

Frequently Asked Questions (FAQ)

General Support for Program Evaluation and Related Services RFP

1. Proposal Structure & Submission

1.1 Should applicants submit one proposal or separate proposals for each service area?

Applicants may submit one proposal but must include a separate Project Experience Matrix for each service area for which the applicant seeks qualification.

Note: Attachment 4 is provided as a template and is not a fillable PDF. Applicants must copy and paste the template content into their proposal document.

1.2 Can the same project be included in multiple service area matrices?

Yes. Applicants may include the same project across multiple service areas, provided each entry is tailored to highlight the relevant competencies for that service area.

1.3 How should projects that span multiple service areas be presented?

Applicants may include the same project in multiple Project Experience Matrices and emphasize different aspects of the work aligned with each service area.

1.4 Are bios, references, and rate schedules included in the Project Experience Matrix page limit?

No. Bios, references and rate schedules are exempt from the page limits. Supporting materials should be clearly organized and aligned with submission instructions.

1.5 Is there a required format for the Project Experience Matrix template?

Attachment 4 provides a template for the Project Experience Matrix.

1.6 Should the proposal highlight the ability to manage across a portfolio of different projects/activities to facilitate cross-project learning?

Applicants may highlight such experience if appropriate to meeting the service area criteria.

2. Project Experience and References

2.1 Can the same reference be used for multiple projects or service areas?

Yes. References may be used across multiple projects and/or service areas where applicable.

2.2 Can Enterprise staff serve as references?

Yes. Enterprise staff who are not members of the Impact and Evaluation Department may serve as references.

2.3 Can Enterprise projects be used as examples of experience?

Yes. Prior work with Enterprise may be included.

2.4 How important is it to include non-Enterprise experience?

Applicants are encouraged to include a range of relevant experience, including work beyond Enterprise, to demonstrate breadth of expertise.

2.5 Is there a preferred timeframe for project experience and references?

Applicants may include older projects (within the last 5 years) if they demonstrate relevant expertise and current capabilities.

2.6 Are redacted or anonymized work samples acceptable?

Yes. Applicants may submit redacted or anonymized materials where confidentiality is required.

3. Rate Schedule & Pricing

3.1 How should the rate schedule be structured?

Applicants may propose rates structured by the varying levels of staff experience and expertise that may be required to fulfill the criteria associated with the relevant service area.

3.2 Are hourly rates acceptable?

Yes. Hourly rates are acceptable.

3.3 Should rates differ by service area?

Rates may differ by service area given the different qualifications/expertise required by each.

3.4 How should applicants account for rate changes over the contract term?

Applicants should outline their approach to rate adjustments, such as annual increases.

3.5 What indirect rate should be used? Are leased costs allowable?

Enterprise does not require a specific indirect rate or have a standard policy on leased costs. If a particular task order is subject to funding-source restrictions, those requirements will be addressed on a case-by-case basis.

4. Master Contract & Awards

4.1 Does selection for a master contract limit eligibility for other opportunities?

No. An award under this RFP does not limit eligibility for other Enterprise opportunities, including those that may be offered by the Impact and Evaluation Department.

4.2 Will this be the only mechanism for contracting with evaluation and learning consultants?

No. Enterprise may use other procurement or engagement methods at its discretion.

4.3 How many awards will be made?

Enterprise anticipates making multiple awards in each service area.

4.4 Are nonprofit organizations eligible to apply?

Yes. Nonprofit evaluation organizations are eligible to apply.

5. Task Orders and Work Assignments

5.1 How will task orders be awarded?

Task orders may be assigned or competed among selected vendors.

5.2 What is the expected volume of task orders?

The number of task orders will vary and cannot be predicted.

5.3 When might the first task orders be issued?

Enterprise cannot predict or commit to when the first task orders might be issued.

5.4 Are there caps on task order volume or value?

No. There are no caps on task order volume or value.

5.5 What are typical task order budgets and timelines?

Task orders vary in scope, duration, complexity, and budget. Past Impact and Evaluation Department contracts have ranged in value from \$10,000 to \$350,000 and spanned from several months to several years.

5.6 Will work be remote or in-person?

Work may include both remote and in-person components; however, most work is expected to be remote.

5.7 What is the typical turnaround expectation once a task order is assigned?

Turnaround times will be discussed and agreed upon during the task order stage.

6. Teaming, Staffing and Subconsultants

6.1 Can subconsultants be included?

Subconsultant bios should not be included in proposals. If awarded a master contract, successful applicants may propose subconsultants at the task order stage based on task requirements.

6.2 Can subconsultant bios be provided after award?

Subconsultant details will be finalized at the task order stage.

6.3 Are flexible team structures allowed?

Yes. Teams may be structured based on task needs.

7. Evaluation Scope and Methods

7.1 Are there preferred evaluation methodologies or frameworks?

No. Evaluation methodologies and frameworks will vary depending on the unique requirements of each task.

7.2 For the report writing and content creation service area, does Enterprise provide raw findings and data for synthesis or are consultants expected to be involved in upstream data collection as well?

Enterprise does not expect successful applicants in the Report Writing and Content Creation service area to be involved in data collection.

7.3 What analytical platforms are preferred?

Enterprise uses a range of analytical platforms depending on project requirements.

8. Training and Technical Assistance (TA)

8.1 How should TA projects be described?

Applicants may describe, as applicable, the TA topics, recipients, methods, duration or level of effort, deliverables, and results in the section of the template entitled, "Evaluation Questions and Data Collection and Analysis Methods."

8.2 Who are the typical audiences for TA?

Audiences may include internal staff, grantees, and partners.

9. Deliverables and Outputs

9.1 What types of deliverables are expected?

Deliverables may include reports, dashboards, briefs, blogs, workshops, presentation materials, evaluation plans, and other products.

9.2 Does Enterprise have any preferences regarding deliverable formats beyond traditional reports?

Enterprise welcomes a range of deliverable formats, provided they are responsive to task requirements and support clear communication of findings and recommendations.

10. Administrative and Compliance

10.1 When are insurance documents required?

Insurance documentation is typically required upon award.

10.2 How should partnerships be reported in the demographics questionnaire?

The primary applicant should complete the optional demographics questionnaire.

10.3 What funding sources may support task orders?

Funding may include federal, philanthropic, or other sources.

10.4 Has Enterprise previously had a master contract for program evaluation services and, if so, with who?

Enterprise does not disclose information regarding prior contracting relationships.

11. Organizational Context and Use of Evaluation

11.1 What types of evaluation work are anticipated?

A range of evaluation projects with varying methodologies is expected.

11.2 Who uses evaluation at Enterprise?

Evaluation supports both internal and external stakeholders.

11.3 Will projects involve community engagement or fieldwork?

Some projects may include community engagement and field-based activities.

12. Proposal Scoring

12.1 How important is housing/community development experience?

Preference will be given to those applicants with experience in the housing/community development sector.

12.2 Will proposals submitted for multiple service areas be evaluated per service area or across service areas?

Proposals will be evaluated separately for each service area for which the applicant submits qualifications.

12.3 Will different people review different service areas?

Yes. Service areas will be reviewed by different members of the evaluation committee based on subject-matter expertise.