



Gogebic Ontonagon ISD: Request for Proposals:

African American Student Initiative Student Voice Project

Request for Proposal

ANNOUNCED:

October 15, 2019

BY:

**Gogebic Ontonagon ISD
200 S. Elm St.
PO Box 20
Ewen, MI 49925**

RFP POINT OF CONTACT:

**Dr. Mark Rainey
mrainey@goisd.org**

**PROPOSAL PREPARATION,
FONT SIZE, AND PACKAGING:**

Simply, economically prepared, double-spaced, one-inch margins, with font no smaller than 11 Verdana. No longer than 50 pages including budget and budget narrative, other items may be appended.

PROPOSALS DUE:

**November 29, 2019, at 4:00 p.m. EST
(1 Original and 3 hard copies, plus 1 electronic copy on USB drive or Disc)**

AT:

**Youth Opportunities Unlimited
(Kalamazoo RESA)
C/O Dr. Mark Rainey
422 E. South Street
Kalamazoo, MI 49007**

Number of Awards:

1

REQUEST FOR PROPOSAL ANNOUNCEMENT

African American Student Voice Project

The Gogebic Ontonagon Intermediate School District is requesting proposals from qualified intermediate school districts (ISD)/regional educational service agencies (or consortia thereof), universities, educational research or support organizations, or other entities with the capacity to provide the required deliverables and comply with all terms and conditions described in the RFP.

Mark all documents: **African American Student Voice Project**

The following documents must be submitted:

- **Original document, 3 additional hard copies, and 1 electronic copy** (may be on flash drive) of your proposal and accessory documents

Proposals must be manually signed on this Gogebic Ontonagon Intermediate School District form in the space provided below

Please clearly mark the original copy as "ORIGINAL" on the cover

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits.

I acknowledge that there is no conflict of interest, as defined by Section 5.8, unless otherwise expressly disclosed by attachment to this page.

_____ Organization Name	_____ Organization Telephone Number
_____ Organization Address	_____ Organization Fax Number
_____ City, State, Zip Code	
_____ Authorized Signer's Full Name and Title	_____ Authorized Signature Date

**African American Student Initiative
Student Voice Project
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REQUEST FOR PROPOSAL:

African American Student Initiative

Student Voice Project

PROPOSAL OVERVIEW

1.0 Scope of Services Sought

Gogebic Ontonagon ISD is requesting proposals from qualified intermediate school districts (ISD)/regional educational service agencies (or consortia thereof), universities, educational research or support organizations, or other entities with the capacity to provide the required deliverables and **comply** with all terms and conditions described in this Request For Proposals (RFP).

The successful applicant organization will become an approved vendor and provider in the implementation of the African American Student Initiative (AASI) Student Voice Project.

1.1 Program Goal

The successful applicant will build the capacity of district and school leaders and staff in Michigan's Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support (ATS) schools to garner student, staff, and community/parent/caregiver voice focus groups that are part of the Michigan Department of Education's African American Student Initiative (AASI). The intent of the project is to:

- a) Explicitly document the process of garnering student voice, staff voice, and community/parent/caregiver voice for replication purposes;
- b) Provide a comprehensive, written report on the thematic findings of the focus group meetings (student, staff, and community/parent/caregiver) to school leadership and MDE designated personnel;
- c) Provide a research-based written report with recommendations for changes in policy, practice, system, and/or structure based on the data obtained from 3 focus groups (students, staff, community/parent/caregiver) to MDE designated personnel; and
- d) Co-create and deliver a customized research-based professional development/professional learning and/or community advocacy and training activities for each group (students, staff, and community/parent/caregiver) aligned to the themes and findings from the data; and
- f) Develop a plan to sustain the process without state level technical assistance or state level funding.

1.2 Grant Award

This grant award will be 100% federally funded as a part of the Title I Statewide Technical Assistance Grant from the US Department of Education to the Michigan Department of Education (MDE) in partnership with the Gogebic-Ontonagon Intermediate School District and anticipated to be **\$125,000** for nine (9) months, January 1, 2020 through September 30, 2020, and approximately **\$125,000** per year for full year costs in future years, dependent upon availability of funds and needs as determined by the MDE. Based on need, the subgrantee's satisfactory performance and availability of funds, the project and yearly funding may continue for up to three years, ending on **September 30, 2022**.

1.3 Definitions

State:	State of Michigan
LEA:	Local Education Agency
ISD:	Intermediate School District
ESA:	Educational Service Agency
RESA:	Regional Educational Service Agency
MDE:	Michigan Department of Education
OES:	Office of Educational Supports
OPD:	Office of Partnership Districts
RESA:	Regional Educational Service Agency
SIF:	School Improvement Facilitator
Applicant:	LEA, ISD/ESA/RESA, or consortium thereof, universities, educational research or support organizations submitting a subgrant application
GOISD:	Gogebic Ontonagon Intermediate School District
Grantee:	MDE is the Grantee and recipient of the Title I grant award from the United States Department of Education
RFP:	Request for Proposal
Subgrantee:	Successful applicant awarded the subgrant
EST:	Eastern Standard Time
CSI:	Comprehensive Support and Improvement
TSI:	Targeted Support and Improvement
ATS:	Additional Targeted Support

1.4 Statutory Authorization

The Elementary and Secondary Education Act of 1965, as amended, Title I, Part A, Section 1003 authorizes the State of Michigan to grant funds to Local Education Agencies (LEA) for the purpose of providing support and technical assistance to CSI, TSI, and ATS schools.

1.5 Eligible Applicants

The Gogebic Ontonagon ISD is requesting proposals from qualified intermediate school districts (ISDs)/educational service agencies (ESAs), or consortia thereof, universities, educational research or support organizations, or other entities with the capacity to provide the required deliverables and comply with all terms and conditions described in the RFP.

1.6 Qualifications and Experience

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

1. A minimum of two (2) years of recent demonstrated and sustained success and experience, within the last five (5) years, in the development and implementation of developing, eliciting, recording, and coding student voices in a variety of formats, including but not limited to focus groups, written blogging, video blogging, blended conversations, mentoring, networking and collaboration. This will include leadership, community, and staff training, monitoring, and evaluation as well as program assessment.
2. The applicant has demonstrated and sustained success and experience in building individual and institutional capacity in research-based dialogue strategies of individual and groups of students, staff/school leaders, and community members/parent/caregivers.
3. The applicant's experience includes establishing and implementing a research design regarding student voice (and staff and community/parent/caregiver voice), school re-design/re-imagination, and the achievement gap.
4. The applicant can demonstrate its capacity to self-monitor and self-assess its efforts, inputs and outcomes and adjust as necessary.
5. The applicant can perform data-based assessment of participants regarding their capacity and improvement results on student engagement and achievement in the schools where the applicant is working.
6. The applicant demonstrates the organizational and fiscal capacity to implement the project as described above, including a description of:
 - a. the current organizational budget
 - b. the training program for Student Voices center staff
 - c. current contracts and grant awards
 - d. other sources of revenue
7. The applicant demonstrates its capacity to adapt or adjust its work to ensure relevance to the needs of MDE, including but not limited to student, staff, community/parent/caregiver populations that reflect: diverse racial, gender, cultural, socio-economic, ethnic, linguistic differences; and persons with disabilities.

1.7 Program Quality Assurance

The application must provide assurance of compliance with all identified deliverables; to work toward increased student achievement and the building of school and district capacity, as well as to participate in all monitoring as required by the MDE or its outside evaluators.

2.0 APPLICANT INSTRUCTIONS

2.1 RFP Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarification and questions shall be emailed with the subject line reading "AASI Student Voice Project" citing the RFP title, Page, Section, and Paragraph and submitted to the following Point of Contact:

Dr. Mark Rainey
mrainey@goisd.org

Applicants are required to submit all questions via email; however, the GOISD assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt.

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

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

2.2 How to Respond

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

2.3 Calendar of Events

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

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
RFP announcement	October 15, 2019	
Applicant inquiry begins	October 15, 2019	8:00 a.m. (EST)
Applicant Inquiry period ends	November 28, 2019	5:00 p.m. (EST)
Final date for Application submission	November 29, 2019	4:00 p.m. (EST)
Anticipated Award	January 2, 2020	

3.0 RFP DELIVERABLES

The applicant must provide a detailed narrative describing how it proposes to implement the following deliverables. The narrative must include detailed examples of its past work, which exemplifies success in improving student engagement and student achievement, including but not limited to, its efforts to garner equitable community/parent/caregiver input into policy making and school-based redesign efforts, and co-creating customized professional learning for staff aligned to the needs of the school community. The applicant must also include a description of how the implementation of professional learning activities will be monitored and evaluated as related to the proposed timeline of events.

The applicant's narrative is to follow the numerical sequence of the RFP.

Additionally, the applicant must submit Monthly and Quarterly Summary reports to the GOISD and MDE designated personnel, plus an annual Final Report, in a format and template for reporting purposes as directed by the GOISD. MDE and GOISD reserve the right to request additional reports as deemed necessary by each respective agency.

The successful applicant must attend all team meetings and provide updates on grant activities and deliverables to the GOISD, the MDE and other partners, as directed by the GOISD. The successful applicant must annually submit an Annual Audit Report to the Gogebic Ontonagon Intermediate School District by September 30, 2020, and annually thereafter. See also Section 4.0, Terms and Conditions, and 4.13 Audit Requirements (page 13). Invoices for grant activities must be submitted to the GOISD on a reimbursement basis, monthly.

An overview of the selection criteria is provided below. Please see *Appendix A, Selection Criteria Rubric* for an in-depth description of the evidence required in the applicant response to each section.

A total of **45 points** is possible; **however, 36 points must be obtained for consideration of proposal**. As noted above, the applicant's responses must be written in the sequence of the rubric.

3.1 Applicant Qualifications and Experience and Program Quality Assurance

(3 points each, 24 points possible).

1. Student Voice Implementation and Experience
2. Capacity Building
3. Research Design for Student Voice
4. Self-Assessment and Monitoring
5. Data-Based Assessment
6. Overall Capacity to Implement the Project
7. Adaptability
8. Program Quality Assurance

3.2 Building Leadership Capacity in Districts and Schools

(3 points each, 12 points possible)

1. Selection Criteria and Letter of Intent
2. School Level Meetings
3. Work Plan
4. Reporting Requirement

3.3 Staffing and Budget

(3 points each, 6 points possible)

1. Management, Staffing Organizational Chart
2. Budget Plan

The Budget Detail should be expanded to accommodate the level of detail required to assess its breadth and completeness, and whether costs are reasonable. A sample budget template is provided below for applicant reference.

Budget Category	Estimated Budget Amount 01/01/2020- 09/30/2020 (9-Month) \$125,000.00	Estimated Budget Amount 10/01/2020- 09/30/2021 (12-Month) \$125,000.00	Estimated Budget Amount Total for both grant periods
Project's Estimated Costs:			
Personnel & Benefits (Applicant should list grant personnel and FTE)			
Purchased Services			
Contracted Services			
External Evaluator			
Travel & Lodging			
Conferences/Meetings/Trainings			
Supplies, Materials			
Other Expenses			
Current Estimated Project Costs:			
Sub-Total:			
Below the line costs:			
Indirect Costs (up to 5%)			
Grand Total (up to \$125,000 for nine months and twelve months)			
In-kind Contributions			

3.4 Overall RFP (3 points)

3.5 Gogebic Ontonagon ISD Rights in Evaluating Proposals

The GOISD reserves the right to:

- Consider any source of information in evaluating proposals
- Omit any planned evaluation step if, in the GOISD view, the step is not needed
- At its sole discretion, reject any and all proposals at any time

4.0 Terms and Conditions

4.1 Alteration of Application

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

4.2 Rejection of Proposal

The GOISD reserves the right to reject any or all proposals that are not responsive to the RFP, are outside of the fiscal constraint, or are not in the best interest of the RFP.

4.3 Incurring Costs

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

4.4 Confidentiality of Proposal

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

4.5 Applicant Conduct

During the application inquiry period, **October 15, 2019 to November 28, 2019**, correspondence, via email only, is permitted with the GOISD Point of Contact identified within this document. No gratuities of any kind will be accepted, including meals, gifts, and trips, except as provided as a reference site visitation during finalist evaluations, if needed.

Violation of these conditions will constitute immediate disqualification.

4.6 Applicant Responsibilities

The Applicant shall be solely responsible for meeting all requirements and terms and conditions specified in this RFP, its proposal, and any resulting award, regardless of whether it proposes to use any subcontractor.

4.7 Applicant Staff

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

4.8 Conflict of Interest

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

4.9 Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all sub awards at all tiers (including sub grantees, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.

4.10 Insurance

The final negotiated contract language will include a requirement that the Applicant agrees that the financial responsibility for claims or damages to any person, or to the Applicant's employees, subcontractors, and agents, shall rest with the Applicant. The Applicant is required to maintain insurance coverage including, but not limited to, Workers Compensation, Employee Liability, Professional Liability, Automobile Liability, and Umbrella Liability to support such financial obligation.

The GOISD must be named as an additional insured under the Applicant's commercial general liability insurance, including product liability insurance and

umbrella liability insurance. The certificate of insurance or policies of insurance, evidencing all coverage, must include a statement that the GOISD will be afforded a thirty (30) day written notice of cancellation, non-renewal, or material change by any of the Applicant's insurers providing the coverage required by the GOISD for the duration of the contract. Insurance companies must be acceptable to the GOISD and must have a current A.M. Best rating of A- or better.

Documentation of insurance, in the form of Certificates of Insurance, will be required to be submitted prior to the award of the contract. Documentation is not required at the time of the RFP response. In your proposal, indicate whether you will be able to obtain the required coverage and meet the specified terms and conditions.

4.11 Indemnification

The Applicant is required to defend, indemnify and hold harmless the GOISD, its agents, board members, officers, and employees (indemnities) from and against any and all actual or alleged claims, demands, actions, causes of action, injuries, personal injuries, contingent liabilities or damages, and reasonable attorney fees. An indemnity's recovery is not limited because the GOISD is named as an additional insured under any of contractor's insurance policies. The contractor is solely responsible for any payment of any deductible or retention under its insurance policies.

4.12 Tax Exempt

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

4.13 Audit Requirements

All contract recipients who receive \$750,000 or more in federal funds from all sources are required to have an audit performed in compliance with the Single Audit Act (effective January 2004). The recipient must also comply with required accountability and adherence to the Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [Subpart F – Audit Requirements](#).

4.14 Audit of Pricing and Billing Procedures

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

4.15 Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with [Subpart F](#) of the Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

4.16 State and Federal Monitoring Visits

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

4.17 Cancellation

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

4.18 Joint Proposals

The GOISD requires a single application for all RFP items. In the event a group of applicants elect to submit a single response, all participating applicants must be identified in the response, and a "primary applicant" must be assigned who will be responsible for negotiating all RFP matters.

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

4.19 Designation of Subcontractors

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

4.20 Certification Regarding Nondiscrimination

The Applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, 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 it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

4.21 Assurance Concerning Materials Developed

The Applicant assures that the following statement will be included on any

publication or project materials developed with funds awarded under this program, including reports, films, videos, electronic media, websites, social media, brochures, and flyers: *"These materials were developed through a Title I, Part A initiative awarded by the Michigan Department of Education in partnership with the Gogebic Ontonagon Intermediate School District."*

4.22 Contract Award

A grant award by the GOISD will be based upon criteria, standards, and weighting identified in this RFP. Each applicant proposal will be considered as a whole solution, without limitation, including all services proposed, qualifications of the applicant and any subcontractor, and cost. The proposal will be awarded with ESSA Title I, Part A, mandated reservation for identified schools; the anticipated total amount of this grant is up to \$125,000 for nine months, January 1, 2020 through September 30, 2020, and \$125,000 per year for full year costs in future years ending September 30, 2022, dependent upon availability of funds and needs as determined by the GOISD and the MDE. The award is subject to change based on satisfactory performance and GOISD and MDE need. Funding will be effective following the approval of the Grant Award by the GOISD.

4.23 Non-Exclusive

A grant award by the GOISD will be based upon criteria, standards, and weighting identified in this RFP. Each applicant proposal will be considered as a whole solution, without limitation, including all services proposed, qualifications of the applicant and any subcontractor, and cost.

4.24 Compliance with Grant Program Requirement

The Applicant agrees to comply with all applicable requirements of all State statutes, Federal laws, executive orders, regulations, policies and award conditions governing this program. The Applicant understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the GOISD, under the authority of the Michigan Department of Education, may withhold funds otherwise due to the Applicant from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the Applicant comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The GOISD may withhold up to 100% of any payment based on a monitoring finding, audit finding, or pending final report.

4.25 Suspension and Debarment

The applicant assures that it is in compliance with the provisions of Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [§200.213](#) Suspension and Debarment, and that the entity, its employees and sub- contractors, is not suspended or debarred, or otherwise excluded from or ineligible for receipt of federal funds. If the applicant is granted the award, it assures that any and all sub-contracts include language requiring certification that a proposed contractor is not listed on the suspension, disbarment,

or excluded parties' lists.

4.26 Governing Law

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

Selection Criteria Rubric – Appendix A

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

I. Qualifications and Experience 3 points each, 24 points total this section	High	Intermediate	Beginning
<p>1. Student Voice Implementation and Experience A minimum of two years of recent demonstrated and sustained success and experience, within the last five years, in the development and implementation of developing, eliciting, recording, and coding student voice in a variety of formats, including but not limited to focus groups, written blogging, video blogging, blended conversations, mentoring, networking and collaboration. This will include leadership training, monitoring, and evaluation as well as program assessment.</p>	3	2	1
Reviewer Comments:			
<p>2. Capacity Building The applicant has demonstrated and sustained success experience in building individual and institutional capacity in research-based dialogue strategies including but not limited to:</p> <ul style="list-style-type: none"> • individual and groups of students • school staff/leaders, and • community/parent caregivers. 	3	2	1
Reviewer Comments:			
<p>3. Research Design for Student Voice: The applicant’s experience includes establishing and implementing a research design to garner student voice, school staff/leader, and community/parent/caregiver voice; implement school re-design/re-imagination strategies and practices aligned to focus group findings, and the achievement gap.</p>	3	2	1
Reviewer Comments:			
<p>4. Self-Assessment and Monitoring: The applicant can demonstrate its capacity to <u>self-assess and monitor</u> its efforts, inputs and outcomes and adjust as necessary.</p>	3	2	1
Reviewer Comments:			

I. Qualifications and Experience - Continued	High	Intermediate	Beginning
<p>5. Data-Based Assessment: The applicant can perform data-based assessment of participants regarding their capacity and improvement results on student engagement and achievement in the schools where the applicant is working. In addition, the applicant can demonstrate its effectiveness in efforts to garner community/parent/caregiver input in equitable input into policy making, school-based reforms, and co-creating customized professional learning for staff aligned to the needs of the school community.</p>	3	2	1
<p>6. Overall Capacity to Implement: The applicant demonstrates the organizational and fiscal capacity to implement the project as described above, including a description of:</p> <ul style="list-style-type: none"> • its current organizational budget • its training program for Student Voice center staff • current contracts and grant awards • other sources of revenue. 	3	2	1
Reviewer Comments:			
<p>7. Adaptability: The applicant demonstrates its capacity to adapt or adjust its work to ensure relevance to the needs of MDE, including but not limited to student, staff, community/parent/caregiver populations that reflect:</p> <ul style="list-style-type: none"> • diverse racial, gender, cultural, socio-economic, ethnic, linguistic differences; and • persons with disabilities 	3	2	1
<p>8. Program Quality Assurance: The application must provide assurance of compliance with all identified deliverables; to work toward increased student achievement and the building of school and district capacity, as well as to participate in all monitoring as required by the MDE or its external evaluators.</p>	3	2	1
Reviewer Comments:			
Total this section: (24 Points Possible)			

II. Building Leadership Capacity in Districts and Schools through the TAASI Student Voice Project -3 points each, 12 points possible this section	High	Intermediate	Beginning
<p>1. Selection Criteria and Letter of Intent</p> <p>The applicant can demonstrate school(s) selection criteria for program participation and the methodology for selection of schools, students, and community members/parents/caregivers for participation in the project that reflect:</p> <ul style="list-style-type: none"> • diverse racial, gender, cultural, socio-economic, ethnic, linguistic differences; and • persons with disabilities <p>The applicant provides a sample letter of intent to be sent to schools eligible for the Student Voice Project. The letter outlines a brief description of the work, indicates support and commitment by the school/district, demonstrates consent to conduct focus group sessions, illustrates a proposed timeline for conducting the work, and signatures of both parties.</p>	3	2	1
Reviewer Comments:			
<p>2. School Level Meetings</p> <p>The applicant can describe the process to:</p> <ul style="list-style-type: none"> • conduct planning meetings with school leadership team; • determine selection of and invitation to participating students, staff, and community/parent/caregiver (including the process of communication to parents/guardians/caregiver of students for participation approval); and • recruit, train, assign, and supervise interviewers who will facilitate the focus group meetings. 	3	2	1
Reviewer Comments:			

II. Building Leadership Capacity– Continued	High	Intermediate	Beginning
<p>3. Work Plan The applicant can describe the plan to work with eligible/selected school(s) to include but not limited to:</p> <ul style="list-style-type: none"> • Creating and implementing indicators, processes, and criteria of successful research-based dialogue models; • Document replication steps to best facilitate open, honest, safe and useful sharing of findings with school community; • Provision for written and verbal transcripts of student, staff, community/parent/caregiver voices to MDE designated personnel; • Delivery of a customized research-based professional development/professional learning and/or community advocacy and training activities for each group (students, staff, and community/parent/caregiver) aligned to the themes and findings of the data; • Description of how implementation of professional learning activities will be monitored and evaluated as related to the proposed timeline of events, and • Development of a plan to sustain the process without state level technical assistance or state level funding. 	3	2	1
Reviewer Comments:			
<p>4. Reporting Requirements The applicant can describe the process for reporting and dissemination of the findings including:</p> <ul style="list-style-type: none"> • a comprehensive, written report of the thematic findings from the focus group meetings (student, staff, and community/parent/caregiver) to be shared with school leadership and MDE designated personnel thirty (30) days prior to the conclusion of each fiscal year end; • a research-based written report with recommendations for changes in policy, practice, system, and/or structure based on the data obtained from 3 focus groups (students, staff, community/parent/caregiver) to MDE designated personnel thirty (30) days prior to the end of the fiscal year end; and • a yearly comprehensive report outlining professional development/professional learning activity outcomes for each group (students, staff, and community/parent/caregiver). 	3	2	1
Reviewer Comments:			
Total this section: (12 Points Possible)			

III. Staffing and Budget 3 points each, 6 possible this section	High	Intermediate	Beginning
<p>1. Management, Staffing, Organizational Chart Narrative: The applicant’s management and staffing plan ensures successful development and implementation of the RFP deliverables, including a nine-month timeline for the first year. Management and staff are sufficient in number and demonstrate the qualifications and capacity to implement the proposed program and deliverables. As necessary, the applicant proposes to hire or contract with qualified and dynamic staff capable of implementing the proposed activities and services.</p>	<p>3</p>	<p>2</p>	<p>1</p>
<p>Reviewer Comments:</p>			
<p>2. Budget Plan: The budget plan and narrative clearly describes reasonable and necessary costs required to facilitate successful RFP development and implementation. A budget must be provided that covers the nine-month implementation year January 1, 2020, through September 30, 2020 and twelve-month budget October 1, 2020 through September 30, 2021. The applicant’s budget for the one-year period implementation should not exceed \$125,000. Proposed costs for staff, supplies, materials, equipment, evaluation plan and technology are allowable costs and aligned to the deliverables. Indirect costs are no more than 5% of the total budget.</p>	<p>3</p>	<p>2</p>	<p>1</p>
<p>Reviewer Comments:</p>			
<p>Total this section: (6 Points Possible)</p>			

IV. Overall RFP 3 Points Possible	High	Intermediate	Beginning
<p>1. Overall RFP: Overall RFP completeness, organization, detail, and the likelihood of the applicant's ability to meet the identified deliverables. The RFP and proposed activities are clear and convincing, with sufficient detail to support implementation. Proposed activities, paired with the applicant's demonstrated success in implementation of similar projects is compelling in its presentation.</p>	3	2	1
Reviewer Comments:			
Total this section: (3 Points Possible)			

Final Score

Possible		Total	Overall Reviewer Comments:
24	Section I		
12	Section II		
6	Section III		
3	Section IV		
45	TOTAL SCORE		
A total of 45 points is possible; however, 36 points must be obtained for consideration of proposal.			