

# Notice to Bidders

## Bridgewater State University Commonwealth of Massachusetts

Bridgewater State University ("University") is seeking a vendor with expertise as an external reviewer to audit its Internship and Career Services Programs to ensure compliance with professional guidelines and policies within higher education. The External Reviewer will write up a formal Executive Summary and will provide recommendations to both teams on what they feel are the University's strong points vs. areas of improvement that should be considered/addressed in moving forward.

These are the 12 areas that are being reviewed:

1. Mission statement
2. Programs and Services
3. Student Learning, Development and success
4. Assessment
5. Access, Equity, Diversity and Inclusion
6. Leadership, Management and Supervision
7. Human Resources
8. Collaboration and Communication
9. Ethics, Law and Policy
10. Financial Resources
11. Technology
12. Facilities and Infrastructure

Questions may be submitted via the Bonfire portal (<https://bridgew.bonfirehub.com/opportunities/22835>) to the "Opportunity Q&A" section no later than Wednesday, January 22, 2020 at 2:00pm EST. All responses will be answered via addenda within the portal.

Except as may be noted otherwise herein, the issuing office and sole contact for the coordination and dissemination of all information regarding this RFQ is: Ryan Johnson ([r8johnson@bridgew.edu](mailto:r8johnson@bridgew.edu))

The awarded contract shall commence on Monday, February 1, 2020 and will be complete no later than Friday, February 28, 2020. The contract total shall not exceed five hundred dollars (\$500).

**Proposals are due no later than Wednesday, January 29, 2020 at 2:00pm EST**

**RFQ No. 22 (FY20)**

**Programs External Review Auditor**

Proposals, along with an updated resume, list of references and pricing proposal may be submitted to <https://bridgew.bonfirehub.com/opportunities/22835> no later than **Wednesday, January 29, 2020 at 2:00pm EST**. Any proposal submitted after the date and time specified above will not be considered.