**CHOCTAW NATION OF OKLAHOMA**

**Process for Screening and Selecting Grant Evaluators**

Choctaw Nation of Oklahoma (Nation), a federally recognized Native American Tribe, is seeking qualified grant evaluators for federal grants and programs. Skilled grant evaluators can enhance the success of a grant application and improve the performance of the program. The Nation intends to pre-qualify a group of experienced grant evaluators for local, state, and federal funding opportunities.

All applicants must meet the base screening criteria, as follows:

* Applicants must possess relevant professional education and training in grant writing, grant evaluation, and expertise within the grant program’s field of focus.
* Applicants must complete the attached *Application to Serve as a Contracted Grant Evaluator*.
* Applicants must have a minimum of two years recent experience (within the last 10 years) serving in a grant evaluation capacity.
* Applicants must have a history of satisfactory consultation or employment with the Choctaw Nation or its affiliates.
* Key members of the applicant’s staff, who will be working with the Nation, must successfully pass a federal background check as administered by the Choctaw Nation Law Enforcement personnel.

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| **STEPS TO DEVELOPING A LIST FOR QUALIFIED GRANT EVALUATORS** |
| **Step 1****Request for Qualifications** | A Request for Qualifications (RFQ) document will be sent to multiple grant evaluation individuals, firms, research departments and academic groups. Responses to the RFQ will be received in a sealed envelope. |
| **Step 2****Threshold Screen Using Base Criteria****and Background Checks** | The Grants Department, a Screening Committee, and Internal Audit will compare the RFQ responses to the Base Screening Criteria and build a list of grant consultants that meet the base criteria. All key employees of the grant consultants (that work directly with the Nation) must pass the Federal background check administered by Choctaw Law Enforcement (to be completed no later than June 30th of each year). If applicable, vendors will be notified in writing that they do not meet the Base Criteria or do not pass the background check.  |
| **Step 3****Develop a List of Qualified Evaluators,****Scoring of Responses** | The final pool of qualified grant evaluators will be approved by the appropriate Senior Executive Officer or designee.  |

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| **POTENTIAL ACTIVITES FOR GRANT EVALUATORS** |
| **Time Frame** | **Activities** |
| **Application Development** | * 1. During the development of the grant proposal:
		1. Work with staff to develop proposal meeting the guidelines presented in the Request for Funding Proposals (RFP).
		2. Work with Choctaw Nation program and grants staff to develop the proposed program to its greatest potential
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| **Grant Development and Implementation** | Assist with program development:* + - * Meet with CN Program Director and Grants Department during startup of grant-funded program, as needed
			* Collaborate with staff to develop needs assessments and performance measures for the program (goals, objectives, activities)
			* Assist the program staff in:
				+ Previewing and selecting the program curriculum and assessment tools
				+ Creating instruments for program data collection
				+ Researching and assisting with online data collection process
				+ Presenting at staff trainings
				+ Presenting to the IRB Board, when needed

Assist with grant implementation:* + - * Participate in conference calls with Federal Officer and Team, as needed
			* Communicate with federal staff, technical providers, and evaluation consultants, as needed
			* Assist with Federal Program Officer site visits
			* Provide training on the data collection process, as needed
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| **Evaluation** | Leads evaluation process including:* + - 1. Development of evaluation strategy to meet all guidelines set forth by the RFP, Federal Officer, and Federal Technical Assistance team
			2. Obtaining or developing tools for data collection
			3. Collecting accurate and precise data and documenting all procedures
			4. Analyzing data for conformance to Performance Measures and evaluation strategy, showing statistical significance as necessary
			5. Assist in providing accurate and complete reports to Federal Program Officer
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As funding opportunities are identified, the Executive/Director of the proposed grant program will select a qualified grant evaluator from the pre-approved list. The Grants Office can provide assistance to program directors to determine the appropriate scope of work for the grant evaluator, utilize a standard grant evaluation contract (previously approved by the Nation’s Legal Department), and negotiate the grant evaluator’s consulting fee, reimbursable expenses, and payment structure. The same grant evaluator is expected to provide services to the Nation throughout the duration of the total grant project, including any extensions, so long as the evaluator’s performance is acceptable.

If an Executive/Director becomes displeased with the performance of a grant evaluator or a grant evaluator becomes unable to perform their responsibilities, the Grants Office may release the grant evaluator from their contract and secure an alternate after all contractual, federal, and the Nation’s requirements are met.

**Choctaw Nation of Oklahoma**

**Application to Serve as Contracted Grant Evaluator**

An evaluation process normally assesses the strengths and weaknesses of programs, policies, personnel, products, and organizations. The Choctaw Nation of Oklahoma (Nation) is establishing a process whereby interested individuals or firms can apply to become a pre-approved grant evaluator. This process aims to produce high quality evaluation of the Nation’s programs, leading to enhanced tribal member services. This process will increase the competitiveness of professional grant evaluation services and the grant evaluation methods.

The selection of grant evaluators will be conducted via a multi-step process including, but not limited to: (1) application review, (2) background check by law enforcement, (3) interview with potential vendor and/or vendor references, and (4) examples of prior work done by the grant evaluator. In some cases, the grant evaluator may be asked to provide a short evaluation narrative in response to a sample request for funding prepared by the Nation, requiring the vendor to describe the process he/she would take to ensure high quality grant evaluation.

**With submission of this form, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby acknowledge the information I have provided is accurate and give my permission and agreement that all information will be reviewed in relation to my application to serve as a contracted Grant Evaluator for the Choctaw Nation of Oklahoma, including, but not limited to, contacts with references and a law enforcement background check (paid by the selected grant evaluator or firm).**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tax Id Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_ Zip code:\_\_\_\_\_\_\_ |
| Please attach a resume and reference sheet.  |  |

(Include specifics for background check purposes)

Please answer the following questions in a document narrative. We are looking for evidence of direct evaluation skills and proven experience.

1. Tell us about your experience in evaluating programs and the types of projects you have evaluated.
2. What is your philosophy or the evaluation model you use in regards to evaluating a program?
3. Why do you evaluate grants/programs?
4. What has been your greatest success story during your evaluation career?
5. Can you describe a situation where you and the program staff were at odds on how to proceed and how you handled the situation?
6. Describe how you work with the program staff and constituents.
7. What other staff and resources will you utilize in conducting your evaluation?
8. Explain your knowledge of and familiarity client confidentiality, FERPA, and HIPPA?
9. When you develop a report, how do you handle reviews of your report and allow for programmatic staff feedback/input prior to submitting the report to the funding source?
10. How will you communicate with staff at the Choctaw Nation?
11. We would like to see examples from your previous evaluation reports and other documents such as survey instruments that would help us make a decision. Can you provide us with some examples?
12. Please provide us with a list of grants you have evaluated and a brief summary of the outcomes.