



**Office of Education Improvement and Innovation
Title I MI Excel Statewide System of Support (SSoS)
Program Evaluation Grant**

Request for Proposal

ANNOUNCED: June 16, 2015

BY: Michigan Department of Education
Office of Education Improvement and
Innovation

CONTACT: Greg Olszta
School Improvement Support
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**PROPOSAL PREPARATION,
FONT SIZE, AND PACKAGING:** Simply, economically prepared, double-spaced, one-
inch margins, with font no smaller than 11 Verdana.
No longer than 50 pages, including any appendices.

PROPOSALS DUE: July 30, 2015 at 4:00 p.m. EDST
(1 Original and 4 hard copies, plus 1 electronic copy;
plus 7 redacted hard copies, and 1 electronic
redacted copy)

AT: Michigan Department of Education
Office of Education Improvement and
Innovation
c/o Greg Olszta, Consultant
4th Floor, John Hannah Building
P.O. Box 30008
Lansing, MI 48909

REQUEST FOR PROPOSAL ANNOUNCEMENT

Title I MI Excel Statewide System of Support Program Evaluation Grant

The Michigan Department of Education (MDE) is requesting proposals from qualified intermediate school districts (ISD)/regional educational service agencies (or consortia thereof), universities, educational research or support organizations, other entities, or partnerships thereof with the capacity to provide the required deliverables, and complying with all terms and conditions described in the RFP.

Mark all application documents **Title I MI Excel Statewide System of Support Program Evaluation Grant**

The following documents must be submitted:

- Original document, 4 additional hard copies, and one electronic copy (may be on disc or flash drive) of your proposal and accessory documents;
- 7 redacted hard copies and one electronic copy of your proposal and accessory documents with all identifying information removed.
 - Special instructions for redacted copies are provided in section 2.4

Proposals must be manually signed on this MDE form in the space provided on the following page. Please clearly mark the original copy as "ORIGINAL" on the cover.

Mail all documentation to the address listed below:

Michigan Department of Education
Office of Education Improvement and Innovation
c/o Greg Olszta, Consultant
4th Floor, John Hannah Building
P.O. Box 30008
Lansing, MI 48909

If shipping by overnight express or UPS, the following address must be used:

Michigan Department of Education
Office of Education Improvement and Innovation
School Improvement Support
c/o Greg Olszta, Consultant
Pillar H-19
608 West Allegan Street
Lansing, Michigan 48933

Proposals must be received by MDE staff by July 30, 2015 at 4:00 p.m. EDST.

Cover Page

The cover page of the proposal must include: (1) the title of the Grant; (2) the organization name and address; (3) the phrase "Authorized Negotiator," followed by the typed name, title, and phone number of the person authorized to negotiate the proposed Grant Agreement with the Department of Education; and (4) the phrase "Submitted with the assurance that this proposal will remain valid for at least sixty days from the due date, by:" followed by the signature, typed name and title, and date of signature of the person authorized to execute legally binding Grant Agreements with the State of Michigan. Bidders may list alternate negotiators in item (3) above.

State the full name and address of the organization and, if applicable, the branch office or other subordinate element(s) that will perform or assist in performing the work proposed.

- If the applicant is a consortium, the primary applicant is the Applicant Agency. If a consortium is the successful applicant, subgrant award funds will be paid to the Applicant Agency. Use additional pages, if needed, to identify the other consortium member agencies and their contact information.

Proposal Preparation, Font Size, and Packaging

The proposal should be prepared simply and economically, double-spaced, with one inch margins and with a font no smaller than Verdana 11 point. Tables must be developed with a font no smaller than Verdana 11 point, but text may be single-spaced. Proposal narratives must be **no longer than 50 pages in length, including all attachments and/or appendices**. All application pages must be securely stapled. Special bindings and binders, inserted separators and heavy paper or cardstock cannot be used. Applications submitted but not in accordance with application preparation instructions ***will be returned without review***.

MDE Online Webinar for Potential Applicants

The MDE will provide an online webinar for potential applicants on **Wednesday, July 8, 2015 from 1:00 p.m. to 3:00 p.m.** Persons wishing to participate in the webinar must have access to the internet and a telephone. To register and participate in the webinar please email Connie McCall at McCallC@michigan.gov.

Title I MI Excel Statewide System of Support Program Evaluation Grant

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REQUEST FOR PROPOSAL:

Title I MI Excel Statewide System of Support Program Evaluation Grant

1.0 PROPOSAL OVERVIEW

1.1 Scope of Services Sought

The Michigan Department of Education (MDE) is requesting proposals from qualified intermediate school districts (ISD), regional educational service agencies (RESAs), Educational Services Agency (ESA) or consortia thereof, universities, educational research or support organizations, other entities, or partnerships thereof, with the capacity to provide the required deliverables, and complying with all terms and conditions described in the RFP. Mark all application documents **Title I MI Excel Statewide System of Support Program Evaluation Grant**.

Proposal applications will articulate the design, development, implementation, and post implementation of a comprehensive program evaluation system and the corresponding data dashboard. This process will create a system to measure to what extent identified districts with Priority and/or Focus schools implement the *MI Excel Blue Print for Rapid Turnaround* (Appendix A), circumstances which impact positively or negatively the fidelity of implementation, and the degree to which the implemented blue print correlates with schools' ability to significantly increase student achievement. The goals of the Title I MI Excel Statewide System of Support are:

- Provide the support needed to combine the successful elements of the current Statewide System of Support (SSoS) with the implementation of a specific plan so that schools and districts have the opportunity to make rapid improvement in student achievement.
- Create the conditions in which schools and districts can implement the Blue Print for Rapid Turnaround to address systemic barriers that impede a school's ability to improve instruction and thereby dramatically increase student achievement or close the achievement gap.
- Increase system coherence among the MDE, the ISDs/RESAs, and MI Excel partner organizations to increase achievement and close the achievement gap in identified Title I Priority and Focus schools targeted by the MI Excel Statewide System of Support.

Michigan Department of Education Definition of Priority and Focus Schools:

Priority Schools (formerly known as Persistently Lowest Achieving Schools) are Michigan public schools identified in the bottom 5% of the statewide Top-to-Bottom School Rankings.

Focus Schools consist of the ten percent of schools on the Top-to-Bottom list with the largest achievement gaps between its top 30 percent of students and its bottom 30 percent, based on average scale score. In addition to being required by USED for ESEA Flexibility, identifying Focus Schools is a critical step toward Michigan achieving its overriding goal of closing the achievement gap within schools and reducing the achievement gap statewide.

The MI Excel SSoS provides:

- Technical assistance to Title I Priority (http://www.michigan.gov/mde/0,4615,7-140-22709_57510---.00.html) and Focus districts and schools (http://www.michigan.gov/mde/0,4615,7-140-22709_62253---.00.html); and
- Cohesive activities with other state and federal initiatives; and
- Alignment of resources with effective practices in system thinking and instructional improvement.

The MI Excel Blue Print for Rapid Turnaround

MI Excel defines rapid turnaround as “dramatic improvement in student and teacher performance in a short amount of time,” *MI Excel Blue Print for Rapid Turnaround* (Appendix A). To achieve these results, MI Excel leadership has studied successful turnaround practices nationally and internationally and has identified key systems at both the district and building level that support a district and school’s ability to achieve and sustain these dramatic improvements. Within the Blue Print, MI Excel leadership has identified turnaround best-practices, evidence(s) of practice, and indicators that would be present should a turnaround practice be implemented in any respective system. The successful applicant will build a data system to measure the implementation and impact of these systems; the MDE and MI Excel leadership will determine the content of what is and is not included in the MI Excel Blue Print for Rapid Turnaround. Currently, the Blue Print includes the following systems at the district and building levels:

District Level (as stated in the MI Excel Blue Print for Rapid Turnaround)

- District Turnaround Network
- Data Analysis and Communications Protocols

- Talent Management Infrastructure
- Impactful Learning-Focused Leadership Network
- Instructional Infrastructure
- Intense Student Support Network

Building Level (as stated in the MI Excel Blue Print for Rapid Turnaround)

- Impactful Leadership and Professional Collaboration
- Intentional Practices for Improving Instruction
- Student-Specific Instruction and Support for all Students

Additional MI Excel Program Components

- School Improvement Framework 2.0 and District Improvement Framework 2.0 http://www.michigan.gov/mde/0,4615,7-140-6530_30334_37563-340775--,00.html
- MISchooldata.org (online access to achievement data) <https://www.mischooldata.org/>
- MIToolkit.org (online technical resources) <http://mitoolkit.org/>
- Intervention Specialists
- School Improvement Facilitators
- School Support Team (SST)
- District Improvement Facilitators
- Instructional Learning Cycle (ILC)
- Instructional/Content Coaches
- Leadership Mentors/Networking
- Professional Learning
- Surveys of Enacted Curriculum
- Instructional Learning Cycle (ILC)
- Superintendent's Drop-Out Challenge http://www.michigan.gov/mde/0,1607,7-140-5235_53792---,00.html
- Multi-Tiered Systems of Support (MTSS) http://michigan.gov/mde/0,4615,7-140-28753_65803-322534--.00.html
- Coaching 101 <http://education.msu.edu/k12/projects/coaching101.asp>
- MDE Priority Schools http://michigan.gov/mde/0,4615,7-140-22709_57510---,00.html
- MDE Focus Schools http://michigan.gov/mde/0,4615,7-140-22709_62253---,00.html

1.2 Program Goal/Objectives

The MDE is seeking a subgrantee to provide technical support to MI Excel leadership and MI Excel partner organizations in measuring the implementation and impact of the *Blue Print for Rapid Turnaround* and the use of other program components (i.e., Surveys of Enacted Curriculum, Intervention Specialist, or other MI Excel components) implemented through the Statewide System of Support. The MDE seeks to better understand on an on-going and continuous basis:

- The extent to which the *Blue Print for Rapid Turnaround* is being implemented.
- The extent to which Title I Priority and Focus Schools are using the services provided by Intervention Specialists, District Improvement Facilitators, School Improvement Facilitators.
- The extent to which the Title I Priority and Focus schools are using other MI Excel program components, i.e., Superintendent's Dropout Challenge, Surveys of Enacted Curriculum, School Support Team, Instructional Learning Cycle, MISchoolData.org, MIToolkit.org, etc.
- The extent to which local leadership and instructional staff implement what they have learned at the district and building levels.
- The extent to which the MI Excel Statewide System of Support impacts instructional practice and improves district engagement with its Priority and/or Focus Schools to bring about effective changes in identified schools
- The extent to which the MI Excel Statewide System of Support impacts student achievement and the closing of the achievement gap in identified Title I Priority and Focus schools

The subgrantee will work with identified MI Excel leadership and MI Excel partner organizations to understand the *Blue Print for Rapid Turnaround* (Appendix A) and other program components to provide the technical expertise needed to create the following deliverables:

- Data collection points that are aligned to MI Excel Theory of Action and the Blue Print for Rapid Turnaround
- Electronic dashboard for data displays
- Protocols for data collection
- Protocols for data analysis
- Data report templates

In short, the MDE and MI Excel leadership is interested in building a live, coherent data system to continually measure and evaluate implementation of

the Statewide System of Support. Rather than static longitudinal studies, the MDE seeks the ability to continuously assess implementation, impact, and fidelity in its coherent approach to building adult capacity and providing technical expertise and support to Michigan’s Title I Priority and Focus schools.

Key Evaluation Questions

In creating this continuous system of evaluation, the MDE seeks to be able to answer these key questions on a regular and on-going basis.

Implementation	<ol style="list-style-type: none"> 1. To what extent are components of the Blue Print for Rapid Turnaround being implemented by Priority Schools? Focus Schools? 2. To what extent are Title I Priority and Focus Schools using the services provided by Intervention Specialists, District Improvement Facilitators, School Improvement Facilitators? 3. To what extent are Title I Priority and Focus schools using other MI Excel program components, i.e, Superintendent’s Dropout Challenge, Surveys of Enacted Curriculum, School Support Team, Instructional Learning Cycle, MISchoolData.org https://www.mischooldata.org/, MIToolkit.org http://mitoolkit.org/, etc.?
Impact	<ol style="list-style-type: none"> 4. To what extent do schools receiving services through the SSoS improve students’ academic achievement? 5. To what extent is there a correlation between the successful implementation of the Blue Print for Rapid Turnaround and a school’s ability to improve students’ academic achievement?
Systemic Influence	<ol style="list-style-type: none"> 6. What are the major system challenges and constraints that influence the effectiveness of the MI Excel Statewide System of Support? 7. To what extent does the Blue Print for Rapid Turnaround influence systemic operation?
System Coherence	<ol style="list-style-type: none"> 8. The Blue Print for Rapid Turnaround is the work of MI Excel, the Statewide System of Support. To what extent does it contribute to system coherence within

	the intermediate school district service providers? To local districts?
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The system created must be able to present findings that directly address all of the questions above using appropriate indicators of effectiveness and proper data analysis/synthesis displayed digitally in real time on a data dashboard.

1.3 Grant Award

This subgrant award will be 100% federally funded as a part of the Title I, Part A funds received from the US Department of Education to the Michigan Department of Education. A subgrant award by the MDE will be based upon criteria, standards, and weighting identified in this RFP. Each applicant proposal will be considered as a whole solution, without limitation, including all services proposed, qualifications of the applicant and any subcontractor, and cost. The proposal will be awarded with Elementary and Secondary Education Act of 1965 (ESEA) mandated activities funds; the anticipated total amount of this grant is up to \$250,000 in the first year. The award is subject to change based on MDE need. Funding will be effective following the approval of the Grant Award by the State Superintendent. The initial award for the implementation of the program and activities begins October 1, 2015, and ends September 30, 2016. Based on satisfactory performance and availability of funds from the US Department of Education, and assessed needs of MI Excel Schools and districts, MDE has the option to extend the grant award for two additional years (for a total of up to 36 months).

- * Funding Carryover to a subsequent year is subject to approval and should be budgeted in accordance with subsequent year activities.

1.4 Definitions

State:	State of Michigan
ISD:	Intermediate School District
ESA:	Educational Services Agency
RESA:	Regional Educational Services Agency
MDE:	Michigan Department of Education
OEII:	Office of Education Improvement and Innovation
IS:	Intervention Specialist
DIF	District Improvement Facilitator
SSoS:	Statewide System of Support for Title I Priority and Focus Schools

Applicant:	LEA, ISD/ESA/RESA, or consortium thereof, universities, educational research or support organizations, other entities, or partnerships, submitting a subgrant application
Grantee	MDE is the Grantee and recipient of the Title I grant award from the United States Department of Education
RFP:	Request for Proposal
Subgrantee:	Successful applicant awarded the subgrant
LEA:	Local Education Agency
EDST:	Eastern Daylight Savings Time
ESEA:	Elementary and Secondary Education Act of 1965
Priority Schools:	Formerly known as Persistently Lowest Achieving (PLA) Schools are Michigan public schools identified in the bottom 5% of the statewide Top-to-Bottom School Rankings.
Focus Schools:	The ten percent of schools on the Top-to-Bottom list with the largest achievement gaps between its top 30 percent of students and its bottom 30 percent, based on average scale score. In addition to being required by USED for ESEA Flexibility, identifying Focus Schools is a critical step toward Michigan achieving its overriding goal of closing the achievement gap within schools and reducing the achievement gap statewide.

1.5 Statutory Authorization

The Elementary and Secondary Education Act of 1965, as amended, Title I, Part A, Section 1003(a) authorizes the State of Michigan to implement a Statewide System of Support and to provide grant funds to Local Education Agencies (LEA) for the purpose of turning around the lowest performing schools.

MI Excel Theory of Action-2015: If the MI Excel Statewide System of Support effectively supports school districts with priority and focus schools to implement a talent management infrastructure, to develop impactful leadership, to use multiple measures of data in a problem-solving model, to demand exemplary instruction of rigorous standards based curriculum and to create an intensive student support network, then school leadership teams will be able to accelerate school turnaround through more aligned and targeted district-level systemic support so that all students can achieve at high levels.

1.6 Eligible Applicants

The Michigan Department of Education (MDE) is requesting proposals from qualified intermediate school districts (ISD), regional educational service agencies (RESAs), Educational Services Agency (ESA) or consortia thereof, universities, educational research or support organizations, other entities, or

partnerships thereof, with the capacity to provide the required deliverables, and complying with all terms and conditions described in the RFP.

1.7 Qualifications and Experience

The applicant must show clear and convincing evidence of meeting the following conditions:

1. A minimum of five years of recent **demonstrated and sustained** success and experience in the development and implementation of customized system-wide evaluation of education programs in three or more states, at the national, state, or regional level, including data collection, analysis, report, data dashboard displays, and storage systems required in that evaluation process.
2. The applicant has **demonstrated and sustained** success and experience in implementing **system-wide evaluations**, including the design, development, implementation, and post implementation of a comprehensive, longitudinal program evaluation.
3. The applicant's experience includes working with and customizing evaluation services to address diverse programmatic and system capacity issues in Michigan or other states.
 - a. Demonstrated successful experience working with SEAs to evaluate statewide systems of support as a result of the ESEA Flexibility Waiver and/or under the No Child Left Behind Act
 - b. Demonstrated knowledge of school turnaround
 - c. Demonstrated knowledge in both quantitative and qualitative research methodologies.
4. The applicant is able to demonstrate its capacity to **self-monitor and self-assess** its efforts, inputs and outcomes and adjust as necessary
5. The applicant can perform data-based assessment of participants regarding their capacity and improvement results on student achievement and display findings in an electronic data dashboard that is continually updated.
6. The applicant demonstrates the organizational and fiscal capacity to implement the project, including a description of:
 - a. its current organization budget
 - b. current contracts and grant awards
 - c. other sources of revenue
 - d. specific federal grants managed.

1.8 Program Quality Assurance

The application must provide assurance of compliance to all identified deliverables.

The applicant demonstrates its capacity to meet the needs of MDE, including completion of three or more documented independent evaluations of effectiveness in three or more states, national, statewide or regional K-12 education systems and five years of experience with recent initiatives.

2.0 APPLICANT INSTRUCTIONS

2.1 RFP Inquiries

All inquiries concerning this RFP, including, but not limited to, requests for clarification and questions **shall be emailed with the subject line reading “Title I MI Excel Statewide System of Support Program Evaluation Grant”** citing the RFP title, Page, Section, and Paragraph, and submitted to the following Point of Contact:

Michigan Department of Education
Office of Education Improvement and Innovation
Greg Olszta, Consultant
OlsztaG@michigan.gov

Subject: **“Title I MI Excel Statewide System of Support Program Evaluation Grant”**

Applicants may submit questions via email only; however, MDE assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt.

Inquiries must be received by MDE’s Point of Contact (see above) no later than the conclusion of the Applicant Inquiry period (see 2.3 Calendar of Events). Inquiries received later than the conclusion of the Applicant Inquiry Period shall not be considered properly submitted and will not be considered.

MDE intends to issue official responses to properly submitted inquiries on or before the date specified in the Calendar of Events; however, this date may be subject to change at MDE’s discretion. MDE may also consolidate and/or paraphrase questions for sufficiency and clarity. MDE may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon

MDE. MDE will make publicly available all inquiries and responses, upon request.

In the event that it becomes necessary for the MDE to revise any Grant Deliverables in Section 3.0, or revision to any other portion of the RFP, an addendum will be posted on the MDE web page www.mi.gov/oeii.

2.2 How to Respond

The cover page of this RFP document contains specific instructions as to where and to whom your response should be addressed; the number of copies needed, and due date and cut-off time, along with other important instructions.

To be considered, proposals must arrive at the MDE OEII as specified on the cover page of the RFP. Applicants mailing proposals should allow mail delivery time sufficient to ensure timely receipt of their proposals. Proposals which are received after the specified due date and time, regardless of the date of postmark receipt, cannot be considered and will be returned promptly to the bidder. Applicants are solely responsible for the timely arrival of proposals at the OEII. Late proposals and proposals submitted electronically or by facsimile will be returned to the applicant **without review**.

2.3 Calendar of Events

The following table provides the Calendar of Events for this RFP:

<u>EVENTS</u>	<u>DATE</u>	<u>TIME</u>
RFP announcement	June 16, 2015	12:00 p.m. (EDST)
Applicant inquiry begins	June 16, 2015	12:00 p.m. (EDST)
Applicant Inquiry period ends	July 30, 2015	12:00 p.m. (EDST)
Final date for application submission	July 30, 2015	4:00 p.m. (EDST)
Anticipated award	October 1, 2015	

2.4 Special Instructions for Redacted Proposals

- A. In order to have applications remain anonymous for scoring, the following requirements are provided for construction of a redacted proposal:

- a. All identifying information must be removed from the body of the proposal and supporting documents (including vitae).
 - b. Do not use proper names of staff or service providers; use a position title such as reading consultant, manager, assistant superintendent, or contracted professional development provider.
 - c. Do not use an ISD or LEA district code anywhere in the proposal.
 - d. Do not use district, school, organization or partner names (other than the MDE) or locations that could identify the applicant.
 - e. Contact information must be omitted.
- B. All identifying information must be removed from the budget pages and accompanying information.
- a. Do not use the district code, partner, or organization contact information.
 - b. Do not use district, school, or organization names or locations that could identify the applicant.
 - c. Do not use the proper names of staff or service providers; use a position title such as superintendent, project manager, reading consultant or contract professional development provider.

3.0 RFP DELIVERABLES

Implementation of the Title I MI Excel Statewide System of Support Program Evaluation Grant

The applicant must provide a detailed narrative describing how it proposes to implement the following deliverables. The narrative must include detailed examples of its relevant past work. Proposal applications must articulate the design, development, implementation, and post implementation of a comprehensive, longitudinal program evaluation. The applicant's **narrative** is to follow the numerical sequence of the RFP deliverables described in the RFP below.

3.1 Understanding of Need

The MDE is seeking a subgrantee to develop a system of data collection, data display and analysis to enable the MDE and MI Excel partner organization leadership to continuously monitor the effectiveness of the MI Excel Statewide System of Support. Rather than conducting a longitudinal study as has been done previously, the MDE and MI Excel leadership are more interested in developing a live, data system by which the implementation, impact, and coherence of the MI Excel Statewide System of Support can be continuously monitored and displayed so that it may be continuously

strengthened to positively impact student achievement in Title I schools identified as Priority and Focus schools and their districts under Michigan's ESEA Flexibility Waiver.

The narrative must propose how the applicant would develop an electronic data dashboard and system for data collection and analysis that would measure the implementation and impact of the *Blue Print for Rapid Turnaround* and the use and impact of other program components (i.e., Surveys of Enacted Curriculum, Intervention Specialist, etc.) implemented through the Statewide System of Support.

The subgrantee will work collaboratively with identified MI Excel leadership and MI Excel partner organization leadership to understand the *Blue Print for Rapid Turnaround* and other program components to provide the technical expertise needed to create the following deliverables:

1. Data points that are aligned to MI Excel *Theory of Action* (see Section 1.5) and the *Blue Print for Rapid Turnaround* (see section 1.2)
2. Data points that are aligned to the other components of the Statewide System of Support (see section 1.2)
3. Electronic dashboard for data presentation or display
4. Protocols for data collection
5. Protocols for data analysis
6. Data report templates

In short, the MDE and MI Excel leadership is interested in building a live, coherent data system to continually measure and evaluate implementation of the Statewide System of Support. Rather than static longitudinal studies, the MDE seeks the ability to continuously assess implementation, impact, and fidelity in its coherent approach to building adult capacity and providing technical expertise and support to Michigan's Title I Priority and Focus schools.

3.2 Objectives

The subgrantee will be responsible for creating a data collection, display and analysis system that will measure the impact of services and activities in meeting the needs of districts and their Title I Priority and Focus schools through the MI Excel Statewide System of Support. The measured impact of services must include adult implementation indicators, changes in student achievement data, additionally including the closure of the achievement gap between the highest performing 30% and the lowest performing 30% of students in the identified Focus schools.

Proposal applications must articulate the design, development, and the electronic display of the data dashboard. The narrative must include detailed examples of the applicant's relevant past work and propose how it would implement the above in creating this model for continuous monitoring of the impact of the MI Excel Statewide System of Support.

3.3 Work Plan

Provide a clear description of the evaluation project responsibilities to be carried out in the first year of the evaluation, including a timeline for implementation, dates and persons/positions responsible, and a plan for communicating to the MDE and participating MI Excel partner organizations. The Work Plan should address:

- A. A comprehensive description of proposed project processes, and methodology
- B. Articulation of goals and objectives for project completion and the proposed dates of completion
- C. Identify persons or positions responsible for completion of the project goals and objectives
- D. A comprehensive description of how the subgrantee will communicate with and report to the MDE and participating organizations, including appropriate timelines
- E. If applicable, a comprehensive description of required accountability and adherence to the Code of Federal Regulations CFR 200—Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards: <http://www.ecfr.gov/cgi-bin/text-idx?SID=ea83ad58bc0fdf2865998076327c85b8&mc=true&node=pt2.1.200&rgn=div5>, and audit requirements.
- F. Describe the plan for compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA") applicable, including the management and safe-guarding of any personally identifiable information. "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99.31 and 20 U.S.C. §1232(g).

3.4 Reporting

The subgrantee is responsible for submission of all required reports to the MDE. These reports, at a minimum shall consist of:

- A. detailed **annual** report of:

- a. Total program activities, findings, conclusions and recommendations regarding the impact the adult implementation of MI Excel SSoS services upon student achievements
- b. Activities and expenditures by participating organization/subgrantee
- B. **monthly** updates on:
 - a. Total program activities and expenditures
 - b. Progress toward completion of goals and objectives in the Work Plan/Statement of Work

The subgrantee must participate in and/or attend required team meetings and provide updates on grant and evaluation activities and deliverables to the MDE and other MI Excel SSoS partners, as directed by the MDE.

The narrative must propose how the applicant would implement the above.

4.0 PROPOSAL EVALUATION

4.1 Proposal Checklist

The proposal must include the following (original and redacted versions, except where noted):

- A. The applicant must show clear and convincing evidence of meeting the eligibility and experience requirements detailed in Section 1.7.
- B. A detailed narrative for each of the grant deliverables in Section 3.0, describing how they will be accomplished and the Key Evaluation Questions addressed in the continuous system of evaluation.
- C. A management, staffing, and budget plan for the internal management of the grant work that will ensure accomplishment of the deliverables.
- D. An organization chart indicating staff (by name; however, do not include names or identifying information in redacted versions), task responsibilities, and timeline.

4.2 Selection Criteria

All proposals will be reviewed using a structured review system. Award selections will be based on merit as determined by points awarded in accordance with the Review Panel Score Sheet using all relevant information provided in the proposal using a level of competence (superior, good, average, limited, poor, not addressed) in the following areas:

- A. Applicant Qualifications and Experience Narrative #1

- B. Implementation of the MI Excel Statewide System of Support Program Evaluation Grant
 - a. RFP Deliverable 3.1 Narrative #2
 - b. RFP Deliverable 3.2 Narrative #3
 - c. RFP Deliverable 3.3 Narrative #4
 - d. RFP Deliverable 3.4 Narrative #5
- C. Management, Staffing, Organizational Chart and Budget Plan
 - a. Narrative #6: Management, Staffing, and Organizational Chart (original and redacted versions; however, do **not** include names or identifying information in redacted versions).
 - i. Provide a proposal for key personnel who will implement this subgrant. A review of each application will be made to determine whether the qualifications of key personnel are appropriate. Describe key personnel in the subgrantee's organization that will provide fiscal oversight.
 - 1. The proposal must provide ample evidence of the qualifications of the key personnel to carry out the responsibilities of the project and provides the percentage of time each person will commit to these duties. Key personnel will be experienced in design, development, implementation, and post implementation of a comprehensive program evaluation system; state and/or federal grant/program administration, and compliance, technical assistance, and monitoring of large evaluation projects.
 - b. Narrative #7: Budget Plan (original and redacted versions; however, do **not** include names or identifying information in redacted versions):
 - i. Provide a detailed project budget, one that covers one year (October 1, 2015, through September 30, 2016).
 - ii. The applicant's budget for Year 1 project implementation (October 1, 2015, through September 30, 2016) may not exceed \$250,000.
 - iii. Include salaries and/or stipends for all participants to be funded with the grant funds and a detailed description of all other resources required for project completion. The application budget should include all activities and services grouped by salaries, benefits, purchased services, supplies and materials, capital outlay and other expenditures, using appropriate Expenditure Function

Codes (pages 24-32) from the Appendix-Definitions of Account Codes, to the Michigan Public School Accounting Manual:

http://www.michigan.gov/documents/appendix_33974_7.pdf.

- iv. The Budget Detail should be expanded to accommodate the level of detail required to assess its breadth and completeness, and whether costs are reasonable.

Applicants must describe their organization’s capacity to manage the budget for which they have completed a Work Plan. Applicants must also complete, to the best of their ability, the sections of the budget below. This includes outlining any potential miscellaneous or other expenses, including staff (noting Full Time Employees), indirect and audit costs. Applicants may also want to take an opportunity to outline any possible in-kind contributions that can be made to the project.

The anticipated total amount of this grant is up to \$250,000 in the first year. The award is subject to change based on MDE need. Funding will be effective following the approval of the Grant Award by the State Superintendent. The initial award for the implementation of the program and activities begins October 1, 2015, and ends September 30, 2016. Based on satisfactory performance and availability of funds from the US Department of Education, and assessed needs of MI Excel Schools and districts, MDE has the option to extend the grant award for two additional years (for a total of up to 36 months).

Audits may be at actual cost or included in the indirect. Hardware, software, and any other equipment needed to carry out the objectives of the project must be bid at educational discount prices and are subject to prior approval. Other allowable costs incurred for the benefit of the project could include: development of products and services related to operating the program, travel expenses for project staff, postage, telephone, and supplies when they relate directly to communication, dissemination, and technical assistance needed to operate the project.

Budget Category	Budget Detail	Estimated Budget Amount
Project’s Estimated Costs:		
Personnel & Benefits (Applicant should list grant personnel and FTE)		
Purchased Services		
Contracted Services		

Travel & Lodging		
Conferences/Meetings/Trainings		
Supplies, Materials		
Other Expenses		
Current Estimated Project Costs:		
Sub-Total:		
Below the line costs:		
Indirect Costs (up to 5%)		
Grand Total		
In-kind Contributions		

Applicants who are submitting a proposal for this project should complete the above draft budget demonstrating estimated costs for services outlined within the proposal. This includes providing estimated costs for all budget items listed above and any additional line items required. These costs are for services outlined in the proposal for which the potential subgrantee would be responsible.

Overall RFP

- A. Overall RFP completeness, organization, detail, and the likelihood of the applicant’s ability to meet the identified deliverables.

A total of **100 points** is possible; however, **a minimum of 80 points must be obtained for consideration of proposal**. Refer to Appendix A for complete Selection Criteria Rubric. The narrative should be written in the sequence of the rubric.

4.3 MDE Rights in Evaluating Proposal

MDE reserves the right to:

- Consider any source of information in evaluating proposals,
- Omit any planned evaluation step if, in MDE’s view, the step is not needed,
- At its sole discretion, reject any and all proposals at any time,
- Open discussions with the second highest scoring applicant, if the MDE is unable to reach an agreement on award terms with the highest scoring applicant.
- Require oral presentations of the applicants’ proposals to the MDE. These presentations may provide an opportunity for bidders to clarify

the proposal to ensure thorough mutual understanding. The MDE will schedule these presentations, if required.

5.0 TERMS AND CONDITIONS

5.1 Alteration of Application

The original submitted application document is on file with MDE. Any alteration to this application or any file associated with the application is prohibited. Any such changes may result in a proposal being rejected.

5.2 Rejection of Proposal

The MDE reserves the right to reject any and all proposals in whole or in part or to negotiate separately with any sources whatsoever to serve the best interests of the State. Additionally, past performance on other grants will be considered when recommendations for the Grant Award are made to the Superintendent of Public Instruction. This RFP is made for information and planning purposes only. The State does not intend to award the Grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

5.3 Incurring Costs

There is no express or implied obligation of MDE to reimburse any individual or firm for any costs incurred in preparing or submitting responses; for providing additional information when requested by MDE; or for participating in any applicant conference, technical assistance meeting, interview, or negotiation.

5.4 Confidentiality of Proposal

A proposal must remain confidential until the effective date of any resulting award as a result of this RFP. An applicant's disclosure or distribution of proposals, other than to the MDE, will be grounds for disqualification.

5.5 Applicant Conduct

During the application window (the date from release of the RFP to final award), applicants are not permitted to contact any MDE employee regarding the RFP unless written permission is given by the MDE subgrant contact identified within this document. No gratuities of any kind will be accepted, including meals, gifts, and trips, except as provided as a reference site

visitation during finalist evaluations, if needed. Violation of these conditions will constitute immediate disqualification.

5.6 Applicant Responsibilities

The subgrantee will be required to assume responsibility for all activities offered in this proposal whether or not he/she performs them. Further, the MDE will consider the subgrantee to be the sole point of contact with regard to matters, including payment of any and all charges, resulting from the anticipated Grant Agreement.

5.7 Applicant Staff

MDE may conduct reference and background checks on the applicant, assigned workers, or subcontractors. MDE reserves the right to reject the Applicant, assigned workers, or subcontractor as a result of such reference and background checks.

5.8 Conflict of Interest

All applicants must disclose the name of any officer, director, employee or agent who is also employed by or represents MDE. All applicants must disclose the name of any employee or representative who owns, directly or indirectly, any interest in the applicant's business or any of its branches.

5.9 Lobbying for Grants and Cooperative Agreements

No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member Of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant, the applicant shall complete and submit form SF- LLL Disclosure Form to Report Lobbying, in accordance with its instructions.

Subgrantees shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts,

subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly. [34 CFR Part 82, Appendix A to Part 82 - Certification Regarding Lobbying; 31 U.S.C. 1352 - Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions; 2 CFR 200.450 – Lobbying]

5.10 Insurance

The subgrantee, as a condition of the Grant Agreement that may ensue from their proposal, shall purchase and maintain such insurance as will protect the subgrantee from claims set forth below which may arise out of or result from the subgrantee's operations under the Grant Agreement, whether such operations be by the subgrantee or by any other subgrantee or vendor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

The subgrantee must provide proof of the minimum levels of insurance coverage as indicated below. The insurance must protect the State from claims which may arise out of or result from the subgrantee's performance of Services under the terms of the Contract, whether the Services are performed by the subgrantee, or by any other subgrantee or contracted vendor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The subgrantee waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Subgrantee is required to maintain under the Contract.

All insurance coverage's provided relative to the Contract/Purchase Order are PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance must be written for not less than any minimum coverage specified in the RFP or required by law, whichever is greater.

The insurers selected by subgrantee must have an A.M. Best rating of A or better. All policies of insurance required in the RFP must be issued by companies that have been approved to do business in the State. See www.michigan.gov/deleg. Insurance companies must be acceptable to MDE.

Where specific limits are shown, they are the minimum acceptable limits. If subgrantee's policy contains higher limits, the State must be entitled to coverage to the extent of the higher limits.

The subgrantee is required to pay for and provide the type and amount of insurance as indicated below:

A. Commercial General Liability with the following minimum coverage:

- \$1,000,000 General Aggregate Limit other than Products/Completed Operations
- \$1,000,000 Products/Completed Operations Aggregate Limit
- \$1,000,000 Personal & Advertising Injury Limit
- \$1,000,000 Each Occurrence Limit

The subgrantee must list the State of Michigan, Michigan Department of Education, its employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The subgrantee also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

B. Workers' compensation coverage must be provided according to applicable laws governing the employees and employers work activities in the state of the subgrantee's domicile. If the applicable coverage is provided by a self-insurer, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, subgrantee must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur.

The subgrantee also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision must not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

Documentation of insurance, in the form of Certificates of Insurance, will be required to be submitted prior to the award of the contract. The certificate of insurance or policies of insurance, evidencing all coverage, must include a statement that the MDE will be afforded a thirty (30) day written notice of cancellation, non-renewal, or material change by any of the Applicant's insurers providing the coverage required by MDE for the duration of the contract. Documentation is not required at the time of the RFP response. In your proposal, indicate whether or not you will be able to obtain the required coverage and meet the specified terms and conditions.

5.11 Indemnification

The subgrantee, as a condition of the Grant Agreement that may ensue from the RFP, shall indemnify and hold harmless the State of Michigan, MDE, and its agents and employees from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials, and equipment required to produce the commodity, construction, and/or service required by the Grant Agreement, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the subgrantee, and any other subgrantee or contracted vendor, anyone directly or indirectly employed by any of them, or any of whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the State of Michigan, MDE, or any of its agents or employees by any employee of the subgrantee, any other subgrantee or contracted vendor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this indemnification agreement shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the subgrantee, or any other subgrantee or contracted vendor, under Workers Disability Compensation Acts, disability benefit acts, or other employer benefit acts.

The obligations of the subgrantee under this indemnification agreement shall not extend to the liability of the State of Michigan, MDE, its agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the State of Michigan, MDE, its agents or employees, provided such giving or failure to give is the primary cause of the injury or damage.

5.12 Tax Exempt

The MDE is exempt from sales and use tax by state statute.

5.13 Audit Requirements

The applicant will maintain a separate accounting of expenditures for this Grant Award for each fiscal year it is awarded. Funds will only be requested

as needed to meet immediate obligations and shall not be drawn for purposes other than those directly related to this subgrant. Generally acceptable accounting procedures will be used. The subgrantee's independent auditor will be made aware of the subgrant so that the auditor can review expenditures as required by federal single audit requirements. The auditor must review all contracts over \$25,000.

Expenses charged to this subgrant will not be charged to any other state or federal source and should follow federal guidelines including, the Code of Federal Regulations CFR 200—Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ea83ad58bc0fdf2865998076327c85b8&mc=true&node=pt2.1.200&rgn=div5>.

A fiscal agency that expends \$750,000 or more of federal funds during its fiscal year is required to have a Single Audit performed for that year. [2 CFR 200.501] The applicant assures that it will provide the Michigan Department of Education, officials of the federal agency, and auditors with access to records and financial statements as necessary for the Michigan Department of Education to meet the requirements of section 200.331, sections 200.300 Statutory and national policy requirements through 200.309 Period of performance, and Subpart F—Audit Requirements of this Part, of 2 CFR 200. [Section 200.331(a)(5)]

5.14 Audit of Pricing and Billing Procedures

The MDE reserves the right to conduct periodic audits of pricing and billing procedures, as well as other terms, conditions and procedures of the grant award between the subgrantee and MDE.

5.15 Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with the Code of Federal Regulations, Part 200 Subpart F—Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards: <http://www.ecfr.gov/cgi-bin/text-idx?SID=ea83ad58bc0fdf2865998076327c85b8&mc=true&node=pt2.1.200&rgn=div>

5.16 State and Federal Monitoring Visits

All contract and subgrant awards are subject to onsite review. Applicant staff must maintain and make available, in the event of a State and/or Federal monitoring visit, evidence to support the complete implementation of the proposed contract.

5.17 Cancellation

Continuation funding for this grant project is subject to the availability of funds and the performance of the grant. The MDE can cancel the grant with 10 days written notice for:

- Default of the contractor.
- In the event the OEII no longer needs the services or product specified in the Contract, or in the event program changes, changes in laws, rules or regulations, or the OEII determines that statewide implementation of the Contract is not feasible.
- Reduction in or elimination of funding allocations to the MDE under the ESEA, its Flexibility Waiver granted to the MDE, or any sub-part of the ESEA.
- Fiscal constraints that may occur as a result of compliance and improvement priorities.

In the event a subgrantee shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue unremedied for a period of ten (10) days after written notice to the subgrantee, the MDE may, at its option and in addition to other rights and remedies which it may have, terminate the agreement and all rights of the vendor under the agreement. Failure to maintain the required certificates of insurance, permits, licenses, and/or bonds will be cause for grant termination.

5.18 Joint Proposals

The MDE requires a single application for all RFP items. In the event a group of applicants elect to submit a single response, all participating applicants must be identified in the response, and a "primary applicant" must be assigned who will be responsible for negotiating all RFP matters. If the applicant is a consortium, the primary applicant is the Applicant Agency. If a consortium is the successful applicant, subgrant award funds will be paid to the applicant agency.

The MDE reserves the right to accept the primary applicant, but reject any secondary applicant. The primary applicant will have the option of withdrawing its application, without penalty, or replacing the rejected subcontractor or consortia member.

5.19 Designation of Subcontractors

The applicant may employ subcontractors to deliver required services, subject to the terms and conditions of this RFP. The applicant shall remain wholly responsible for performance of the entire subgrant regardless of whether a subcontractor is used. MDE will consider the applicant to be the sole point of contact with regard to all subgrant and contractual matters, including payment of any and all charges resulting from the award.

5.20 Certification Regarding Nondiscrimination

The applicant hereby agrees that it will comply with all Federal and Michigan laws and regulations prohibiting discrimination, and in accordance therewith, shall not discriminate against any person on the basis of religion, race, color, national origin or ancestry, age, sex, height, weight, familial status, or marital status, exclude from participation in, deny the benefits of, or otherwise subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from a U.S. Federal Agency or the Michigan Department of Education.

[Michigan Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act)]; [Title VI and Title VII of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)]

5.21 Assurance Concerning Materials Developed and Assets Purchased

All hard copy and electronic publications including news releases, reports, films, brochures, CD-ROMs, videos, DVDs, or any project material developed with funding from this Grant must be approved by the MDE before dissemination. All products and materials must include the following statement:

This document was produced through an ESEA Statewide System of Support for MI Excel Schools initiative awarded by the Michigan Department of Education. The opinions expressed herein do not necessarily reflect the position or policy of the Michigan Department of

Education, the Michigan State Board of Education, or the U.S. Department of Education and no endorsement is inferred. This document is in the public domain and may be copied for further distribution when proper credit is given. For further information or inquiries about this project, contact the Office of Education Improvement and Innovation, P.O. Box 30008, Lansing, Michigan 48909.

Ownership of intellectual property resulting from this Grant shall remain with the MDE, which reserves the right to copyright or patent them, or otherwise protect their integrity or availability for public use. This stipulation covers recipients as well as subcontractors, subgrantees, or vendors receiving funds through this Grant program.

Ownership of assets purchased through this Grant shall revert back to the MDE at the cessation of the grant period.

5.22 Section 511 of the U.S.E.D. Appropriation Act of 1990

Subgrantee initiated publication or news releases of any information pertaining to the Grant Agreement, work performed under the Grant Agreement, products of the work, and materials based upon the products shall occur only with written prior approval of the MDE.

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing this project or program, funded in whole or in part with federal money, all subrecipients shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. [Public Law 111-117, Title V, Sec. 506]

5.23 Contract Award

A subgrant award by the MDE will be based upon criteria, standards, and weighting identified in this RFP. Each applicant proposal will be considered as a whole solution, without limitation, including all services proposed, qualifications of the applicant and any subcontractor, and cost. The proposal will be awarded with ESEA mandated activities funds; the anticipated total amount of this grant is up to \$250,000 in the first year. The award is subject to change based on MDE need. Funding will be effective following the approval of the Grant Award by the State Superintendent. The initial award for the implementation of the program and activities begins October 1, 2015,

and ends September 30, 2016. Based on satisfactory performance and availability of funds from the US Department of Education, and assessed needs of MI Excel Schools and districts, MDE has the option to extend the grant award for two additional years (for a total of up to 36 months).

5.24 Review Process

All proposals will be reviewed using a structured review system. Award selections will be based on merit as determined by points awarded in accordance with the Selection Criteria Rubric – Appendix A, and all relevant information provided in the proposal. Based on this process, the OEII will provide formal funding recommendations to the State Superintendent. The State Superintendent may apply other factors in making funding decisions such as the performance of the applicant on previously funded initiatives.

5.25 Compliance with Grant Program Requirement

The submission of a proposal, signed by an official authorized to bind the agency submitting the proposal contractually, shall constitute assurance that the proposing agency has accepted, unconditionally and without reservation, all conditions, requirements, and specifications of the RFP. In addition, such submission shall constitute assurance that the submitting agency understands that all or any part of their proposal may be included by reference in any Grant Agreement based on the RFP.

If awarded a grant, the subgrantee agrees to comply with all applicable requirements of all State statutes, Federal laws, Executive Orders, regulations, policies and award conditions governing this program. The subgrantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the subgrantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the subgrantee complies with the conditions and the amount disallowed has been recaptured (forfeited), or the issue has been adjudicated. The Department may withhold up to 100% of any payment based on a monitoring finding, audit finding or pending final report. [MDE Requirement]

5.26 Debarment and Suspension

An entity who is debarred or suspended shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. Except to the extent prohibited by law, entities who have been

proposed for debarment under 48 CFR part 9, subpart 9.4, debarred or suspended shall be excluded from participating as either participants or principals in all lower tier covered transactions. A lower tier covered transaction includes any transaction between a participant and an entity under a primary covered transaction, such as a grant or cooperative agreement, within restrictions. [7 CFR 2200.11 and 34 CFR Part 85-Government-wide debarment and suspension (nonprocurement)]

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor any of its principals are presently excluded, disqualified, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency.

At any time after you enter into a lower tier covered transaction with an entity at a higher tier, you must provide immediate written notice to that person if you learn either that—

(a) You failed to disclose information earlier, as required; or

(b) Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria. [2 CFR 180]

Contractors or applicants that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. [31 U.S.C. 1352 (Byrd Anti-Lobbying Amendment)]

5.27 Governing Law

The provisions of any award, resulting from this RFP, shall be constructed in accordance with the laws in the State of Michigan.

5.28 Disclosure

After the MDE awards a Grant under a RFP, all information in a bidder's proposal is subject to the provisions of the Freedom of Information Act,

Public Act 442 of 1976. This Act also provides for the complete disclosure of Grant Agreements and attachments thereto.

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in § 200.338 Remedies for noncompliance, including suspension or debarment. [2 CFR 200.113]

5.29 Grant Payment Schedule

The payment schedule for any Grant Agreement entered into as a result of the RFP will be negotiated and reflect the restrictions of the funding source. The schedule should show payment amount and should reflect actual work done by the payment dates.

5.30 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services provided by State and local government entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." Title III of the ADA covers public accommodations and places of public accommodation (including commercial facilities). Title III requires that, "No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation." Title II requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with defined accessibility standards.

In accordance with ADA requirements, the applicant certifies that it is, and will remain, in compliance with the Americans with Disabilities Act. [Title II, Part A of the Americans with Disabilities Act (A.D.A.), P.L. 101-336, State and Local Government Services (42 U.S.C. 12101-12213); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)]

5.31 Equitable Access

All required activities, project development and implementation activities must promote equitable access to support meaningful implementation of the project and to ensure continuity and adherence to stated MDE goals and objectives.

5.32 Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations if a Grant Agreement ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the Award.

5.33 Compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA")

The applicant agrees to comply with the Family Educational Rights and Privacy Act of 1974 ("FERPA") applicable to them. "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99.31 and 20 U.S.C. §1232(g). Nothing may be construed to allow any party to this application and any subsequent subgrant to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation. Compliance with FERPA includes the record keeping requirements described in 34 CFR Part 99.32(b)(2) and the protection and destruction requirements described in 34 CFR Part 99.35(b). For the purposes of compliance with the federal requirements, any personally identifiable information ("PII") regarding a student re-disclosed by one party to any other party shall be destroyed by the receiving party when no longer needed. (PII is any sensitive or non-sensitive data that alone or in combination with other information that could potentially identify a specific individual. Examples include name, address, date and place of birth.) Information received by a party that pertains to a student that was not the subject of that party's request shall be destroyed immediately. As pursuant of §99.67 of the FERPA regulations, if the U.S. Department of Education issues a final agency decision that the subgrantee has re-disclosed PII from educational records in violation of FERPA, or has failed to provide the notification required under §99.31(a)(9)(ii) pursuant to §99.33(b)(2) of the FERPA regulations, the State of Michigan will adhere to the FERPA guidance to not allow the subgrantee, as appropriate, or any of its team members access to PII from educational records for at least five years.

Applicants or subgrantees needing data housed by the Michigan Department of Education (MDE) (e.g., assessment data) and by the Center for Educational Performance and Information (CEPI) (e.g., demographics, program participation) are to fill out a Data Sharing Agreement (DSA). Contactors do not get direct access to the data; the necessary data is supplied to them. Before a DSA is filled out, there must be a contract in place between the MDE and the subgrantee. The legal relationship for the intended purpose is only for program evaluation or audit. Once those two requirements are met, a DSA is put into place between the subgrantee, the MDE and CEPI.

5.34 Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

The applicant assures that it and their grant personnel are prohibited from text messaging while driving during official grant business. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

5.35 Assurance against Trafficking in Persons

The applicant or subgrantee assures that it adopts the requirements in the Code of Federal Regulations at 2 CFR 175 as a condition for this grant. A subgrantee and its employees may not --

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

Under this condition, the Federal awarding agency may unilaterally terminate the grant award, without penalty, if a subgrantee that is a private entity—

- (i) Is determined to have violated a prohibition named above; or
- (ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition named above through

conduct that is either—

- (A) Associated with performance under this award; or
- (B) Imputed to the subgrantee using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," . [Code of Federal Regulations at 2 CFR 175]

5.36 Assurance to Maintain a Drug-Free Workplace

The applicant or subrecipient assures that it maintains a drug-free workplace as a condition of receiving any federally funded award. [34 CFR 84.200]

5.37 Assurance to Supplement not Supplant Federal Funds

The applicant assures that it will use federal funds received to supplement funds that would, in the absence of an award, be made available for the program and uses specified in an approved application, and in no case will supplant such funds. [20 USC 6321(b)(1); PL 107-110 1120A(b)(1)]

5.38 Certification Regarding Universal Identifier Requirements

The applicant or subgrantee certifies it has or will meet the requirement for supplying a Data Universal Numbering System (DUNS) number. As a condition of a subgrantee of a federal grant award, you must supply a DUNS number to MDE. No entity may receive a federal subaward without a DUNS number. MDE will not make a subaward to an entity unless that entity has provided its DUNS number. [OMB 2 CFR Subtitle A, Chapter I, and Part 25, Financial Assistance Use of Universal Identifier and Central Contractor Registration, September 14, 2010: Appendix A to Part 25, B. Requirement for Data Universal Numbering System (DUNS) Numbers]

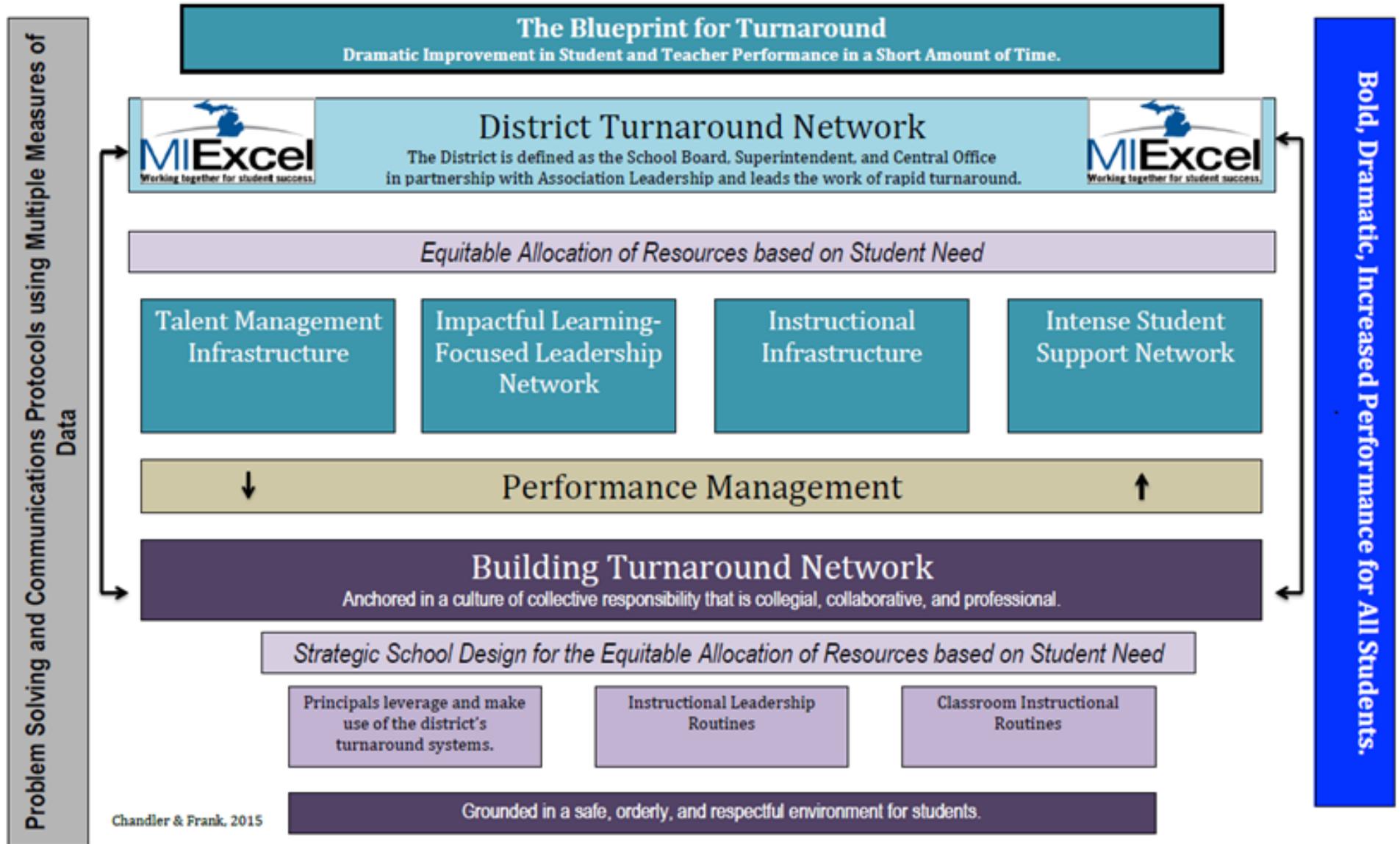
5.39 Certification Regarding Gun-Free Schools – Federal Programs

The Gun-Free Schools Act requires each state that receives funds under the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB), to have in effect a state law requiring districts to expel for at least one year any student who brings a gun to school or possesses a gun in school. No funds shall be made available under the ESEA to any local educational agency unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency.

[Title IV, Part A, Section 4141, No Child Left Behind (Gun-Free Schools Act) and Section 380.1311, Subsection (2), Michigan Revised School Code]

The applicant, as appropriate, certifies that it has in effect a policy requiring the expulsion from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, under the jurisdiction of the school district, except such policy may allow the chief administering officer of the agency to modify such expulsion requirements for student on a case-by-case basis. The policy must require referral to the criminal or juvenile justice system of any student who brings a firearm or weapon to a school served by the district. (The terms "firearm" and "weapon" are defined in Section 921(a) of Title 18, United States Code.)

Appendix A – Blue Print for Turnaround



The Blueprint for Turnaround



District Turnaround Network
 The District is defined as the School Board, Superintendent, and Central Office in partnership with Association Leadership and leads the work of rapid turnaround.

Chandler & Frank, 2015

Equitable Allocation of Resources based on Student Need

Talent Management Infrastructure	Impactful Learning-Focused Leadership Network	Instructional Infrastructure	Intense Student Support Network
Recruitment, Hiring, and Assignment	Learning Focused Partnership between Central Office & Building Leader	Shared Vision of High Quality Instruction	Shared Vision of High Quality Student Support
Evaluation	Central Office Redesign to Support the Learning Focused Partnership	Curriculum & Assessment	Social, Emotional, Health, & Nutritional Needs of Students
Retention & Removal	Structures and Policy Shifts to Support the Learning Focused Partnership	Instructional Improvement Network	System of Network Delivery

↑
Performance Management
↓

Appendix B – Selection Criteria Rubric

The narratives should be written in the sequence of the rubric.

A. Qualifications and Experience (Narrative #1) 5 points each, 30 points total this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>1. Narrative #1: Applicant Experience A minimum of five years of recent demonstrated and sustained success and experience in the development and implementation of customized system-wide evaluation of education programs, in three or more states, at the national, state, or regional level, including data collection, analysis, report, data dashboard displays and storage systems required in that evaluation process.</p>	5	4	3	2	1	0
<p>2. Narrative #1: Applicant Experience The applicant has demonstrated and sustained success and experience in implementing system-wide evaluations, including the design, development, implementation, and post implementation of a comprehensive, longitudinal program evaluation.</p>	5	4	3	2	1	0
<p>3. Narrative #1: Applicant Experience The applicant’s experience includes working with and customizing evaluation services to address diverse programmatic and system capacity issues in Michigan or other states.</p> <ul style="list-style-type: none"> a. Demonstrated successful experience working with SEAs to evaluate statewide systems of support as a result of the ESEA flexibility waiver and/or under the No Child Left Behind Act b. Demonstrated knowledge of school turnaround c. Demonstrated knowledge in both quantitative and qualitative research methodologies. 	5	4	3	2	1	0
<p>4. Narrative #1: Applicant Experience The applicant is able to demonstrate its capacity to self-monitor and self-assess its efforts, inputs and outcomes and adjust as necessary.</p>	5	4	3	2	1	0

A. Qualifications and Experience (Narrative #1) 5 points each, 30 points total this section	Superior	Good	Average	Limited	Poor	Not Addressed
5. Narrative #1: Applicant Experience The applicant can perform data-based assessment of participants regarding their capacity and improvement results on student achievement and display findings in an electronic data dashboard that is continually updated.	5	4	3	2	1	0
6. Narrative #1: Applicant Experience The applicant demonstrates the organizational and fiscal capacity to implement the project, including a description of: <ul style="list-style-type: none"> a. its current organization budget b. current contracts and grant awards c. other sources of revenue d. specific federal grants managed. 	5	4	3	2	1	0
Total this section: Narrative #1 (30 points possible)						

B. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, RFP Deliverable 3.1 Narrative #2 10 points each, 20 points total this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>1. RFP Deliverable 3.1 Narrative #2: Understanding of Need The narrative must propose how the applicant would develop an electronic data dashboard and system for data collection and analysis that would measure the implementation and impact of the <i>Blue Print for Rapid Turnaround</i> and the use and impact of other program components (i.e, Surveys of Enacted Curriculum, Intervention Specialist, etc.) implemented through the Statewide System of Support.</p>	10-9	8-7	6-5	4-3	2-1	0
<p>2. RFP Deliverable 3.1 Narrative #2: Understanding of Need (continued) The narrative must propose how the applicant would provide the technical expertise needed to create the following deliverable in collaboration with MI Excel leadership:</p> <ol style="list-style-type: none"> 1. Data points that are aligned to MI Excel Theory of Action (see Section 1.5) and the Blue Print for Rapid Turnaround (see section 1.2) 2. Data points that are aligned to the other components of the Statewide System of Support (see section 1.2) 3. Electronic dashboard for data presentation or display 4. Protocols for data collection 5. Protocols for data analysis 6. Data report templates 	10-9	8-7	6-5	4-3	2-1	0
Total this section: Narrative #2 (20 points possible)						

C. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, RFP Deliverable 3.2 Narrative #3: Objectives 10 points possible this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>1. RFP Deliverable 3.2 Narrative #3: Objectives</p> <p>The subgrantee will be responsible for creating a data collection, display and analysis system that will measure the impact of services and activities in meeting the needs of districts and their Title I Priority and Focus schools through the MI Excel Statewide System of Support. The measured impact of services must include adult implementation indicators, changes in student achievement data, additionally including the closure of the achievement gap between the highest performing 30% and the lowest performing 30% of students in the identified Focus schools.</p> <p>Proposal applications must articulate the design, development, and electronic display of the data dashboard. The narrative must include detailed examples of the applicant’s relevant past work and propose how it would implement the above in creating this model for continuous monitoring of the impact of the MI Excel Statewide System of Support.</p> <p>The narrative must propose how the applicant proposes to create and implement the above.</p>	10-9	8-7	6-5	4-3	2-1	0
Total this section: Narrative #3 (10 points possible)						

D. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, RFP Deliverable 3.32 Narrative #4: Work Plan 10 points possible this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>2. RFP Deliverable 3.3 Narrative #4: Work Plan</p> <p>Provide a clear proposal description of the evaluation project responsibilities to be carried out in the first year of the evaluation, including a timeline for implementation, dates and persons/positions responsible, and a plan for communicating to the MDE and participating MI Excel partner organizations. The Work Plan should address:</p> <ol style="list-style-type: none"> A comprehensive description of proposed project processes, and methodology Articulation of goals and objectives for project completion and the proposed dates of completion Identify persons or positions responsible for completion of the project goals and objectives A comprehensive description of how the subgrantee will communicate with and report to the MDE and participating organizations, including appropriate timelines If applicable, a comprehensive description of required accountability and adherence to the Code of Federal Regulations CFR 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: http://www.ecfr.gov/cgi-bin/text-idx?SID=ea83ad58bc0fdf2865998076327c85b8&mc=true&node=pt2.1.200&rgn=div5, and audit requirements Describe the plan for compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA") applicable, including the management and safe-guarding of any personally identifiable information. "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99.31 and 20 U.S.C. §1232(g). <p>The narrative must propose how the applicant would implement the above.</p>	10-9	8-7	6-5	4-3	2-1	0
Total this section: Narrative #4 (10 points possible)						

E. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, RFP Deliverable 3.4 Narrative #5: Reporting 10 points possible this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>1. RFP Deliverable 3.4 Narrative #5: Reporting</p> <p>The subgrantee is responsible for submission of all required reports to the MDE. These reports, at a minimum, shall consist of:</p> <ul style="list-style-type: none"> a. Detailed annual report of: <ul style="list-style-type: none"> i. Total program activities, findings, conclusions and recommendations regarding the impact of the adult implementation of MI Excel SSoS services upon student achievement ii. Activities and expenditures by participating organization/subgrantee b. Monthly updates on: <ul style="list-style-type: none"> i. Total program activities and expenditures ii. Progress toward completion of goals and objectives in the Work Plan/Statement of Work <p>The subgrantee must participate in and/or attend required meetings and provide updates on grant and evaluation activities and deliverables to the MDE and other MI Excel SSoS partners, as directed by the MDE.</p> <p>The narrative must propose how the applicant would implement the above.</p>	10-9	8-7	6-5	4-3	2-1	0
Total this section: Narrative #5 (10 points possible)						

F. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, Management, Staffing and Organizational Chart and Budget Plan, Narratives #6 & 7 5 points each, 15 points total this section	Superior	Good	Average	Limited	Poor	Not Addressed
<p>1. Management, Staffing and Organizational Chart, Narrative #6 Management, Staffing and Organizational Chart (original and redacted versions; however, do not include names or identifying information in redacted versions).</p> <p>a. Provide a proposal for key personnel who will implement this subgrant. A review of each application will be made to determine whether the qualifications of key personnel are appropriate. Describe key personnel in the subgrantee's organization that will provide fiscal oversight.</p> <p>i. The proposal must provide ample evidence of the qualifications of the key personnel to carry out the responsibilities of the project and provide the percentage of time each person will commit to these duties. Key personnel will be experienced in design, development, implementation, and post implementation of a comprehensive program evaluation system, state and/or federal grant/program administration, and compliance, technical assistance, and monitoring of large evaluation projects.</p>	5	4	3	2	1	0
<p>2. Budget Plan, Narrative #7 Budget Plan (original and redacted versions; however, do not include names or identifying information in redacted versions):</p> <p>a. Provide a detailed project budget, one that covers a year one implementation (October 1, 2015, through September 30, 2016).</p> <p>b. The applicant's budget may not exceed \$250,000 for the first year.</p> <p>c. Include salaries and/or stipends for all participants to be funded with the grant funds and a detailed description of all other resources required for project completion. The application budget should include all activities and services grouped by salaries, benefits, purchased services, supplies and materials, capital outlay and other expenditures, using appropriate Expenditure Function Codes (pages 24-32) from the Appendix-Definitions of Account Codes, to the Michigan Public School Accounting Manual: http://www.michigan.gov/documents/appendix_33974_7.pdf.</p>	5	4	3	2	1	0

F. Title I MI Excel Statewide System of Support (SSoS) Program Evaluation Grant, Management, Staffing and Organizational Chart and Budget Plan, Narratives #6 & 7 5 points each, 15 points total this section	Superior	Good	Average	Limited	Poor	Not Addressed
d. The Budget Detail should be expanded to accommodate the level of detail required to assess its breadth and completeness, and whether costs are reasonable.						
3. Budget Plan Narrative #7 (continued) The budget is cost effective to support the project and shows a clear and detailed relationship between budget items and project objectives. The budget demonstrates realistic costs and an understanding of appropriate fiduciary responsibilities; the budget clearly identifies indirect and administrative expenses.	5	4	3	2	1	0
Total this section: Narratives #6 & 7 (15 points possible)						

G. Overall RFP 5 points possible this section	Superior	Good	Average	Limited	Poor	Not Addressed
1. Overall RFP <ul style="list-style-type: none"> • The applicant’s proposal followed the organization of the RFP and clearly labeled each section of the response • The applicant’s proposal had no more than three spelling errors • The applicant’s proposal adhered to the formatting requirements – double spaced, one-inch margins, no smaller than 11 point Verdana • The applicant’s proposal adhered to the 50 page limit, including any appendices • The applicant’s proposal did not include any identifying information, contact information, organization name, district code, names of staff or other service providers 	5	4	3	2	1	0
Total this section: Overall RFP (5 points possible)						

Final Score			Overall Reviewer Comments:
Possible		Total	
30	A. Narrative #1 Qualifications and Experience		
20	B. Narrative #2 Deliverable 3.1 Understanding of Need		
10	C. Narrative #3 Deliverable 3.2 Objectives		
10	D. Narrative #4 Deliverable 3.3 Work Plan		
10	E. Narrative #5 Deliverable 3.4 Reporting		
15	F. Narratives #6 & #7 Management, Staffing, Organizational Chart and Budget Plans		
5	G. Overall RFP		
100	TOTAL SCORE		
NOTE: A total of <u>100 points</u> is possible; however, a minimum of <u>80 points</u> must be obtained for consideration of proposal.			