

REQUEST FOR INFORMATION

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

EVALUABILITY ASSESSMENT/PROGRAM EVALUATION

CONTRACT

July 26, 2022

RFI – CASE - 358933

A. Background

The Michigan Economic Development Corporation (MEDC) strives to expand overall economic growth by serving as Michigan's lead entity for business, jobs, tourism, and more. The MEDC offers many programs to businesses that are needed to drive them to make investments and create jobs in Michigan. These dozens of programs include grants, loans, access to capital, and other economic assistance for businesses and communities. The MEDC has around a \$300 million annual budget and 300 full time employees.

B. Purpose of the Request for Information

The MEDC is preparing to collect quotes seeking help to conduct an evaluability assessment of the organization and to lay out the planning steps needed to implement a robust and effective program evaluation team and culture in the organization. This Request For Information (RFI) is to select contractors to present initial written and possibly live presentations detailing the services that the contractor would recommend in order to do this thorough evaluability assessment.

The key tasks and objectives that we know we are looking for include:

- An Evaluability Assessment
 - o An assessment of the culture of the organization
 - o Identification of cultural or logistical barriers to evaluation
 - o Organization level policy/processes needed in preparation for evaluation
 - o Assistance in developing and providing training to the organization on program evaluation
 - o Assisting MEDC leadership and staff in developing a culture that supports and values program evaluation.
 - o Identification of initial adjustments to data collected or data collection methods in preparation for program evaluation.
 - o Other tasks identified by the respondent.
- Creation of initial program documentation for 3-5 existing programs, helping us to prepare for the first evaluations.
 - o Developing Logic Model, Evaluation Framework, Theory of Change, etc. for 3-5 programs
 - o Partnering with a small number of MEDC staff in the creation of logic models in a training capacity.
 - o Helping to identify programs which would make the best candidates for our first round of program evaluations.
- Help us determine how to structure a program evaluation team or otherwise complete the program evaluation work that is needed in a cost-effective way in the next 1-3 years.
- Plan to ensure meeting legislative requirements (Act 540 of 2018) addition to internal needs
- Work to ensure we are incorporating both evaluation best practices and meeting requirements for program audits and other compliance work.
- Data capacity & collection tools
- Other needs that we (MEDC leadership, the evaluability assessment team) identify.

- Other recommendations related to Evaluation Capacity Building (ECB)

In addition to the work outlined above we are looking for information on other tasks that may be needed for our organization as we work to implement formal program evaluation practices.

THIS RFI IS SEEKING INFORMATION ONLY AND DOES NOT IMPLY, COMMIT, OR GUARANTEE FUNDING IN ANY MANNER NOW OR IN THE FUTURE TO ANY PARTY. THIS RFI IS NOT SEEKING BIDS FOR SERVICES AT THIS TIME.

ANY DOCUMENTS PRESENTED AS A PART OF THE RFI ARE SUBJECT TO DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT.

C. Request for Information Guidelines

- **Responses are due by 3:00pm EST time on Thursday, August 18th, 2022.**
- Responses should be submitted via **e-mail only** to contractsandgrants@michigan.org as a single Portable Document Format (.pdf) attachment. **Response will not be accepted via U.S. mail or any other delivery method.**
- **RESPONSES MUST INCLUDE THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: “RFI-CASE-358933 with Company Name, and “message 1 of 3” as appropriate if the bid consists of multiple emails.**
- ***The MEDC will not respond to telephone inquiries, or visitation by Bidders or their representatives. Bidder’s sole point of contact concerning the RFI is below and any communication outside of this process may result in disqualification.***
- Responses can be a maximum of 10 pages, utilizing ten (10) point font or greater, submitted as a single .pdf file.

Any change or update to this RFI will be posted on the MEDC website. Such postings shall constitute constructive notice to the general public of any modifications or alterations of the RFI.

D. Request for Information Response

Respondents are asked to respond to and provide information for the following items:

1. Contact Information of the Respondent
 - a) Organization and business name and address.

b) Name, title, email and phone number of the individual(s) responsible for the respondent's RFI response.

2. Background, Area of Expertise and Experience

3. Pricing Models for Services

Please include any additional information that you believe may be beneficial that is not described above.