Office of Field Services

TITLE: Regional ISD Partnership Grant

PURPOSE: The Elementary and Secondary Education Act (ESEA) requires each state to provide technical assistance, oversight, and monitoring to ensure accountability provisions are fully implemented. The Office of Field Services (OFS) receives federal program funds to administer, implement, and monitor programs that improve the achievement of students most in need of supplementary assistance. This grant will provide fiscal administration, coordination, and support for these federal initiatives. This partnership grant program expands the state's capacity for compliance with legislation requirements and enhances the capacity at the Intermediate School District (ISD) level to assist local districts. The Michigan Department of Education (MDE) will partner with one ISD in Michigan for the Office of Field Services as a single fiscal intermediary. The grant criteria outlined in this announcement and supporting application was approved by the State Board of Education at its April 9, 2013, meeting.

PROPOSAL DUE IN TWO FORMATS: Submit the proposal electronically to BrunsellL@michigan.gov by **5:00 p.m. on May 10, 2013**. A paper copy addressed to Mike Radke, Office of Field Services, 2nd Floor, Hannah Building, 608 West Allegan Street, P. O. Box 30008, Lansing, Michigan 48909 bearing ORIGINAL signatures and four (4) copies (for a total of five) must be postmarked no later than **May 10, 2013**.

DATE OF ISSUE: April 12, 2013

SECTION I: General Information for the Bidder INTRODUCTION

The Elementary and Secondary Education Act (ESEA) requires each state to provide technical assistance, oversight, and monitoring to ensure that accountability provisions are fully implemented. The Office of Field Services (OFS) receives federal program funds to administer, implement, and monitor programs that improve the achievement of students most in need of supplementary assistance. This grant will provide fiscal administration, coordination, and support for these federal initiatives. This partnership grant program expands the state's capacity for compliance with legislation requirements and enhances the capacity at the Intermediate School District (ISD) level to assist local districts. The Michigan Department of Education (MDE) will partner with one ISD in Michigan for OFS as a single fiscal intermediary. The partnership program has one main part:

> Expansion of compliance monitoring, instructional and school improvement tool dissemination, technical assistance, and professional development.
>
> The partnership program will allow MDE to more effectively utilize existing state and federal funds to fulfill federal requirements and statewide initiatives.

ISSUING OFFICE

This Request for Proposal (RFP) is issued for the State of Michigan by the Michigan Department of Education (MDE), Office of Field Services (OFS). The MDE OFS is the sole point of contact in the state for this RFP. All inquiries relating to this grant should be addressed to Mike Radke at 517-373-3921 or RadkeM@michigan.gov with the subject line: *Regional ISD Partnership Grant Questions*.

TYPE OF GRANT

The fiscal agent (successful bidder) will be the grant recipient and will be responsible for fiscal administration, coordination, and support for the services and activities supported by the Elementary and Secondary Education Act (ESEA) which requires each state to provide technical assistance, oversight, and monitoring to ensure accountability provisions are fully implemented. The Grantee will provide fiscal management for these services and activities as coordinated through the MDE OFS.

FUNDING

MDE OFS has allocated approximately $500,000 for the total grant program. Funding will be effective following the approval of the grant award by the State Superintendent. The funding period is one year, beginning July 1, 2013, and ending June 30, 2014, and may be renewed for two additional years based on satisfactory performance and availability of funds following annual evaluation.

The total will be awarded from several federal or state sources, including but not limited to the following:

1. Title I, Part A, Improving Basic Programs and School Improvement
2. Title I, Part C, Education of Migratory Children
3. Title I, Part D, Prevention and Intervention for Delinquent Children and Youth
4. Title II, Part A, Teacher and Principal Training and Recruitment
5. Title III, English Language Acquisition Program
6. Title X, McKinney-Vento Homeless Education Assistance
7. Other

INDIRECT COSTS

Indirect costs may be charged to this grant by the ISD on the first $25,000 of each subcontract. Indirect costs cannot be charged for personnel employed by the ISD whose salaries are paid through this grant. Specific indirect cost rates are determined annually by MDE's Office of Financial Management and Administrative Services.

FUNDING CARRYOVER

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

ELIGIBLE APPLICANTS

The eligible applicant must be an ISD in Michigan. MDE will partner with one ISD in Michigan through a single fiscal intermediary.

ASSURANCE OF ACCURACY

For each application, an assurance must be submitted stating that all information provided within is true and accurate. If, during the implementation of any funded project, MDE establishes inaccurate or false information was provided in the application, the grant may be rescinded.

The agency awarded the grant will be required to agree to all the usual assurances associated with state and federal funds. Applicants should take this into account in their proposal and related budget.

REJECTION OF PROPOSALS

The MDE OFS reserves the right to reject any and all proposals received as a result of this announcement.

RESPONSE DATE

To be considered, proposals must arrive at MDE OFS as specified on the cover page of the RFP. Proposals which are received electronically after the specified due date and time and/or after the date of postmark cannot be considered. Bidders are solely responsible for the timely arrival of proposals at the MDE OFS. Late proposals and proposals submitted by facsimile will be returned to the applicant ***without review***.

CLOSING DATE AND SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically to BrunsellL@michigan.gov by **5:00 p.m. on May 10, 2013**. A paper copy bearing ORIGINAL signatures and four (4) copies (for a total of five) must be postmarked no later than **May 10, 2013**, and addressed to Mike Radke, at the following address:

Michigan Department of Education
Office of Field Services
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 Field Services
608 West Allegan Street
Lansing, MI 48933

The application must include a narrative, budget summary, detailed budget, certification of the fiscal agent and any participating agencies, other attachments if needed, and contact information.

The official grant award letter will be sent by **June 25, 2013**. No funds may be expended before July 1, 2013. Eligible local partnerships are encouraged to use this time to continue to build on their partnership through planning and recruitment of participants.

APPLICANT'S CONFERENCE

A conference call and webinar is scheduled for ***Tuesday, April 23, 2013,*** from ***1 p.m. – 2 p.m.*** to discuss 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 Leeanna Brunsell at 517-373-3921 or BrunsellL@michigan.gov. Applicants are strongly encouraged to participate in this technical assistance conference call and webinar.

We require that applicants planning to submit a proposal, email Leeanna Brunsell, BrunsellL@michigan.gov at least one business day prior to the meeting for review.

Please indicate the organization you are representing, the names and titles of your team, and email contact information.

Technical assistance topics will include:

1. The expectations of the OFS Regional ISD Partnership Grant.
2. An explanation of the rubric for developing and evaluating applications.
3. Tips for writing a competitive proposal.
4. Questions and answers.

The MDE OFS 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 mailed only to the persons who notify the MDE OFS of their intent to submit a proposal.

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 5 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 not be considered.***

REQUIRED COMPONENTS

Successful applicants will devise a detailed plan that will include all aspects of implementing the Regional ISD Partnership Grant. The plan must include, but not be limited to:

Expansion of compliance monitoring, instructional and school improvement tool dissemination, technical assistance, and professional development.

The grant program will allow MDE to more effectively utilize existing state and federal funds to fulfill federal requirements and statewide initiatives.

The grant application will identify the processes and procedures for identification and authorization of activities and materials, payment of authorized bills and related documentation to respond to statewide needs identified by MDE, related to:

- The ISD must be able to provide necessary internal controls, procedures and documentation to comply with federal and state fiscal and program standards, guidelines and policies. The ISD is responsible for establishing and maintaining fiscal control adhering to

the code of Federal Regulations and accounting procedures as defined in the Michigan General Accounting manual.

- The agency will be awarded approximately $500,000 to fulfill the requirements. MDE OFS will approve all activities.

    - Implementing grant monitoring and desk audits, as required of MDE in recent federal audits and existing state and federal standards.
    - Providing required professional development and technical assistance to LEAs, and state personnel including travel, expenses and conference registration fees.
    - Developing and disseminating technical assistance tools, documents, publications, as well as electronic versions of these resources to various state constituents.

SECTION II: REVIEW CRITERIA REVIEW PROCESS & SELECTION OF THE AWARD RECIPIENTS

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 MDE OFS will provide formal funding recommendations to the Superintendent of Public Instruction.

This grant will be awarded through a competitive review process. An expert review panel composed of individuals representing the MDE and other selected individuals will review grant applications. The review of each application will be based on the attached scoring rubric. The proposals most likely to be funded will have completely addressed all the elements described in the "Exceptionally comprehensive and rigorous" column of the rubrics. The grant awards will be based upon merit and quality, as determined by points awarded. **It is strongly recommended that the narrative be written in the sequence of the rubrics to facilitate evaluation by the grant readers.**

The maximum score for the following criteria is 100 points. 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.

Vision for Regional ISD Partnership Grant	20 Points
Communications and Evaluation	20 Points
Internal Controls	20 Points
Project Budget	20 Points
Qualification of Key Personnel	20 Points

RUBRIC

Following is a rubric to help proposal writers discern whether they have sufficiently addressed all the required elements and to help reviewers score the proposals. It is strongly suggested the narrative be written in the sequence of the rubric.

A. Vision of Regional ISD Partnership Grant

Provide a clear description for implementation of the Regional ISD Partnership Grant as an innovative approach to technical assistance and accountability with local school districts:

> Expansion of compliance monitoring, instructional and school improvement tool dissemination, technical assistance, and professional development

This section is worth a maximum of **20 points**.

Marginally comprehensive, lacks rigor	**Comprehensive, rigorous**	**Exceptionally comprehensive and rigorous**
The proposal provides: A minimal description of the vision for working with OFS to provide staffing and payment of authorized expenses from appropriate federal and state sources.	The proposal provides: A description of the vision for working with OFS to provide staffing and payment of authorized expenses from appropriate federal and state sources.	The proposal provides: A complete and comprehensive description of the vision for working with OFS to provide staffing and payment of authorized expenses from appropriate federal and state sources.

B. Communications and Evaluation

Provide a description of processes that will be used to keep the Office of Field services informed of developments and issues identified by ISDs/RESAs.

This section of the proposal is worth **20 points.**

Marginally comprehensive, lacks rigor	**Comprehensive, rigorous**	**Exceptionally comprehensive and rigorous**
The proposal identifies general processes for timely information related to state and federal programs flowing to ISDs/RESAs.	The proposal identifies necessary processes for timely information related to state and federal programs flowing to ISDs/RESAs.	The proposal identifies excellent processes for timely information related to state and federal programs flowing to ISDs/RESAs.
The proposal identifies general processes for keeping the Office of Field Services informed of issues and opportunities to improve; and for facilitating resolution of issues.	The proposal identifies necessary processes for keeping the Office of Field Services informed of issues and opportunities to improve; and for facilitating resolution of issues.	The proposal identifies excellent processes for keeping the Office of Field Services informed of issues and opportunities to improve; and for facilitating resolution of issues.
The proposal includes a general description of an annual evaluation report to OFS and the ISD/RESA superintendents that addresses: - Communications with ISDs/RESAs and MDE/OFS - Fiscal requirements and responsibilities - Compliance with established state and federal standards - Other relevant criteria.	The proposal includes the necessary elements of an annual evaluation report to OFS and the ISD/RESA superintendents that addresses: - Communications with ISDs/RESAs and MDE/OFS - Fiscal requirements and responsibilities - Compliance with established state and federal standards - Other relevant criteria.	The proposal includes a detailed outline of an annual evaluation report to OFS services and the ISD/RESA superintendents that addresses: - Communications with ISDs/RESAs and MDE/OFS - Fiscal requirements and responsibilities - Compliance with established state and federal standards - Other relevant criteria.

C. Internal Controls

Provide a description of the internal controls in existence that will be used to fulfill the fiduciary responsibilities of the agency.

This section of the proposal is worth **20 points.**

Marginally comprehensive, lacks rigor	**Comprehensive, rigorous**	**Exceptionally comprehensive and rigorous**
The proposal describes the process for monthly and annual reconciliation of revenue and expenses with the Office of Field Services in general terms.	The proposal describes the process for monthly and annual reconciliation of revenue and expenses with the Office of Field Services by referencing existing systems.	The proposal describes the process for monthly and annual reconciliation of revenue and expenses with the Office of Field Services in detail.
The proposal provides assurances with few specifics of the existing internal controls; timelines for payments of authorized expenses; and documentation requirements needed from OFS to ensure timely payments.	The proposal provides a general description of the existing internal controls; timelines for payments of authorized expenses; and documentation requirements needed from OFS to ensure timely payments.	The proposal describes the existing internal controls; identifies timelines for payments of authorized expenses; and documentation requirements needed from OFS to ensure timely payments.
The proposal provides general descriptions of the agency's most recent experience with state and federal programs, audit or monitoring results and findings verifying appropriate internal controls are in place.	The proposal describes the agency's most recent 3-year experience with state and federal programs, audit and monitoring results and findings verifying appropriate internal controls are in place.	The proposal provides evidence of the agency's most recent 3-year experience with state and federal programs, audit and monitoring results and findings verifying appropriate internal controls are in place.

D. Project Budget

Provide a detailed project budget that includes salaries, stipends, and/or other resources required for project completion.

This section of the proposal is worth a maximum of **20 points.**

Marginally comprehensive, lacks rigor	**Comprehensive, rigorous**	**Exceptionally comprehensive and rigorous**
The budget is: Limited in scope and does not provide a detailed plan of how grant funds will be expended.	The budget is: Cost effective, complete and provides information on salaries, and other expenses. The budget demonstrates realistic costs and an understanding of appropriate fiduciary responsibilities.	The budget is: Cost effective to support the project and shows a clear and detailed relationship between budget items and project objectives. The budget clearly identifies indirect and administrative expenses.

The application budget should include all activities and services under the following two function codes and utilize the budget template format below:

252 – Fiscal Services
281 – Planning, Research, Development & Evaluation

Regional ISD Partnership Grant Budget Template

Budget Category	Budget Detail	Estimated Budget Amount
252–Fiscal Services:		
Fiscal Agent's Estimated Costs:		
Personnel & Benefits: (Bidder should list grant personnel and FTE)		$ 0
Sub-Total 252:		**$ 0**
281–Planning, Research, Development & Evaluation:		
Grant Monitoring and Desk Audits		$ 0
Professional Development		$ 0
Technical Assistance		$ 0
Travel & Lodging		$ 0
Conferences/Meetings/Trainings		$ 0
Sub-Total 281:		**$ 0**
Below the line costs:		
Indirect Costs (_____%)		$ 0
Grand Total: (Approximately $500,000)		**$ 0**

Budget Assumptions:

15 contracts for Grant Monitoring and Desk Audits ~ $5,000 each
Five contracts for Technical Assistance ~ $10,000 each
Four contracts for Program Fiscal Monitoring ~ $50,000 each
Four contracts for Regional Homeless Program Monitors ~ $25,000

E. Qualification of Key Personnel

Provide a proposal for key personnel of the ISD who will provide fiscal management of this grant. The successful applicant must be able to support the Regional ISD Partnership Grant 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 of each staff member. A review of each application will be made to determine whether the qualifications of key personnel are appropriate.

This section of the proposal is worth a maximum of **20 points.**

Marginally comprehensive, lacks rigor	**Comprehensive, rigorous**	**Exceptionally comprehensive and rigorous**
The proposal provides: Marginal evidence of positions with qualifications and experiences for key personnel to ensure completion of the project.	The proposal provides: A list of personnel to be assigned to this project with evidence that key personnel are qualified to ensure the completion of the project and attainment of the goals; and demonstrates an awareness of the need for dedicated time to the project.	The proposal provides: A complete list of personnel and responsibilities assigned to this project with ample evidence of the qualifications of key personnel (especially financial staff assigned to the project) to ensure the project achieves all goals and objectives; provides the percentage of time each person will commit to the project. Staffing plan demonstrates the project is well-staffed to provide strong internal controls and timely, accurate, and complete response to the needs of the project.

SECTION III: INFORMATION CONCERNING OTHER REQUIREMENTS

LENGTH OF INITIAL AWARD

Funding will be effective July 1, 2013 following the State Superintendent's approval of grant awards with an ending date of June 30, 2014.

PAYMENT SCHEDULE

Payments to the grantee will be made available when the grant award letter is signed by the State Superintendent. The grantee will draw funds at least monthly through the cash management system (CMS) after expensed by the agency.

FINANCIAL REPORTING

The ISD shall prepare the following reports and submit to MDE OFS on a monthly basis:

1. Monthly and cumulative expenditures paid through the grant (by each grant year if renewed).
2. Report by contractor disclosing available balances including detail within each fund source of the grant.
3. A monthly reconciliation report showing balances available by each fund source of the grant.
4. The ISD will provide MDE OFS with the indirect cost calculation from each fund source of the grant for each draw down through the CMS.

MDE OFS reserves the right to request additional financial information related to this grant as necessary.

A final expenditure report will be required after the final annual reconciliation but within 60 days of the grant ending date, showing all bills paid in full.

STATE OF MICHIGAN MONITORING VISITS

All grant awards are subject to onsite grant review. Project staff must maintain and make available, in the event of a monitoring visit, evidence to support the complete implementation of the project.

RESOURCES & WHERE TO OBTAIN HELP

For resources relating to the Regional ISD Partnership Grant, please visit the Office of Field Services website at www.michigan.gov/ofs. All inquiries relating to this grant should be addressed to Mike Radke at 517-373-3921 or RadkeM@michigan.gov with the subject line: *Regional ISD Partnership Grant Questions*.

SECTION IV: CONDITIONS OF APPLICANT

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

INCURRING COSTS

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

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 SOM 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.

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 MDE OFS.

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 acceptable accounting procedures will be used. The Agency's independent auditor will be made aware of the contract so the auditor can review expenditures as required by federal single audit requirements. The auditor must review all contracts over $25,000. Current state or civil services 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 Education Department General Administrative Regulations (EDGAR) and 2 CFR Part 225 (OMB Circular A-87). This contract will not be used to supplement mandated state or local costs.

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.

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.

OWNERSHIP

Ownership of intellectual property resulting from the OFS Regional ISD Partnership 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.

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 there from, and (2) is caused in whole or in part by any negligent act or omission of the Grantee, and sub-grantee, 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 sub-grantee, 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 sub-grantee 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.

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 sub-grantee 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 there from, 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.

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 MDE and the U.S. Education Department (USDOED). 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 USDOED or the MDE.

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.

EQUITABLE ACCESS

All activities must promote equitable access to support meaningful implementation of the Regional ISD Partnership Grant and ensure continuity and adherence to stated MDE OFS goals and objectives.

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.

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, OFS has the authority to cancel the grant with 30 days written notice for:

- Default of the Contractor.
- In the event the MDE OFS 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 MDE OFS determines that statewide implementation of the Contract is not feasible.
- Reduction in or elimination of funding allocations to the MDE under ESEA and other federal programs.
- Fiscal constraints that may occur as a result of compliance and improvement priorities.

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)	**Project Director** (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 I have authority to submit this proposal, which will become a binding agreement if accepted by the MDE. I hereby state I have not communicated with, nor accepted anything of value from an employee of the MDE OFS that would tend to destroy or hinder free competition.

I hereby state 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 MDE grant in the amount and for the purposes set forth in this proposal.

_____	_____	_____
Signature of Authorized Official	Title	Date

Appendix B

Regional ISD Partnership Grant
Review Panel
Individual Score Sheet

Factor	Comments	Independent Rating	Score
Vision of Regional ISD Partnership Grant 20 Points Maximum	A complete and comprehensive description of the vision for working with the Office of Field Services to provide staffing and payment of authorized expenses from appropriate federal and state sources.	0 5 10 15 20	
Communications and Evaluation 20 Points Maximum	The proposal identifies excellent processes for timely information related to state and federal programs flowing to ISDs/RESAs.	0 5	
	The proposal identifies excellent processes for keeping the Office of Field Services informed of issues and opportunities to improve; and for facilitating resolution of issues.	0 5	
	The proposal includes a detailed outline of an annual evaluation report to the office of Field services that addresses: - Communications with ISDs/RESAs and MDE/OFS - Fiscal requirements and responsibilities - Compliance with established state and federal standards - Other relevant criteria.	0 5 10	

Factor	Comments	Independent Rating	Score
Internal Controls 20 Points Maximum	The proposal describes the process for monthly and annual reconciliation of revenue and expenses with the Office of Field Services in sufficient detail.	0 5	
	The proposal describes the existing internal controls; identifies timelines for payments of authorized expenses; and documentation requirements needed from OFS to ensure timely payments.	0 5 10	
	The proposal provides evidence of the agency's most recent 3-year experience with state and federal programs, audit and monitoring results and findings verifying appropriate internal controls are in place.	0 5	
Project Budget 20 Points Maximum	The budget is cost effective to support the project and shows a clear and detailed relationship between budget items and project objectives. The budget clearly identifies indirect and administrative expenses.	0 5 10 15 20	
Qualification of Key Personnel 20 Points Maximum	A complete list of personnel and responsibilities assigned to this project with ample evidence of the qualifications of key personnel (especially financial staff assigned to the project) to ensure the project achieves all goals and objectives; provides the percentage of time each person will commit to the project. Staffing plan demonstrates that the project is well-staffed to provide strong internal controls and timely, accurate, and complete response to the needs of the project.	0 5 10 15 20	
		Total Score: 100 Point Maximum	