmatic capacity and infrastructure of Minority Community-Based Organizations (hereinafter referred to as "MCBOs") participating in the Program by November 30, 2005.

8. Prepare a Final Written Report that assesses the appropriateness, quality and effectiveness of intervention activities. The Final Written Report shall be due on or before December 31, 2005.

### ***Selection Criteria***

The selection of the successful Offeror will be based upon an evaluation of the Offeror's:

- ability to develop effective assessment tools for the evaluation of this Program as indicated above;
- ability to develop process monitoring data collection tools that address the areas listed above on the program activities of the Program;
- experience in Project Evaluation, preferably a minimum of three (3) years.

### ***Proposal Submission Criteria***

1. Proposals shall include the following information:
  - Company name;
  - Name, address, telephone number, facsimile number and email address of the company's legal representative, who is authorized to sign contracts on behalf of the company;
  - Name, address, telephone number, facsimile number and email address of the company's representative who has been assigned to this project;
  - A detailed description of your overall experience with the development of monitoring tools to evaluate the effectiveness of services provide through grant funds. Please provide samples of work; and
  - A price quote for the entire project.

### *Special Notification*

Interested firms should respond in writing by **2:00 P.M. on Thursday, June 30, 2005**. Please send your quote via e-mail to [tcarmichael@dch.state.ga.us](mailto:tcarmichael@dch.state.ga.us) and a hard copy with an original signature, samples and other items not sent via e-mail, **must be received by the same time and date and time listed above** to:

**Trudie E. Carmichael, Contract Specialist, II  
Georgia Department of Community Health  
2 Peachtree Street, NW – 35<sup>th</sup> Floor  
Atlanta, GA 30303-3159**

It is understood and agreed upon that quotes received in response to this RFQ will be valid for a period of one hundred twenty (120) days from June 30, 2005. The Department of Community Health reserves the right to reject all proposals and to award different projects contained herein to different Offerors. Questions related to the RFQ may be directed to Trudie E. Carmichael by email or by calling (404) 651-9023. **Offerors are prohibited from any contact with DCH employees during this procurement process. Offerors who fail to adhere to this procurement policy will have their proposals disqualified from consideration.** Proposals will be evaluated based on the evaluation criteria listed above, the background and experience of the Offeror, the qualifications of key personnel and the cost.