



**Request for Qualification
CCC-092
External Evaluation Services for NSF Advanced Technological Education (ATE) Project**

June 23, 2026

Return Proposal To:
Reuben James
Director of Purchasing & Auxiliary Services
Administrative Services Rm 110
1111 E. Artesia Boulevard
Compton, CA 90221

Telephone 310-900-1600 Ext 2110
Email rjames@compton.edu

Notice is Hereby Given

The Compton Community College District of Los Angeles County, acting through its Board of Trustees, hereinafter referred to as the District calls for proposals for evaluation services for an Advanced Technical Education (ATE) project funded by the National Science Foundation (NSF). Proposals are now being accepted from qualified evaluators.

RFQ-CCC-092 Evaluation Services

Scope of Service includes but is not necessarily limited to the following areas:

1. Creation of a detailed evaluation plan, assessment questions, and metrics.
2. Participation in monthly executive team meetings and in semi-annual advisory board meetings.
3. Development of evaluation tools aligned with our project goals.
4. Provide recommendations for continuous improvement.
5. Assess implementation progress and monitor project milestones and deliverables.
6. Collection and analysis of the Biotechnology program project data.
7. Survey and Interviewing of Biotechnology program participants and key constituents.
8. Preparation of annual and final evaluation report for National Science Foundation.

Job Location & Travel Requirements:

It is expected that the evaluator will work from a remote location and provide their own office space, IT equipment, telecommunications, and high-speed internet connection to participate in virtual meetings. Occasional travel will be required, likely including at least one trip to Compton, California for a duration of 1-3 days per year of this project. Travel expenses will be reimbursed at actual cost based on federal General Services Administration (GSA) Per Diem and mileage rates.

Requirements: Proposal must include the following:

1. Qualifications and Experience – organizational background, relevant project experience, and description of evaluation expertise.
2. Samples of Prior Work – evaluation plan(s) and evaluation report(s).
3. Personnel – Provide résumés or curricula vitae (CVs) of key personnel plus their roles and responsibilities.
4. Cost Proposal – Provide total proposed cost, budget narrative, estimated annual costs, travel costs (if applicable)
5. References – Include at least two references from similar projects.

Full details of the request for qualification can be found at:

<https://www.compton.edu/district/administrative-business-services/bid-proposal-requests.aspx>

Responses to this RFQ must be delivered to the Procurement Office of the College. Attention: Mr. Reuben James, Director of Purchasing & Aux Services at 1111 East Artesia Boulevard, Room 110 in the Administration Building, Compton, California 90221, up to but no later than **2:00 PM, on July 16, 2026**. All sealed **Responses** will be certified received prior to the date and time specified above. You may email your RFQ response to Mr. Reuben James at rjames@compton.edu no later than **2:00 PM on July 16, 2026**.

If you have any questions concerning this RFQ, please contact: Mr. Reuben James, at 310-900-1600 Ext. 2110 or rjames@compton.edu.

Executive Summary

Compton College seeks proposals from qualified external evaluators to provide evaluation services for a proposed National Science Foundation (NSF) Advanced Technological Education (ATE) project.

The project aims to develop a dual enrollment program in biotechnology for our local high schools, grow our current program through student recruitment, create a cell therapy training program, and strengthen industry partnerships.

The selected evaluator will work collaboratively with the project team to develop and implement a comprehensive evaluation plan that supports continuous improvement and documents project outcomes and impacts.

College Website

www.compton.edu

College Expectations - The expectations of the grant evaluator are:

1. **Alignment with Timetable.** The evaluator will review the project timetable to ensure alignment with the proposed objectives, activities, goals, process, and outcome measures, and will also suggest improvements.
2. **Data Evaluation**
Identify, collect, and analyze data to assess progress toward project goals and objectives and inform improvements to project implementation.
3. **Technical Assistance**
Provide technical assistance in collecting and analyzing quantitative and qualitative data to evaluate the project's impact on student success.
4. **Project Monitoring**
Collaborate with the NSF ATE project team on ongoing planning and monitor grant progress.
5. **Site Visits**
Conduct site visits to support project implementation and provide evaluation guidance to college staff.
6. **Institutional Impact**
Assess and document changes in institutional structures, systems, and policies resulting from the project, and evaluate their impact on student success.
7. **Annual Reporting**
Prepare and submit required annual formative and summative evaluation reports.

College Priorities

Vendor (evaluator) will be selected based on the following criteria:

- Evaluator qualifications (as documented by résumé/CV)
- Competitive hourly rate
- Prior experience in one or more of the following areas is desired:
 - Prior experience with National Science Foundation grant evaluation projects.
 - Prior experience with the NSF ATE program.

- Prior experience working with an NSF ATE Center.
- Prior experience developing evaluation tools and assessments.
- Prior experience working with statistical analysis software including R.
- Prior experience in Science, Technology, Engineering, and Math (STEM).
- Prior experience working in the biotechnology field.
- Prior experience working with two-year colleges.
- Prior experience in curriculum or program development.

Dates and Timeframes

Date issued June 23, 2026

Proposals due July 16, 2026

Select vendor by July 30, 2026

Approval of contract by CCCD Board of Trustees August 17, 2026

Completion of Project by Sept 30, 2028 (There is a possibility of additional years depending on budget availability from the funding source.)

Proposal Instructions and Requirements

Please see the Proposal Form on page 8 for information on what to include in your proposal response.

Selection Process

The senior personnel of this ATE project will review timely proposals that meet the above-mentioned requirements. The senior personnel will request interviews with and/or presentations by the top three respondents prior to making its recommendation to the Business Office.

Contact Information

Questions concerning this RFQ should be submitted to Mr. Reuben James III, Director of Purchasing rjames@compton.edu by June 30, 2026. All questions must be submitted via email to the addresses provided and the responses will be forwarded to all participants.

Proposals must be “Received” by July 16, 2026, to be considered for acceptance. Bid Packages must be delivered to the Business Office, Compton Community College, 1111 East Artesia Blvd., Compton California 90221 Room 110 by 2:00 PM July 16, 2026, and all packages will be stamped as to the time received. Packages may be emailed to: Mr. Reuben James at rjames@compton.edu by the same aforementioned time.

Expected Contract Duration

Compton Community College District desires to enter into a contract with the successful vendor for a 12-month period with the right to extend contract for an additional period as needed through September 30, 2028. The extension is dependent upon additional funds being provided from the funding source.

** Insurance Requirements. During the term of the contract, the Vendor and all subcontractors shall be maintained, at their sole expense, minimum insurance coverage as follows:

1. Comprehensive General Liability Insurance including coverage for Premises/Operations, Products/Completed Operations, Independent Contractors, Contractual and Personal Liability at a combined single limit of \$5,000,000 per Bodily Injury and Property Damage, and;
2. Comprehensive Automobile Liability Insurance covering owned, hired and non-owned vehicles at a combined single limit of \$5,000,000 per Bodily Injury and Property Damage.

3. In lieu of 1 and 2 above, the Vendor at its option may carry a combination policy including Comprehensive General Liability and Comprehensive Automobile Liability Insurance with a combined single limit of not less than \$5,000,000 per occurrence on Bodily Injury and Property Damage.
4. Workers' Compensation and Employer Liability Insurance providing full statutory coverage.
5. Cyber Liability Insurance of not less than \$5,000,000 to cover Security, Privacy, Business Interruption, Cyber Extortion, and Denial of Service.

Indemnification

The Awardee shall indemnify, defend, and hold harmless the Compton Community College District, its Board of Trustees, officers, agents, and employees, from and against any and all claims, liability, loss, damage, expense, costs, demands, suits, actions and causes of actions (including without limitation costs and fees of litigation) of every nature rising out of or in connection with the Awardee's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, or its failure to comply with any current or prospective law, except for such loss or damage which was caused by the sole negligence or willful misconduct of the District. All indemnification shall survive the agreement and any amendments. The insurance shall include waivers of subrogation against Compton Community College District and its officers, directors, trustees, volunteers and employees, and provide that the insurance is primarily and noncontributing with any insurance that may be carried by Compton Community College District. All such insurance shall have deductibility limits reasonably satisfactory to Compton Community College District.

Vendor shall furnish Certificate(s) of Insurance to Compton Community College District showing the required coverage within 30 days after execution of the Contract or before whichever is earlier. The Certificate(s) of Insurance shall provide that Compton Community College District shall receive 30 days prior written notice from the insurer in the event of any policy cancellation or termination.

All required insurance shall be carried only with responsible insurance companies licensed to do business in the State of California having a policyholder's rating and size from A.M. Best Company of at least A. Compton College shall be listed as additionally covered by the insurance purchased at Bidder's expense.

1. Submittal of Bid Proposal: All Bid Proposals must be submitted on the forms furnished by the District and reading of the Bid Proposals.
2. Bid and Contract Documents: The Bid and Contract Documents will be available electronically on the college's website:
http://www.compton.edu/district/administration/businessadmin/Bid_Proposal_Requests.aspx

While the Bid and Contract Documents may be available through other plan rooms or sites, the College does not guarantee the authenticity or completeness of the Bid and Contract Documents obtained from such other Plan rooms or sites. Bidders shall be solely responsible for reviewing the College's website and downloading all Project Documents and Addenda prior to Bidding.

3. Documents Accompanying Bid Proposal: Each Bid Proposal shall be submitted with the following documents, All information or responses of a Bidder in its Bid Proposal and other documents accompanying the Bid Proposal shall be complete, accurate and true; incomplete, inaccurate or untrue responses or information provided therein by a Bidder shall be grounds for the college to reject such Bidder's Bid Proposal for non-responsiveness.

Bid Security - Statement of Qualifications – Subcontractors List – Non-Collusion Declaration

(Payment Bond & Performance Bond) – Required

Bid Security Requirement

Each Bid Proposal shall be accompanied by Bid Security in an amount equal to ten percent (10%) of the maximum amount of the Bid Proposal, inclusive of any additional Alternate Bid Item(s). Failure of a Bid Proposal not accompanied by Bid Security in the form and amount required herein shall render such Bid Proposal to be non-responsive and shall be rejected by the College.

4. Payment Bond; Performance Bond, Prior to commencement of the Work, the Bidder awarded the Contract shall deliver to the College a Payment Bond and a Performance Bond issued by a California Admitted Surety in the form and content included in the Contract Documents each of which shall be in a penal sum equal to One Hundred Percent (100%) of the Contract Price.
5. Bid Security; Bid Bond. A bid bond is a form of bid security which guarantees to District that if the bidder is awarded the contract, the bidder will execute the contract. If the bidder fails to do so the surety liability to the District is the difference between the bidder's price and the next lowest priced bid. The bid security "makes whole" the District if the successful bidder submitting the lowest priced bid does not execute the contract after award. Public Contract Code §20650 establishes three different alternative forms of bid security: (i) bid bond, (ii) cashier's check; (iii) cash. By far, the most typical form of bid security is a bid bond. Under Public Contract Code §20651, bid security is mandatory for all construction contracts, but is discretionary for: (i) supplies, (ii) services, except for construction services; and (iii) repairs, including maintenance. The amount of bid security under Public Contract Code §20650 is entirely discretionary to the District: "give such bid security as the board requires." Typical practice is to require bid bonds with a penal sum equal to 10% of the proposal amount.
6. Performance Bonds. The requirement for contractors to post Performance Bonds is not established by law, but best practices and the single premium nature of the bundle of construction bonds suggests that the District should require a performance bond for every project. The terms of a performance bond that should be considered include:
 - a. Surety scope of obligations includes Liquidated Damages or other withholds that exceed the remaining balance of the Contract Price.
 - b. Surety scope includes warranty obligations of contractor.
 - c. Limitation of time for Surety to complete investigation after default and for Surety to assume principal's obligations.
 - d. Prohibition on Surety selecting principal to complete project.
 - e. Right of prevailing party to recover attorneys' fees and costs.
7. Pre-Bid Inquiries, Bidders may submit pre-bid inquiries or clarification requests using the Pre-Bid requests information form included in the Contract Documents Section. Bidders are solely and exclusively responsible for submitting each inquiry or clarification request no later than 2:00 PM on June 30, 2026. The College will not respond to any bidder inquires or clarification requests, unless such inquires, or clarification requests are submitted timely to Reuben James at: rjames@compton.edu. Do Not send any pre-bid inquiries or clarification requests to the college.

Proposal Form for Compton College External Evaluation Services for NSF Advanced Technological Education (ATE) Project: *Breaking Down Barriers to Biotech Careers* (Award #: 2501203)

Vendor Name:

Vendor Address:

City, State, Zip Code:

Telephone #:

Website:

To ensure a consistent review process and facilitate the comparison of proposals, respondents should address the following items in their submission:

1) Letter of Interest

Provide a brief overview of your qualifications, experience, and proposed approach to the evaluation.

Include:

- Organization and primary contact information
- Organizational history, mission, staffing, and relevant services related to ATE grant evaluation.
- Experience with projects of similar size and scope
- Experience working with community colleges.
- Key qualifications, strengths, or approaches that distinguish your organization from other providers.
- Signed by vendor representative authorized to bind the proposing firm contractually.

2) Personnel Qualifications

Provide a résumé or curriculum vitae (CV) for everyone who will be assigned to the project. If multiple individuals will participate, include a description of their roles and responsibilities.

3) Work Samples

Submit the following examples of prior work:

- Sample grant evaluation plan.
- Sample grant evaluation report.

4) Cost Proposal

Provide a detailed cost proposal that includes:

- Fee schedule and pricing structure
- Proposed contract terms and conditions, if applicable
- Any additional costs or reimbursable expenses

5) Supplemental Information

Include any additional information that demonstrates your qualifications and ability to provide the requested services.

6) References

Please provide:

- A list of colleges, universities and/or institutions which have engaged your services.
- Contact information for at least two professional references, preferably from community colleges or districts similar to Compton Community College District (CCCD).

CCCD reserves the right to contact any references provided and to seek additional information regarding the respondents' qualifications and performance.

ATE PROJECT SUMMARY

Overview

Compton College's biotechnology program focused on biomanufacturing will help to address the supply gap for biomanufacturing technicians in the greater Los Angeles region. Our region has over 3,000 Life Sciences/Biotechnology firms with over 60,000 employees collectively and middle skills occupations in this industry have been growing both in terms of both employment and wages. Our program offers students stackable credentials as they gain the key knowledge, skills, and abilities for working in the biotechnology industry.

The goals of this project are to 1) develop partnerships and dual enrollment programs for our local high schools, 2) create pathways to biotech careers with multiple on- and off-ramps for students, and 3) build industry-relevant cell therapy training into our biotech curriculum.

Intellectual Merit

We will build a seamless pathway from high schools to our college to bachelor's degree programs in our area to pursue as much or as little education as they choose with multiple on- and off-ramps. We will embed our first three biotech courses within the high school curriculum at our feeder high schools so that our students will receive dual credit including one P-TECH high school which is an innovative model for students to enter high school already on a career pathway with integrated high school and college courses and includes workplace experiences. The entry points in high school and at our college represent our on ramps. Our curriculum offers two stackable certificates as well as an A.S. degree in Biomanufacturing and we will articulate our degree with the two newly created Bachelor's degrees in Biomanufacturing in our area, representing the off-ramps. In order to gain insights of what it's like to work as a cell therapy process technician, PI will shadow or complete an externship at a local cell therapy company and then modify our existing *Techniques in Cell and Molecular Biology* course to incorporate the relevant knowledge, skills, and abilities. We are going to communicate and share information with the other colleges that are also developing cell therapy training as shown by their letters of commitment.

Broader Impacts

Most students at our college fall within demographic populations that are traditionally underrepresented in STEM and receive need-based financial aid so pathways to living wage employment are crucial to moving up the socioeconomic ladder. Compton College was recently awarded Title III and Title IV Hispanic-Serving Institution designations from the U.S. Department of Education. We will offer dual enrollment biotech courses for both high school students from our local feeder high schools. The internship program will allow students to "try on" biotechnology for their future career. We are going to recruit new students by involving our own alumni who are reflective of the student population and our near-peer mentor will share their own personal obstacles and strategies for success in college. We will continue to strengthen and expand our industry partnerships to ensure that we are keeping our curriculum relevant, making connections for students to have opportunities for internships and jobs, and to allow for educator training in the form of shadowing or externship for the PI.

Summary of Deliverables and Activities

Goal 1. Develop a partnership and dual enrollment program for our local high schools		
Objective	Activities	Deliverables
1. Establish dual enrollment curriculum	<ul style="list-style-type: none"> Split up <i>Biotech 101, 150, and 200</i> and align the course content with the California Career Technical Education Model Curriculum Standards Adapt scheduling and lab protocols to fit with the high school's schedule and lab capabilities. Further develop capstone project in <i>Biotech 200</i> Promote Bio-Flex's pre-apprenticeship program. Establish CCAP program in biotech via AB 288 	<ul style="list-style-type: none"> CTE pathway for completion Courses that fit within a high school schedule Protocols that can be completed in a high school lab
2. Recruit high school students into our biotech program	<ul style="list-style-type: none"> Present to high school classrooms, assemblies, and other outreach events Identify and invite alumni that could best promote our biotech program 	<ul style="list-style-type: none"> Dual enrollment students enrolled in our courses
3. Provide professional development to high school counselors and teachers	<ul style="list-style-type: none"> Host a workshop for high school counselors and teachers to learn about biotech 	<ul style="list-style-type: none"> Annual workshops for high school teachers and counselors
Goal 2. Create Pathways to Biotech Careers with Multiple on- and off-ramps for Students		
1. Recruit diverse students into our biotech training program	<ul style="list-style-type: none"> Create promotional and educational short videos. Recruit students at college events and from our pool of nursing student applicants. Continue to offer internal biotech internships at Compton College Develop professional development for our college's department chairs and counselors 	<ul style="list-style-type: none"> Short videos Biotech internship program at Compton College Workshops/biotech lab activities for counselors and chairs
2. Align our curriculum with micro-credentials and other community college's curricula	<ul style="list-style-type: none"> Align curriculum with BCSI micro-credentials. Articulate our programs with Bachelor's degree-awarding community colleges in this field 	<ul style="list-style-type: none"> Aligned and articulated curriculum
Goal 3. Build Industry-relevant Cell Therapy Training into our Biotech Curriculum		
1. The PI will be trained in cell therapy	<ul style="list-style-type: none"> PI will shadow or do an externship at a cell therapy company 	<ul style="list-style-type: none"> PI trained in cell therapy
2. Write lab protocols and other curricula relevant to cell therapy	<ul style="list-style-type: none"> Develop lab protocols 	<ul style="list-style-type: none"> Lab protocols developed
	<ul style="list-style-type: none"> Analyze the knowledge, skills and abilities and build into curriculum 	<ul style="list-style-type: none"> Curriculum updated

3. Support our biotech students with a near peer mentor	<ul style="list-style-type: none">• Hire and train a near-peer mentor	<ul style="list-style-type: none">• Students receive customized help and support
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Timetable

Activities/Tasks	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Curriculum Development	X	X			X				X			
Aligning our curriculum with validated skills standards	X	X			X				X			
Create short videos		X			X	X			X	X		
Run the internship program		X	X	X		X	X	X		X		X
Articulate curriculum with bachelor's degree programs			X	X	X	X			X	X	X	X
Modify course outcomes and objectives for cell therapy			X	X			X	X				
Establish dual enrollment biotech courses	X	X	X	X								
PI training in cell therapy					X	X	X	X				
Develop a professional development program							X	X	X	X	X	X
Develop outreach programs			X	X			X	X			X	X

Evaluation Questions

Evaluation will be a collaborative effort between external program evaluators and principal investigators. Evaluation of program outcomes will be guided by specific evaluation questions:

1. To what extent is the curriculum implemented as planned and aligned with industry needs (e.g., technical skills, technical communication, regulatory compliance)?
2. To what extent do the recruitment strategies lead to increased enrollment of underrepresented groups and incumbent workers into the biotech certificate and degree program?
3. To what extent do the near-peer mentor and college support services support persistence, retention and, ultimately, completion of the biotechnology degree or certificate?
4. To what extent do the anticipated number of students or/or incumbent workers complete a certificate or degree?
5. To what extent do students and incumbent workers enter the workforce as technicians with enhanced skills and decrease onboarding company time as a result of the updated program (updated curriculum in cell therapy, third-party credentials, internship experience)?
6. To what extent are professional development participants (faculty, teachers, counselors) more aware of biotechnology careers and better prepared to teach biotechnology curriculum as a result of professional development activities?
7. To what degree is the program able to recruit new industry partnerships for internships?
8. To what extent are best practices learned in this project replicable to other community college environments?

Project Evaluation Matrix		
<i>Performance Measures</i>	<i>Target Participants</i>	<i>Data Collection Approach & Schedule</i>
Enrollment, success, retention, and growth across programs, both traditional and dual enrollment	Compton students High school (HS) students	<u>Institutional data</u> : yearly
Student progression and successful completion of certificate and/or degree, transition from program into workforce	Compton students HS students	<u>Institutional data</u> : yearly <u>Online student exit survey</u> : program endpoint
Participation in professional development activities	Compton counselors and chairs K-12 teachers and counselors	<u>Institutional data</u> : yearly <u>Online faculty survey</u> : immediately after participation and 6 months later
Increased student knowledge and “hands on” skills as well as knowledge of local, available career opportunities	Compton students HS students	<u>Online student exit surveys</u> : program beginning and endpoint. <u>Student focus groups</u> : yearly
Satisfaction with recruitment efforts into programs	Compton students HS students	<u>Online student survey</u> : yearly <u>Student focus groups</u> : yearly
Students, PD participants, and industry partner/advisory committee satisfaction with program components (curriculum, mentoring, college supports, internships, professional development)	Compton students HS students Compton faculty K-12 teachers K-12 Counselors Industry partners Advisory board	<u>Online student survey</u> : yearly <u>Student focus groups</u> : yearly <u>Online faculty survey</u> : yearly <u>Online partner survey</u> : yearly <u>Online PD feedback survey</u> : yearly
Increased awareness of biotech career pathways	Compton students HS students Compton faculty K-12 teachers K-12 Counselors	<u>Online faculty survey</u> : yearly <u>Online PD feedback survey</u> : yearly
Determination of program sustainability	Project PI's Select administrators. Advisory board	<u>Individual interviews</u> : beginning of year 1, end of year 3