



Office of Special Education and Early Intervention Services

TITLE: Mandated Activities Under the Individuals with Disabilities Education Act (IDEA 2004)

PURPOSE: The Individuals with Disabilities Education Act 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).

The purpose of this grant is 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; and improve compliance with statutory and regulatory requirements. Each of these Mandated Activities Projects is identified as targeted improvement strategies in the State Performance Plan and Annual Performance Report submitted to the United States Department of Education, Office of Special Education Programs.

PROPOSAL DUE: Original and seven (7) copies delivered to:
Ms. Lori Higgins, Office of Special Education and Early Intervention Services,
2nd Floor, Hannah Building, 608 West Allegan Street, P. O. Box 30008, Lansing,
Michigan 48909, by **5:00 p.m. on Monday, June 30, 2008.**

DATE OF ISSUE: Monday, May 12, 2008

SECTION I: General Information for the Bidder

If awarded this grant, I understand and agree to the following:

I-A PURPOSE

The Individuals with Disabilities Education Act 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).

The purpose of this grant is 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; and improve compliance with statutory and regulatory requirements. Each of these Mandated Activities Projects is identified as targeted improvement strategies in the State Performance Plan and Annual Performance Report submitted to the United States Department of Education, Office of Special Education Programs.

I-B ISSUING OFFICE

This Request for Proposal (RFP) is issued for the State of Michigan by the Michigan Department of Education (MDE), Office of Special Education and Early Intervention Services (OSE/EIS). The OSE/EIS is the sole point of contact in the State for this RFP. All inquiries relating to this grant should be addressed to:

Mr. John Andrejack, Supervisor, Program Finance
Office of Special Education and Early Intervention Services
2nd Floor, John Hannah Building
P.O. Box 30008
Lansing, MI 48909

I-C CONTRACT ADMINISTRATOR

Upon receipt at the OSE/EIS of the properly executed Contract Agreement(s), it is anticipated that the Director of the OSE/EIS will identify the person(s) to be the authorized Grant Contact.

I-D TYPE OF GRANT

The fiscal agent(s) (successful bidder(s)) will be the grant recipient and will primarily be responsible for facilitating the funding mechanism for the services and activities to be supported through this grant. The Grantee will primarily provide fiscal management for these services and activities as coordinated through the OSE/EIS.

I-E FUNDING

The proposal will be awarded with IDEA mandated activities funds; the total amount for these three subgrants is up to \$3,125,000 (up to \$1,500,000 for Michigan's Integrated Improvement Initiative, up to \$600,000 for the Michigan Mathematics Program Improvement and up to \$1,025,000 for Michigan's Integrated Technology Supports) each year and is subject to change based on OSE/EIS need. Funding will be effective following the approval of the grant award(s) by the Superintendent of Public Instruction. The funding period is twelve months for each subgrant beginning October 1, 2008 and ending September 30, 2009 and in one year increments thereafter. Based on satisfactory performance and availability of funds, the project and yearly funding may continue up to five years.

I-F ELIGIBLE APPLICANTS

Intermediate school districts, local education agencies, including public school academies, institutions of higher education, professional organizations, private profit and non-profit organizations, including parent and advocacy organizations, and others with demonstrated experience in providing the services requested, are encouraged to submit a proposal. If you plan to submit a proposal, please contact Ms. Lori Higgins at (517) 241-4035 prior to the proposal due date of **June 30, 2008** so that the appropriate number of review panelists can be secured.

I-G RESPONSE DATE

To be considered, proposals must arrive at the OSE/EIS as specified on the cover page of the RFP. Bidders 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. Bidders are solely responsible for the timely arrival of proposals at the OSE/EIS. Late proposals and proposals submitted electronically or by facsimile will be returned to the applicant **without review**.

I-H REJECTION OF PROPOSALS

The MDE, OSE/EIS 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.

I-I PERFORMANCE REPORTING

As a condition of receiving funding, the recipient will provide the MDE, OSE/EIS with progress reports describing the project's progress on the approved work plan. The MDE, OSE/EIS may place these progress reports on a website. Additional information needed to assist the state in meeting its federal reporting requirements for this program will also be required. Reports may be required by the MDE, OSE/EIS at any time. The MDE, OSE/EIS serves the right to suspend or terminate the grant program if there is a lack of progress.

I-J ACKNOWLEDGEMENT

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 IDEA Mandated Activities Grant titled, "enter project title here..." 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 Special Education and Early Intervention Services, P.O. Box 30008, Lansing, Michigan 48909.

I-K APPLICANT'S CONFERENCE

A conference call and webinar is scheduled for **Friday, May 23, 2008** from **1 p.m. – 3 p.m.** to discuss with prospective applicants, the work to be performed and to give the applicants an opportunity to ask questions. The applicant's conference call is for information only. If you wish to participate in this conference call, please contact **Ms. Lori Higgins at (517) 241-4035**. The OSE/EIS retains the right to modify this RFP, if it is necessary, to comply with laws or ensure a clearer understanding of its content. Any information that changes the content, funding amount or filing procedures will be posted on the MDE website and mailed only to the persons who notify the MDE, OSE/EIS of their intent to submit a proposal.

I-L ADDENDUM

In the event that it becomes necessary for the OSE/EIS to revise any objective in Section II, an addendum will be posted on the MDE website and provided in writing to all potential bidders who have notified the MDE, OSE/EIS of their intent to submit a proposal.

I-M ORAL PRESENTATION

Bidders who submit a proposal may be required to make an oral presentation of their proposals to the MDE. These presentations provide an opportunity for bidders to clarify the proposal to ensure thorough mutual understanding. The OSE/EIS will schedule these presentations, if required.

I-N 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 35 pages in length. The program budget and associated narrative may be appended. All application pages must be securely stapled. Special bindings and binders should not be used. Applications submitted but not in accordance with application preparation instructions **will be returned without review.**

SECTION II: WORK STATEMENT

II-A UNDERSTANDING OF NEED

In order to support the ongoing implementation of Mandated Activities Projects under the Individuals with Disabilities Education Act, the OSE/EIS has identified a variety of activities and services that are necessary to achieve goals and objectives of a system of general supervision that provide information dissemination, training and technical assistance, personnel development to/for administrators, teachers, related services providers, parents, and others regarding research and evidence based practices as well as requirements of law. Such services may include consultation, technical assistance, and/or support for special work groups or expert teams necessary to design new initiatives and implement evidence-based practices. These services must align and relate to activities identified in Michigan's State Performance Plan (SPP).

The OSE/EIS is seeking a Grantee(s) to serve primarily as fiscal agent(s) for activities and services related to the subgrants identified below. 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 (MI3) Subgrant**

Background - The design of MI3 is predicated upon effective strategies, supported by research and evidence based practice, effective implementation of those strategies, development of capacity to sustain improved results over time and the efficient use of resources to reach across the entire state. The design of the MI3 is to also continue the work of the Education Information Network (Center for Educational Networking CEN). Several of this Project's priorities will be focused on the following:

- working with Department staff in addressing 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;
- working with Department staff to employ implementation and scale-up strategies that are research-based and assure fidelity of implementation;
- working with Department staff to 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;
- working with Department staff to 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; and
- working 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**

Background – The design of the MMPI project is to continue the development and implementation work of the current State Improvement Grant (SIG) which is set to expire on August 31, 2008. This includes completion of MMPI products and trainings with current product developers that specialize in mathematics. Additional MMPI project priorities will be focused on the following:

- working with Department staff in addressing 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;
- working with Department staff to employ implementation and scale-up strategies that are research-based and assure fidelity of implementation;
- working with Department staff to continue and expand collaboration with Math and Science Centers in the State in the implementation of research and evidence-based intervention and practices;
- working with Department staff to 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; and
- working 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**

Background – The design of the MITS project is continued development of a process in which Universal Design for Learning (UDL) principles serve as a framework for evidence based practice(s) within applied settings to support the proactive design of curriculum, instruction and to meet the needs of all students. Additional MITS project priorities will be focused on the following:

- working with Department staff in addressing 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;
- working with Department staff to employ implementation and scale-up strategies that are research-based and assure fidelity of implementation;
- working with Department staff to 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
- working across Department Offices to support and collaborate in the on-going coordination and integration of educational technology resources and services, including assistive technology.

II-B OBJECTIVES

The Grantee(s) will primarily be responsible for facilitating the funding mechanism for access to and services of specialists, experts, and/or staff with unique services necessary for the implementation of the Mandated Activities Project(s). The Grantee(s), as fiscal agent, will coordinate funding of services and activities through the Grant Contact at the OSE/EIS. The following objectives are specific to the implementation of all subgrants.

1. Implement fiscal support for selected services and activities.
2. Provide access to technical assistance and consultation for advisory teams, grantees, contractors, districts, and staff, as necessary.
3. Employ project director(s) as indicated by OSE/EIS to ensure continuity and adherence to stated OSE/EIS goals and objectives.
4. 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.
5. Specific to each subgrant the fiscal agent will:

Subgrant: Michigan's Integrated Improvement Initiatives – 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.

Subgrant: Michigan Mathematics Program Improvement - 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.

Subgrant: Michigan's Integrated Technology Supports - 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.

II-C TASKS

As stated in II-B, the grantee(s) primary responsibility is to serve as fiscal agent for the activities of the subgrant. Exceptions to this would be as noted above in II-B. For the most part, the OSE/EIS will direct the priorities of the grant and the fiscal agent will provide fiscal supports as necessary to implement and support the goals and objectives.

II-D 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 Review Panel Score Sheet and all relevant information provided in the proposal. Based on this process, the OSE/EIS will provide formal funding recommendations to the Superintendent of Public Instruction.

The maximum score for the following criteria is 100 points in addition to the content of the categories below. The Superintendent of Public Instruction may apply other factors in making funding decisions such as the performance of the fiscal agent on previously funded initiatives. Bidders should refer to Appendix B for score sheets for each subgrant.

SECTION III: Information Required from Bidder

The bidder's proposal is to be submitted in the format outlines below. Use only the alphabetical numerals and headings listed below and not the Roman numeral III.

III-A COVER

The cover page of the proposal must include: (1) the title of the subgrant(s) for which the bidder is submitting a proposal for; (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.

III-B BUSINESS ORGANIZATION

State the full name and address of the organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work proposed. Indicate whether the organization operates as an individual, partnership, or corporation. If it is operated as a corporation, include the state in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Michigan.

III-C UNDERSTANDING OF NEED

State in succinct terms an understanding of the problem(s) as presented by this RFP. Evidence of sufficient understanding should extend beyond a mere restatement or paraphrase of the "Understanding of Need" statement from the RFP. Support this understanding with examples of existing capacity if possible.

III-D WORK PLAN

Include a narrative summary description of the proposed services. A separate narrative should be included for each subgrant for which the applicant is applying. Applicants should make specific reference to the objectives in II-B that are specific to the implementation of all subgrants as well as those specific to each subgrant for which they are applying.

III-E PRIOR EXPERIENCE

The organization must show the ability to perform as a fiscal agent. Proposals must include documentation of the following:

- a. History of sound fiscal oversight;
- b. Documented audit integrity;
- c. Documented ability to support fiscal components within timelines which may include copies of process flowcharts that may assist with demonstrating fiscal accountability;

- d. Documented experience in managing fiscal support for multiple initiatives simultaneously;
- e. Documented procedures and protocols for fiscal processes;
- f. 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.

III-F ORGANIZATION CAPACITY AND HUMAN RESOURCES

The successful applicant must be able to support the project as a fiscal agent with personnel who possess talent and expertise in fiscal management. Describe the qualifications of the key personnel who will support the functions of a fiscal agent. Include resumes for each staff member.

III-G BUDGET

Partial budgets and minimal budget detail are provided below for each subgrant. Bidders should describe their organization's capacity to manage each budget(s) for which they have completed a Work Plan. Bidders should also complete, to the best of their ability, the remaining sections of the budgets. This includes outlining any potential miscellaneous or other expenses, including staff (noting FTE), indirect and audit costs. Bidders may also want to take an opportunity to outline any possible in-kind contributions that can be made to the subgrant(s).

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.

Subgrant: Michigan's Integrated Improvement Initiatives – MI3

Budget Category	Budget Detail	Estimated Budget Amount
Project's Estimated Costs:		
Personnel & Benefits	Approximately 12 FTE	\$ 727,500
Purchased Services:		
Contracted Services		\$ 420,000
Travel & Lodging		\$ 47,600
Conferences/Meetings/Trainings		\$ 66,000
Supplies, Materials, Misc.		\$ 15,500
Current Estimated Project Costs:		\$ 1,276,600
Fiscal Agent's Estimated Costs:		
Personnel & Benefits (Bidder should list grant personnel and FTE)		
Sub-Total:		
Below the line costs:		
Indirect Costs (____%)		
Audit		
Capital Outlay (Equipment purchases over \$500)		
Operations and Maintenance:		
Rent		\$ 42,000
Additional Operating Expenses		\$ 4,200
Grand Total (Not to exceed \$1,500,000)		\$
In-kind Contribution		

Instructions for completion:

Bidders who are submitting an RFP for the MI3 Project fiscal agent subgrant should complete the above draft budget demonstrating estimated costs for services outlined within the RFP. This includes providing estimated costs for all budget items listed above for which estimated costs have not been provided. These costs are for services outlined in the RFP for which the potential grantee would be responsible.

Subgrant: Michigan Mathematics Program Improvement - MMPI

Budget Category	Budget Detail	Estimated Budget Amount
Project's Estimated Costs:		
Personnel & Benefits	Approximately 2 FTE	\$ 190,000
Purchased Services:		
Contracted Services		\$ 229,900
Travel & Lodging		\$ 40,000
Conferences/Meetings/Trainings		\$ 66,500
Current Estimated Project Costs:		\$ 526,400
To be Completed by Bidder:		
Fiscal Agent's Estimated Costs:		
Personnel & Benefits (Bidder should list type and number of needed FTE)		
Sub-Total:		
Below the line costs:		
Indirect Costs (_____%)		
Audit		
Capital Outlay (Equipment purchases over \$500)		
Operations and Maintenance:		
Rent		
Additional Operating Expenses		
Grand Total (Not to exceed \$600,000)		\$
In-kind Contribution		

Instructions for completion:

Bidders who are submitting an RFP for the MMPI Project fiscal agent subgrant should complete the above draft budget demonstrating estimated costs for services outlined within the RFP. This includes providing estimated costs for all budget items listed above for which estimated costs have not been provided. These costs are for services outlined in the RFP for which the potential grantee would be responsible.

Subgrant: Michigan's Integrated Technology Supports – MITS

Budget Category	Budget Detail	Estimated Budget Amount
Project's Estimated Costs:		
Personnel & Benefits	Approximately 3 FTE	\$ 248,500
Purchased Services:		
Contracted Services		\$ 465,000
Travel & Lodging		\$ 20,000
Conferences/Meetings/Trainings		\$ 65,000
Supplies, Materials, Misc.		\$ 44,000
Current Estimated Project Costs:		\$ 842,500
To be Completed by Bidder:		
Fiscal Agent's Estimated Costs:		
Personnel & Benefits (Bidder should list type and number of needed FTE)		
Other:		
Management and maintenance of lending library		
Sub-Total:		
Below the line costs:		
Indirect Costs (____%)		
Audit		
Capital Outlay:		
Fiscal Agent Equipment purchases over \$500		
Project/Lending Library Estimated Purchases		\$ 45,000
Operations and Maintenance:		
Rent		\$ 16,000
Additional Operating Expenses		\$
Grand Total (Not to exceed \$1,025,000)		\$
In-kind Contribution		

Instructions for completion:

Bidders who are submitting an RFP for the MITS Project fiscal agent subgrant should complete the above draft budget demonstrating estimated costs for services outlined within the RFP. This includes providing estimated costs for all budget items listed above for which estimated costs have not been provided. These costs are for services outlined in the RFP for which the potential grantee would be responsible.

III-H ADDITIONAL INFORMATION AND COMMENTS

Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

III-I APPENDICES

Include Assurance of Grant Conditions which indicates agreement with grant conditions, as specified in paragraphs IV-H – IV-M. Do not include lengthy general lists of publications or other documents unless their inclusion is ESSENTIAL to reviewer's understanding of your proposal and you made explicit reference to them in the body of the proposal.

III-J PROPOSAL SUBMITTAL

The original copy bearing ORIGINAL signatures and seven (7) additional copies (for a total of eight) of the complete proposal must be received on or before **5:00 P.M., Monday, June 30, 2008** by **Ms. Lori Higgins** at the following address:

Michigan Department of Education
Office of Special Education and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909

Or

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

Michigan Department of Education
Office of Special Education and Early Intervention Services
608 West Allegan Street
Lansing, Michigan 48933

SECTION IV: CONDITIONS OF APPLICANT

If awarded this grant, I understand and agree to the following:

IV-A INCURRING COSTS

The State of Michigan is not liable for any cost incurred by any bidder prior to execution of a Grant Agreement.

IV-B GRANTEE RESPONSIBILITIES

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

IV-C RELEASE OF INFORMATION/CONFIDENTIALITY

Grantee 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 Michigan Department of Education, OSE/EIS.

IV-D ACCOUNT AND AUDIT REQUIREMENTS

The applicant will maintain a separate accounting of expenditures for this contract 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 contract. Generally accepted accounting procedures will be used. The Agency's independent auditor will be made aware of the contract so that the auditor can review expenditures as required by federal single audit requirements. The auditor must review all contracts over \$25,000. Current employees of the MDE may not be employed or contracted under this grant.

Expenses charged to this contract will not be charged to any other state or federal source and should follow federal guidelines including but not limited to EDGAR and OMB Circular A-87. This contract will not be used to supplement mandated state or local costs.

IV-E DISCLOSURE

After the Michigan Department of Education 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.

IV-F 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.

IV-G OWNERSHIP

Ownership of intellectual property resulting from this grant shall remain with the Michigan Department of Education, 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 sub-contractors receiving funds through this grant program.

IV-H INDEMNIFICATION

The Grantee, as a condition of the Grant Agreement that may ensue from the RFP, shall indemnify and hold harmless the State of Michigan 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 therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Grantee, and subgrantee, 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 or any of its agents or employees by any employee of the Grantee, any subgrantee, 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 Grantee or any subgrantee under Workers' Disability Compensation Acts, disability benefit acts or other employer benefit acts.

The obligations of the Grantee under this indemnification agreement shall not extend to the liability of the State of Michigan, 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, its agents or employees, provided such giving or failure to give is the primary cause of the injury or damage.

IV-I GRANTEE'S LIABILITY INSURANCE

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

1. Claims under worker's disability compensation, disability benefit and other similar employee benefit act. A nonresident Grantee shall have insurance for benefits payable under Michigan's Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and respects any other employee protected by Workers' Disability Compensation Laws of any other state, the Grantee shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of his/her employees.
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his/her employees, subject to limits of liability of not less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.
5. Insurance for Subparagraphs (3) and (4) non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Grantee's obligations under the indemnification clause of the Grant Agreement.

IV-J NON-DISCRIMINATION AND OTHER COMPLIANCE WITH LAW

Each proposal must include an assurance statement of compliance with all Federal and Michigan laws and regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education and the U.S. Department of Education. The assurance must state that it is the policy of the bidder's organization that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which the bidder is responsible or for which the bidder receives funding from the U.S. Department of Education or the Michigan Department of Education.

IV-K AMERICANS WITH DISABILITIES ACT

The MDE is committed to providing equal access to all persons in admission to or operation of its programs and services. Individuals with disabilities needing accommodations for effective participation in this grant program are invited to contact the MDE for assistance.

IV-L EQUITABLE ACCESS

All Mandated Activities Project Development and Implementation activities must promote equitable access to support meaningful implementation of the Project and to insure continuity and adherence to stated OSE/EIS goals and objectives.

IV-M 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.

IV-N CONTINUATION OF FUNDING

Continuation funding for this grant project is subject to the availability of funds and the performance of the grant recipient. The MDE, OSE/EIS can cancel the grant with 30 days written notice for:

- Default of the Contractor.
- In the event the OSE/EIS 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 OSE/EIS determines that statewide implementation of the Contract is not feasible.
- Reduction in or elimination of funding allocations to the MDE under the IDEA, or any sub-part of the IDEA.
- Fiscal constraints that may occur as a result of compliance and improvement priorities.

IV-O ASSURANCE OF GRANT CONDITIONS

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 the RFP may be included by reference in any Grant Agreement based on the RFP. See Appendix A.

Appendix A

Applicant Agency (Name and Address)	Fiscal Agent Contact (Name, Title, Address, Phone)
Implementing Agencies (Name and Address)	Authorized Negotiator (Name, Title, Address, Phone)
Project Title and Summary	

Authorizing Official Signature

The undersigned, having become thoroughly familiar with an understanding of all the proposed documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have authority to submit this proposal, which will become a binding agreement if accepted by the Michigan Department of Education. I hereby state that I have not communicated with, nor accepted anything of value from an employee of the Office of Special Education and Early Intervention Services that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all the terms of Section III of this document.

Application is hereby made for a Michigan Department of Education grant in the amount and for the purposes set forth in this proposal.

Signature of Authorized Official

Title

Date

**Mandated Activities Project
Michigan’s Integrated Improvement Initiative Sub-grant
Review Panel
Individual Score Sheet**

Factor	Comments	Independent Rating	Score
Statement of Need 10 Points Maximum	Succinct and accurate explanation of the need for a fiscal agent to assist with the coordination of funding of the proposed project	0 5 10	
Work Plan 40 Points Maximum	Proposed fiscal services align with project objectives	0 5 10	
	Demonstrates ability to support collaboration with federally funded national centers	0 5 10 15	
	Demonstrates ability to coordinate funding for all activities that related to meeting/conferences, travel, information dissemination and potential subcontractors and/or grantees	0 5 10 15	
Prior Experience 15 Points Maximum	Descriptions and examples of previous experience as a fiscal agent	0 5 10 15	
Organization Capacity and Human Resources 20 Points Maximum	The proposal describes the organization’s ability to achieve fiscal objectives on time.	0 5 10 15	
	List of organization personnel who will be working with this project, including title, qualification, and experience.	0 5 10	
Budget 10 Points Maximum	Indirect rate has been calculated, budget completed and forms for financial transactions have been provided.	0 5 10	
		Total Score: 100 Point Maximum	

**Mandated Activities Project
Michigan Mathematics Program Improvement Sub-grant
Review Panel
Individual Score Sheet**

Factor	Comments	Independent Rating	Score
Statement of Need 10 Points Maximum	Succinct and accurate explanation of the need for a fiscal agent to assist with the coordination of funding of the proposed project	0 5 10	
Work Plan 40 Points Maximum	Proposed fiscal services align with project objectives	0 5 10	
	Demonstrates ability to collaborate with Math Science Centers and current mathematics specialist product developers	0 5 10	
	Demonstrates ability to provide supportive infrastructure for data informed decision making and research and evaluation support	0 5 10 15 20	
Prior Experience 15 Points Maximum	Descriptions and examples of previous experience as a fiscal agent	0 5 10 15	
Organization Capacity and Human Resources 20 Points Maximum	The proposal describes the organization's ability to achieve fiscal objectives on time.	0 5 10 15	
	List of organization personnel who will be working with this project, including title, qualification, and experience.	0 5 10	
Budget 10 Points Maximum	Indirect rate has been calculated, budget completed and forms for financial transactions have been provided.	0 5 10	
		Total Score: 100 Point Maximum	

**Mandated Activities Project
Michigan’s Integrated Technology Supports Sub-grant
Review Panel
Individual Score Sheet**

Factor	Comments	Independent Rating	Score
Statement of Need 10 Points Maximum	Succinct and accurate explanation of the need for a fiscal agent to assist with the coordination of funding of the proposed project	0 5 10	
Work Plan 40 Points Maximum	Proposed fiscal services align with project objectives	0 5 10	
	Demonstrates ability to provide supportive infrastructure for data informed decision making and research and evaluation support	0 5 10 15 20	
	Demonstrates ability to provide infrastructure for management and maintenance of MITS Lending Library	0 5 10	
Prior Experience 15 Points Maximum	Descriptions and examples of previous experience as a fiscal agent	0 5 10 15	
Organization Capacity and Human Resources 20 Points Maximum	The proposal describes the organization’s ability to achieve fiscal objectives on time.	0 5 10 15	
	List of organization personnel who will be working with this project, including title, qualification, and experience.	0 5 10	
Budget 10 Points Maximum	Indirect rate has been calculated, budget completed and forms for financial transactions have been provided.	0 5 10	
		Total Score: 100 Point Maximum	