

SAMPLE AD AND CORRESPONDENCE

Ad

Insert Name of Organization, its partners, potential schools, school districts, private non-profits, and other grantees within the state of , are seeking bids from qualified for-profit firms, private non-profit organizations, universities, and independent consultants (contractors) during the five-year period beginning January 16, 2016, and ending January 16, 2021. This request is to be considered as a preferred vendor for multiple, potential grant opportunities to provide program evaluation and technical assistance services. Bids will be received at the Insert Name of Organization, Insert Address of Organization, until 3:00 p.m. on December 15, 2015, at which time bids will be opened and read aloud. Questions must be received by the Procurement Officer during regular business hours (8:00 a.m. – 5:30 p.m.) prior to the bid opening on December 15, 2015 at 3:00 p.m. EST. Please contact Insert Name of Procurement Officer at Insert Email Address.

Email to Vendors

Insert Name of Organization is seeking bids from qualified evaluation firms, colleges and universities, and grant consultants to provide any or all of the following services:

1. Conduct formative, summative, and outcome evaluations; and/or
2. Provide implementation and technical assistance guidance.

Selected consultants and firms will be placed on a district-certified list that will be made available to school districts and non-profits in Insert Name of State who wish to use these types of services for grant programs. This list of eligible providers serves to aid educational entities in the federal procurement process required by the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirement's for Federal Awards, 2 CFR Part 200.

The deadline to receive the sealed bid is December 15, 2015 at 3:00 p.m. and winners will be notified by January 1, 2016. The Invitation to Bid is attached and may also be found on our website, . Any questions regarding the Invitation to Bid should be directed by email to Insert Name of Procurement Officer at Insert Email Address.