

Office of Special Education and Early Intervention Services



Mandated Activities Project
Request For Proposal (RFP) Webinar
May 23, 2008



Section I: General Information for the Bidder



Individuals with Disabilities Education Act (IDEA)

- The IDEA requires state education agencies to have in place effective general supervision systems that provide information dissemination; training and technical assistance; personnel development for administrators, teachers, related services providers, parents, and others regarding research, evidence-based practices, and requirements of law. The IDEA authorizes use of funds for these provisions under Section 1411(e)(2)(C)(i) and (v).



RFP Purpose

- To implement and fully operationalize programs and services that will improve mathematics instruction that benefits all learners with a focus on students with disabilities
- Provide research-based and implementation strategies for Universal Design for Learning principles and strategies, including assistive technology
- Improve compliance with statutory and regulatory requirements
- Each of these Mandated Activities Projects (MAPs) subgrant is identified as targeted improvement strategies in the State Performance Plan and Annual Performance Report



Funding

- Awarded with IDEA MAPs Funds
- Total funds available are up to \$3,125,000 for **three** subgrants:
 - Up to \$1,500,000 for Michigan's Integrated Improvement Initiative (MI3)
 - Up to \$600,000 for Michigan Mathematics Program Improvement (MMPI)
 - Up to \$1,025,000 for Michigan's Integrated Technology Supports (MITS)



Funding Period and Duration

- October 1, 2008 to September 30, 2009
- Duration is up to five years
- Funding will also be made available based on performance and availability of funds



Response Date and Preparation of Proposal

- Date Due: Monday, June 30, 2008, by 5 p.m.
- Prepare proposals to specifications included in the RFP
- Failure to properly prepare a proposal could result in the proposal being returned without review
- Please notify Ms. Lori Higgins of your intent to submit an RFP
 - Phone: (517) 241-4035
 - Email: HigginsL2@Michigan.gov



Section II: Work Statement



Understanding of Need

- The OSE/EIS is seeking a Grantee(s) to serve primarily as fiscal agent(s) for activities and services related to these subgrants
- The Fiscal Agent Grantee(s) will provide the fiscal management to these subgrants as coordinated through the designated Project Director and the OSE/EIS
- The fiscal agent grantee may also be asked to provide additional support for specified activities



Michigan's Integrated Improvement Initiative (MI 3) Subgrant

- Project Background
 - National Implementation Research Network (NIRN)
 - State Implementation and Scaling Up of Evidence-Based Practices (SISEP)
 - Center for Educational Networking (CEN)



Michigan's Integrated Improvement Initiative (MI 3) Subgrant

- Project Priorities
 - Work with Department staff to:
 - Address targeted improvement activities in the State Performance Plan and Annual Performance Report using research and evidence-based interventions and practices at the school district level
 - Employ implementation and scale-up strategies that are research-based and assure fidelity of implementation
 - Deliver information, technical assistance training, and personnel development to assure compliance with statutory and regulatory requirements for the delivery of special education programs and services
 - Develop and expand collaboration with institutions of higher education in the use of research and evidence-based interventions and practices to improve achievement for students with disabilities
 - Work across Department offices to:
 - Assure coordination and integration of technical assistance, training, and personnel development in the delivery of research and evidence-based practices to improve student achievement



Michigan Mathematics Program Improvement (MMPI) Subgrant

- Project Background
 - Continuation of current State Improvement Grant (SIG) activities
 - Completion of MMPI products and trainings



Michigan Mathematics Program Improvement (MMPI) Subgrant

- Project Priorities
 - Work with Department staff to:
 - Address targeted improvement activities in the State Performance Plan and Annual Performance Report using research and evidence-based interventions and practices at the school district level
 - Employ implementation and scale-up strategies that are research-based and assure fidelity of implementation
 - Continue and expand collaboration with Math and Science Centers in the State in the implementation of research and evidence-based intervention and practices
 - Develop and expand collaboration with institutions of higher education in the use of research and evidence-based interventions and practices to improve achievement for students with disabilities
 - Work across Department offices to:
 - Assure coordination and integration of technical assistance, training, and personnel development in the delivery of mathematics instruction



Michigan's Integrated Technology Supports (MITS) Subgrant

- Project Background
 - Continued development of Universal Design for Learning principles
 - Support the proactive design of curriculum and instruction



Michigan's Integrated Technology Supports (MITS) Subgrant

- Project Priorities
 - To work with Department staff to:
 - Address targeted improvement activities in the State Performance Plan and Annual Performance Report using research and evidence-based interventions and practices at the school district level;
 - Employ implementation and scale-up strategies that are research-based and assure fidelity of implementation;
 - Develop and expand collaboration with institutions of higher education in the use of research and evidence-based interventions and practices in universal design to improve achievement for students with disabilities; and
 - To working across Department Offices to:
 - support and collaborate in the on-going coordination and integration of educational technology resources and services, including assistive technology



Objectives

- In general, the Grantee(s) will primarily be responsible for facilitating the funding mechanism for awarded subgrant(s)
- Objectives which are specific to the implementation of all subgrants are to:
 - Implement fiscal support for selected services and activities
 - Provide access to technical assistance and consultation for advisory teams, grantees, contractors, districts, and staff, as necessary
 - Employ project director(s) as indicated by OSE/EIS to ensure continuity and adherence to stated OSE/EIS goals and objectives
 - Employ administrative and support staff and/or independent contractors as indicated by OSE/EIS or appointed project director to ensure continuity and adherence to stated OSE/EIS goals and objectives



Objectives, Cont.

- Objectives specific to MI3:
 - Implement and provide sound fiscal management and support (as indicated above) for activities related to the Michigan Department of Education, Office of Special Education and Early Intervention Services' "Michigan's Integrated Improvement Initiatives"
 - Support collaboration with identified federally funded national centers for on-going development of MI3 systems design and implementation and scale up of evidence-based practices
 - Coordinate funding for all activities that relate to meetings/conferences, travel, information dissemination and potential subcontractors and/or subgrantees



Objectives, Cont.

- Objectives specific to MMPI:
 - Implement and provide sound fiscal management and support (as indicated above) for the activities related to the Michigan Department of Education, Office of Special Education and Early Intervention Services' "Michigan Mathematics Program Improvement"
 - Provide support for collaboration with OSE/EIS on the project development to ensure MMPI project continuity and adherence to stated OSE/EIS goals and objectives
 - Provide support for collaboration with Math Science Centers and current mathematics specialist product developers for completion of MMPI products and trainings
 - Provide supportive infrastructure for data informed decision making and research and evaluation services



Objectives, Cont.

- Objectives specific to MITS:
 - Implement and provide sound fiscal management and support (as indicated above) for the activities related to research and implementation for the Michigan Department of Education, Office of Special Education and Early Intervention Services' "Michigan's Integrated Technology Supports - Universal Design for Learning"
 - Provide support for collaboration with OSE/EIS to develop a process in which UDL principles serve as a framework for evidence based practice
 - Provide supportive infrastructure for data informed decision making and research and evaluation services
 - Provide supportive infrastructure for the management and maintenance of the MITS lending library



Fiscal Agent Tasks

- Primary responsibility is to serve as fiscal agent of awarded subgrant
- Exceptions would be those objectives listed that are specific to each subgrant
- OSE/EIS will direct the priorities of the grants while the fiscal agent(s) will provide needed fiscal supports



Section III: Information Required from Bidder



Preparation of Proposals

- Bidders should be certain to prepare proposals to specifications included in the RFP
- Failure to properly prepare a proposal could result in the proposal being returned without review



Required Components of a Proposal

- The following are required components for the submission of a proposal:
 - Cover
 - Business Organization
 - Understanding of Need
 - Work Plan
 - Prior Experience
 - Organization Capacity and Human Resources
 - Budget



Understanding of Need

- **PLEASE NOTE:** One “Understanding of Need” should be submitted for **EACH** subgrant for which the applicant is applying
- Applicants should:
 - Demonstrate a sufficient understanding of the problem; not simply restate or paraphrase the RFP
 - Support understanding with examples of existing capacity



Work Plan

- **PLEASE NOTE:** one Work Plan should be submitted for **EACH** subgrant for which the applicant is applying
- Work Plans should make specific reference to all objectives in Section II-B
- Work Plans should provide a narrative description of the proposed services offered by the bidder



Prior Experience

- Potential bidders must be able to demonstrate the ability to provide sound fiscal management by presenting the following:
 - History of sound fiscal oversight;
 - Documented audit integrity;
 - Documented ability to support fiscal components within timelines which may include copies of process flowcharts that may assist with demonstrating fiscal accountability;
 - Documented experience in managing fiscal support for multiple initiatives simultaneously;
 - Documented procedures and protocols for fiscal processes;
 - Copies of standard forms used for financial transactions including: travel expense reimbursement, requisition for purchase orders (if applicable) , contract service payment request, contract format for independent contractor, etc.



Organization Capacity and Human Resources

- Bidders must demonstrate proposed fiscal agent staff possesses needed talent and expertise in fiscal management
- Resumes for each staff member must be included in the proposal



Budget

- Partial draft budgets and detail have been provided for each subgrant
- Draft budgets demonstrate estimated project program costs
- Bidders should submit a completed budget for each subgrant for which they are applying



Proposal Submittal

- Bidders must submit original signed copy and seven copies (for a total of eight)
- Due by: 5 p.m. Monday, June 30
- Please refer to RFP for delivery and shipping addresses, they are not the same



Questions?



- Questions and Answers from this webinar will be posted to the website for your reference
- www.Michigan.gov/mde, then click:
 - Offices
 - Special Education and Early Intervention
 - Finance Management
 - “Notice of Availability of Request for Proposal for Mandated Activities Projects under the Individuals with Disabilities Education Act (IDEA)”, in Grants box
- Addendums will be provided to all potential bidders who notify OSE/EIS of their intent to submit a proposal and will also be posted to the above website location



Thank you