



# LETTER OF INTENT

## Data Capacity-Building and Monitoring of the Postsecondary Success Portfolio

### Key Dates and Information

Project Issued: June 26, 2026

[Virtual Q&A Session: Thursday, July 9, 2026, 3:00-4:00pm CT](#)

**Letters of Intent (LOI) Submission Deadline: July 17, 2026, at 5:00 PM CT**

Invite to Submit Proposal: August 1, 2026

Individual Q&A sessions: TBD

**Proposal Submission Deadline: August 21, 2026, at 5:00 PM CT**

Final Review Period: August 24-28, 2026

Interview with Top Candidates: August 31- September 4, 2026

Recommended Firm Selected and Notified: Mid-September 2026

Contract Finalized and Projected Start Date: Mid-October 2026

Contract Dates: One year (October 2026 to October 2027), possible extension for up to two years

Year One Budget: Up to \$500,000, dependent on scope, inclusive of all expenses

### Background

#### Houston Endowment

[Houston Endowment](#) (HEI) is a private foundation established in 1937 by Jesse H. Jones and his wife, Mary Gibbs Jones, to improve the quality of life for everyone in Greater Houston. Today, it has more than \$2 billion in assets and invests about \$100 million a year in strengthening public education, increasing civic engagement, enhancing the arts and cultural sector, and growing Houston's greenspaces—as well as addressing emerging opportunities in our region. Working with fellow Houstonians, Houston Endowment pursues bold goals, builds partnerships, and invests in innovative solutions to create a vibrant region where all have the opportunity to thrive.

#### The Initiative

Community college access in the United States has significantly increased enrollment opportunities; however, this progress has not been matched by improvements in student retention and completion rates. Despite community colleges' critical role in providing affordable and flexible education pathways, only about 32% of students who enroll in a two-year institution complete a degree or certificate within three years (National Center for Education Statistics

[NCES], 2022). Students who enroll in programs but do not complete them may be left in a worse financial position than when they entered. Houston's college completion rates mirror the nation's completion with 37% of the 2014-2016 high school graduates who entered a community college completing a credential (Texas Higher Education Data [THECB], 2014-2016).

Houston Endowment's vision is for every student in Greater Houston to have access to an education that leads to economic mobility and an opportunity-rich life. This vision is reinforced by Texas House Bill 8, which has transitioned the criteria for community college funding from an enrollment-based model to a formula that is based on certificate and degree completions, transfer outcomes, and credentials awarded in high-wage, high-demand fields. Together, these efforts recognize that increasing access to postsecondary education is not enough; institutions must also ensure that students successfully complete credentials of value and transition into opportunities that support long-term economic mobility and regional prosperity.

In response to both Houston Endowment's commitment to economic mobility and the opportunities created by House Bill 8, Houston Endowment has developed a grant opportunity for the nine member colleges of the Gulf Coast Community College Consortium (GCCCC) to accelerate student success across the region's community colleges. The grants support institution-specific initiatives aimed at increasing credential completion, strengthening transfer pathways, and improving outcomes in high-wage, high-demand fields that contribute to long-term student success and regional prosperity. The GCCCC is comprised of the following colleges that service the Greater Houston area: Alvin Community College; Brazosport College; College of the Mainland; Galveston College; Houston City College; Lee College; Lone Star College; San Jacinto College; and Wharton County Junior College.

## Project Scope

Houston Endowment is seeking a data and evaluation partner to work closely with the nine community colleges in the Gulf Coast region as they implement college success grants. Over the course of a year-long planning and design period, each college, in consultation with the Texas Association of Community Colleges (TACC) and HEI, drafted a proposal to ensure the priorities, strategies, and deliverables were tailored to their specific student populations, institutional strengths and challenges, and service area demand. Each college will implement an individualized plan to increase completion in one or more certificate or degree programs over the next 3 years. The consultant will work with Houston Endowment and the community colleges to establish shared definitions of success metrics (such as enrollment, course completion rates, certificate/degree completion rates, transfer rates, post completion employment and wages, etc.), build systems to gather data needed to monitor the impact of Houston Endowment's community college success initiative, and identify best practices within and across the various college programs. The consultant will need to work closely with each college to understand their data and data systems, provide support and technical assistance to build out data collection systems as needed, use workforce data to collect job and wage information, and provide regular sensemaking sessions with the community colleges, both individually and collectively, throughout the implementation period.

Additionally, the data partner should create a dashboard to help communicate the learning and impact across the colleges and to Houston Endowment staff, leadership, and board. Ideally this dashboard will have metrics from all nine colleges as well as regional metrics across the colleges. The vision is for each college to be able to use this for their own learning and ongoing program improvement while also serving to track and monitor key regional student success metrics.

This project will be a 12-month contract with a maximum budget of \$500,000 and will consist of two phases: 1) Planning and Design and 2) Implementation. An opportunity for future contract renewals to continue monitoring data is subject to the success of year one.

This project should include a “Planning and Design Phase,” during which the consultant will facilitate a collaborative process to refine the metrics, data collection methods, sensemaking sessions, and the dashboard expectations with Houston Endowment, all nine community colleges, and TACC. This phase will also include establishing the necessary MOUs and data-sharing agreements with each of the institutions.

The Implementation Phase will include collaborating closely with community colleges to build systems and capacity to collect and use their student data, aggregating data into a regional dashboard (baseline data 2027), and facilitating shared data reflection and learning experiences.

## Proposed Deliverables

The evaluator will work with Houston Endowment staff and community colleges to determine the exact deliverables, timing of deliverables, and format (e.g., written, workshops, etc.). Deliverables will vary by phase of the work, but we anticipate the following minimum deliverables:

### Year 1

- A complete data capacity-building and monitoring plan for Year 1 (includes facilitation of HEI staff and community colleges around defining metrics)
- Individualized capacity-building plan for each community college
- An interactive data dashboard with baseline data for each community college and overall, for the Gulf Coast region
- Year 1 report of findings (full report for Houston Endowment and a short external facing version(s) to be shared with the nine community colleges)
- Individual data sensemaking session(s) for Houston Endowment leadership and for each community college (Spring 2027)
- A collective sensemaking session for the Gulf Coast Community Colleges and HEI staff to reflect on regional metrics (Spring 2027)
- A complete plan, scope, and budget for Year 2 (Draft Due July 15<sup>th</sup>, 2027, Final Due August 31, 2027)

## Letter of Intent Requirements (LOI)

Please address the following topics in your letter of intent, not to exceed three pages. No cover letter is needed.

**LOI Submission Deadline: July 17, 2026, at 5:00 PM CT.**

Submission Link: <https://houstonendowment.app.box.com/f/d56d62e3eb5548549ca8a90f63882e82>

1. **Overview of Firm or Individual:** Brief background, including relevant expertise in postsecondary capacity-building (specifically community college experience), data analysis, building postsecondary data systems, facilitating groups to make meaning of their data, and dashboarding. Partnerships are welcome. If proposing as a partnership, please describe relevant experience from all partners.
2. **Key Personnel:** Include short bios and roles of team members likely to be involved in this project. Identify the proposed project lead. *Full resumes are not required for the LOI.*

3. **Approach to Collaboration:** Describe your philosophy and experience working with multiple grantees and funders. Include brief examples that illustrate how you have structured collaborative relationships in similar projects.
4. **Approach to Data Infrastructure and Capacity-Building:** Briefly describe your approach to co-develop and implement a capacity-building plan. Include brief examples of similar projects you have done.
5. **Contact Information:** Include the name and contact information of one to two individuals who should receive all communications and notifications related to the proposal process.

## Submission Instructions

Submit LOI materials as one file to this link. Name the file YourOrganization\_CommunityCollegeLOI to the [submission link](#) by 5:00 PM CT, July 17, 2026.

## Information Session and Questions

Houston Endowment will hold a project Q&A session Thursday, July 9, 2026, 3:00-4:00pm CT. [Register for the Q&A](#) and submit your questions in advance. You will also be able to ask questions during the session, time permitting.

## LOI Evaluation

LOIs will be evaluated based on multiple criteria, which include but are not limited to:

- **Alignment and Expertise** - Demonstrated experience in data infrastructure and strategy development. Preference will be given to consultants who show a clear understanding of community college systems, student success metrics, and student success literature and who bring relevant methodological expertise appropriate to the goals of the project.
- **Planned Approach** - Clarity, coherence, and feasibility of the overall project design particularly as it relates to the goals and intended outcomes.
- **Effective Collaboration with Stakeholders** - Demonstrated ability to work in partnership with both funders and grantee community colleges to co-design and implement data capacity-building and collective sensemaking.

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*Houston Endowment reserves the right, in its sole discretion, to modify, supplement, or withdraw this LOI at any time. Houston Endowment will, in its sole discretion and without limitation, evaluate proposals and proceed in the manner Houston Endowment deems appropriate. No part of this LOI and no part of any subsequent correspondence by Houston Endowment or its employees, directors, officers, or agents shall be taken as providing legal, financial, or other advice or as establishing a contract or contractual obligation. Contractual obligations will arise only if and when definitive agreements have been approved and executed by the appropriate parties having the authority to approve and enter into such agreements. This LOI does not commit Houston Endowment to award a contract, pay any proposal-preparation costs, or reimburse any respondent for expenses incurred in connection with this LOI.*

*Respondents must treat the LOI, all Houston Endowment proposal discussions, interviews, documents, data, and LOI related communications as confidential. Such information may be used solely for purposes of preparing a proposal and may not be disclosed, published, or shared with any third party without Houston Endowment's prior written consent.*

**Please do not hesitate to reach out to Sara Jones ([sjones@houstonendowment.org](mailto:sjones@houstonendowment.org)) with any questions and clarifications.**