

Request for Proposal

Partner-Host for the Joint Committee on Standards for Educational Evaluation (JCSEE)

July 12, 2018

1.0 Background

The Joint Committee on Standards for Educational Evaluation (JCSEE) is the leading professional organization setting standards for the design and implementation of evaluation processes. JCSEE and its task forces publish three sets of standards including The Educational Program Evaluation Standards, The Personnel Evaluation Standards, and The Student Assessment Standards. JCSEE's history dates back to 1974 when a committee made up of representatives from American Educational Research Association, National Council on Measurement in Education, and American Psychological Association came together to create the Standards for Educational and Psychological Tests. The committee quickly identified the need for a spinoff committee that would focus on program evaluation standards and created The Joint Committee on Standards for Educational Evaluation in 1975. Today JCSEE includes representatives from AERA, NCME, APA, American Evaluation Association, National Education Association, Council of Chief State School Officers, and several other organizations with a stake in evaluation processes.

Today, the mission of the JCSEE is to *develop and promote standards for conducting high-quality evaluations*. The Committee pursues this mission by revising the existing standards, promoting the use of standards, and developing new standards, as appropriate. JCSEE has a face-to-face meeting annually in September and conducts quarterly video or audio conference calls three other times during the year. The JCSEE exists as an independent, not-for-profit organization that includes 18 dues-paying and voting members, led by a five-person board (the Executive Committee). The JCSEE is incorporated in Delaware operates under a set of established by-laws, which will be provided to the hosting organization.

Currently, the JCSEE is seeking an organization (e.g., University, non-profit organization) to serve as a partner and host for the JCSEE for a three-year term. Traditionally, the JCSEE has been hosted at university-based research centers or institutes that specialize in program evaluation. Examples of past hosts include Western Michigan University (the founding host) and Iowa State University. The JCSEE seeks a hosting organization for stability and continuity, as well as to provide administrative support for its operations.

At a minimum, the JCSEE is looking for a host organization that is interested in evaluation and that is able and willing to provide a basic level of organizational support, while allowing the committee members to focus on the development, revision, and approval of evaluation standards. Conversely, at a minimum the JCSEE expects that it will offer the hosting organization a membership position (or possibly an additional membership position), involve the host in the promotion of evaluation standards, and provide a basic stipend to support hosting activities. It is also hoped that the partnership arrangement will serve to enhance the reputation and standing of both parties in the field of evaluation,

through demonstration of mutual leadership in crafting, disseminating, and promoting high-quality evaluation standards and practice.

The JCSEE expects to form an arrangement for a three-year relationship, with the possibility a longer-term renewal of the arrangement based on the mutual satisfaction of the host and committee. Ideally, the arrangement would begin in 2019 and continue to the end of 2021.

2.0 Hosting Responsibilities

The following list outlines the responsibilities expected for the hosting organization:

- Provide a physical location for the JCSEE to receive mail, phone calls, and store records or other information as necessary.
- Receive recognition as the host of the JCSEE, including the display of a JCSEE logo and links to the JCSEE website on the host webpages as appropriate.
- Promote the JCSEE, JCSEE publications, and the approved evaluation standards in public and within the host community.
- Provide administrative support necessary to the day-to-day operations of the JCSEE, such as sending bills, receiving membership dues, receiving bills for the organization, paying bills from the host's account, updating the organizational web site, and other duties as mutually agreed upon by the host and hostee.
- Uphold fiduciary duties when representing the JCSEE in any financial transaction, legal matter, or in acting as an authorized agent of the JCSEE.
- Participate in any grant applications submitted by the JCSEE, administer the funds awarded for any successful grant application, and collect indirect or overhead charges at no more than standard Federally-approved rates.
- Monitor and assist with all paperwork associated with the incorporation of the JCSEE and its registered agent.
- Track and file tax-exempt status and/or related IRS forms on behalf of the JCSEE.
- Provide a representative to participate in the JCSEE Executive Committee.
- Not associate with, host, or create any other group or organization involved in the creation, approval, or dissemination of evaluation standards during the host-hostee relationship as established under this MOU.

3.0 JSCEE Responsibilities

- Provide administrative and financial records as necessary for the host to conduct duties on behalf of the JCSEE.
- Delegate to the host authority to act as its agent for financial and organizational activities (e.g. filing tax exemption, maintaining and paying bills, receiving member dues).

- Provide one seat on the Executive Committee to a member representing the host organization (subject to vote of approval by the JCSEE membership).
- Submit any applications for grants or similar funding in cooperation with the host organization.
- Plan to associate with only this official host for a period of three-years.
- Acknowledge the host on the JCSEE website (with a logo and link to the host website) and in other official materials, as appropriate.
- Retain exclusive ownership and rights to all evaluation standards materials produced, reviewed, or approved by the committee before, during, or after the initiation of the hosting arrangement (including but not limited to books, electronic documents, pamphlets, lists, interactive and website materials, proposals, reviews, training programs).
- Agree to hold at least one JCSEE annual meeting at or near the host site every three years.
- Continue to retain planning and fiscal responsibility for the annual meeting.
- Offer a payment to the host as an honorarium in appreciation for hosting that is equal to the *lesser* of either \$2,000 or five-percent (5%) of the 12-month average balance of the JCSEE's bank account, based on the simple average closing statement balance of the prior 12 monthly bank statements available as of September 30 during each year of the relationship. This payment shall be considered an honorarium for the entirety of the year during which it is offered to the host. In the event that the host-hostee relationship is severed by either party for any reason, the payment shall be pro-rated to reflect only the period that the host-hostee relationship is in effect.

4.0 Reporting

Assessment of the effectiveness and beneficial nature of the hosting arrangement shall be ongoing and conducted as desired by both parties. The host shall keep track of all financial transactions and provide the JCSEE Executive Committee with regular budget reports.

5.0 Submission of Proposals

An electronic copy of the proposal must be submitted to Brad R. Watts, Chair Joint Committee on Standards for Educational Evaluation at brad.r.watts@wmich.edu by 5PM EDT on August 17, 2018. Acceptable formats for the electronic version are *pdf, *doc or *docx.

5.1 Length

Proposals should not exceed 10 pages, single-spaced with 1-inch margins and 12-point font (excluding any references and appendices).

5.2 Identification of Bidders

The proposal should identify the individual who will act as main contact with the JCSEE. All further communication with the JSCEE regarding the proposal and the MOU, if executed, will be via this individual. Proposals must identify the academic institution and department or unit, its interests in evaluation, and provide evidence of the organization's ability to meet the hosting requirements.

5.3 Proposal Content

Each proposal must include:

- An overview of the host institution and/or unit
- A brief explanation of the institution or unit's interests in evaluation
- A brief explanation of the institutions or unit's interest in hosting
- Evidence of the institutions ability to meet the hosting requirements

6.0 Selection Process

6.1 Evaluation of Proposals

A minimum of three members of the JCSEE Executive (including the Chair) will form a proposal review committee to conduct an initial assessment of all complete proposals. The members of the review committee will bring forward a report to JSCEE Members for a decision based on the top three ranked proposals, as mutually agreed upon by the review committee. The JCSEE reserves the right to enter into an MOU based directly on the proposals submitted or to negotiate further with one or more bidders.

7.0 General Conditions

7.1 Right to Amend RFP

The JCSEE reserves the right to amend, supplement, or cancel the RFP, giving equal information and cooperation by way of issued addendum to all potential bidders through the JCSEE website (www.jcsee.org). Bidders who have indicated their intent to bid will receive e-mail notification of any amendment or supplement.

7.2 Bidder Incurred Costs

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the bidder(s).

7.3 Indemnity

The bidder(s) will indemnify and save harmless the JCSEE from and against all claims, demands, losses, damages, costs, and expenses made against or incurred, suffered, sustained, done or omitted by the JCSEE at any time before or following termination of the agreement.

7.4 Acceptance of Proposals

The JCSEE is not bound to accept any proposal of those submitted. Proposals will be assessed on the basis of the criteria specified in Section 6.0 above.

7.5 Ownership

All materials created through this MOU shall be the property of the JCSEE and shall not be published or released without the written consent of the JCSEE.

7.6 Termination of MOU

An MOU executed on the basis of a response to this RFP may be terminated by either party with a 30-day notice.

8.0 Questions and Inquiries

Questions regarding this RFP should be submitted via email prior to 12:00 Noon EDT on Friday July 27 to:

Brad R. Watts
Chair
Joint Committee on Standards for Educational Evaluation

brad.r.watts@wmich.edu

In the interest of equality of access to information, questions and responses received prior to this deadline will be posted on the JCSEE website.