



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Discretionary, Competitive Projects

Bureau/Office

Bureau of Standards and Instructional Support

Program Name

2015-2016: K-12 Mathematics and Science Partnership (MSP) STEM 1 year grant.

Specific Funding Authority (ies)

Title II, Part B, Sections 2201-2203 of the Elementary and Secondary Education Act of 1965 as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110); 20 U.S.C. 6661-6663, CFDA#84.366B

Funding Purpose/Priorities

The Mathematics and Science Partnerships (MSP) program is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers through partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education (IHE). MSP programs should focus on the following priorities:

- The education of STEM teachers as a career-long process through lesson study;
- Bringing STEM teachers together with scientists, mathematicians, and engineers to improve their content knowledge and teaching skills; and
- Developing rigorous STEM model lessons and professional development modules that are aligned to Florida's standards for mathematics through integration and application of STEM concepts and skills.

Florida's MSP program is aligned to current STEM initiatives in the [Florida State Board of Education Strategic Plan](#). Sustainable regional STEM partnerships are encouraged.

The requirements for all funded MSP programs include:

- Quarterly reports
- Completion of the online Annual Performance Report (APR) providing project information and reporting the partnership's progress in meeting the objectives described in the evaluation and accountability plan. These objectives must include measures of increased teacher content knowledge in STEM and impact on student achievement.

- Notification to the Florida DOE MSP Program Coordinators of all activities and dates/locations to monitor all projects on a continuing basis and ensure compliance with all requirements. Monitoring may include FDOE site visits.

Target Population(s)

Grades K-12 Florida school teachers who teach mathematics and/or science, have an interest in STEM, and who are members of a school-based professional learning community.

Eligible Applicant(s)

Eligible applicants are partnerships of a high-needs local educational agency (LEA) and one science, mathematics, and/or engineering department within a public or private institution of higher education (IHE). If the LEA is not identified as a high-needs agency, they may partner with one that is. **Priority review and selection will be given to LEAs not currently participating in an MSP award.** Other partners may include public charter schools, businesses, nonprofit or for-profit organizations concerned with mathematics and science education, and other LEAs or IHEs.

The term “high-need” means the Local Education Agency(ies) (LEA) or regionally-based consortium of small rural schools falls within the following criteria:

- Has at least 50% of their student population participating in the free and reduced lunch program (Attachment A) and
- Lower than statewide average of percentage of students performing at or above proficiency in one or more state assessments to include 2014 Algebra EOC, Geometry EOC, Biology EOC, Elementary, Middle, and High School FCAT Math and Science scores (<http://fcat.fldoe.org/fcat2/>) .

In addition to the IHE and LEA partners, each eligible partnership receiving a grant shall develop and evaluation and accountability plan that includes rigorous objectives that measure the impact of activities funded.

A Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) from all partners must be included with the application but will not impact the page limit. This memorandum must specifically address the level of collaboration that is required of all partners (e.g. regularly scheduled meetings, specific points of contact, joint initiatives such as newsletters, regularly scheduled conference calls and/or WebEx sessions). Each of the partners must commit to building and sustaining the program for the full term of the grant (For the period of one year).

A comprehensive needs assessment must be included in the application to document teacher professional development needs and student achievement in the participating LEAs and baseline data must be identified for evaluation of the progress of the MSP project and informed decision-making as the project is implemented. Applicants must demonstrate a need for improvement in student performance in mathematics and/or science and a need for improving STEM learning opportunities for students.

Partnerships may submit an application for a **1 year grant (July 1, 2015- June 30, 2016).**

Application Due Date

The intent to apply is due **May 8, 2015.** Intentions may be emailed to Dr. JP Keener: jonathan.keener@fldoe.org. A phone conference for interested applicants will be held on **May 15, 2015.** Questions regarding this RFP will be received by **May 14,** discussed on the phone conference, and answers will be posted by **May 17.** Send all questions to jonathan.keener@fldoe.org. **The application is due by close of business Friday, June 12, 2015 .** The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions are not acceptable.

Total Funding Amount/Approximate Number of Awards

*This is a federally-funded program. Project timeline, reporting dates, and requirements are contingent upon the FDOE receiving future funding from the U. S. Department of Education and are subject to change as federal requirements change. Pending receipt of federal funding, FDOE may award **multiple awards with a maximum of \$500,000 per participating LEA for a 1 year grant award, and a high-need LEA or an IHE must be designated as the fiscal agent.***

Matching Requirement

None required

Budget/Program Performance Period for: 2015-2016: Mathematics and Science Partnership (MSP) STEM
1 year grant (July 1, 2015- June 30, 2016).

Federal Programs: The project effective date will be the date that the application is received within FDOE in Substantially Approvable Form, or the effective date of the Federal Award Notification, whichever is later.

Contact Persons

Grants Management Contact

Sue Wilkinson
Grants Management
(850) 245-0498
sue.wilkinson@fldoe.org

Program Management Contact

Dr. Jonathan P. Keener
Bureau of Standards and Instructional
Support's Director of STEM
(850)245-0808
jonathan.keener@fldoe.org

Assurances

The Florida Department of Education developed and implemented a document entitled General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires Local Educational Agencies (LEAs) to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USDOE);
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at:
<http://fldoe.org/comptroller/doc/gbsectiond.doc>.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the Department of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Private Colleges, Community-Based Organizations, and Other Agencies

In order to complete requirements for funding, applicants must certify adherence to the General Terms, Assurances, and Conditions by submitting the certification of adherence page, signed by the agency head.

Private colleges, Community and Faith-Based Organizations, and other non-public agencies must also submit:

- (1) A copy of the organization's current budget,
- (2) A list of the board of directors
- (3) Chart of Accounts
- (4) Proof of Eligibility to operate a business in Florida, and if available,
- (5) A copy of the institution or agency's most recent annual audit report prepared by an independent Certified Public Accountant licensed in this state.

[These items must be submitted, with the application, prior to the issuance of a project award.]

Narrative Components and Scoring Criteria

The standard scoring *Criteria* are based on a 100 point scale, with a minimum score of 70 points required for an application to be considered eligible for funding. *Maximum number of pages for this application is 11.*

1. Project Summary – not to exceed 2 pages

10 points

Instructions

Provide a brief summary of the proposed project including general purpose, specific goals, brief program design, and significance (contribution and rationale).

Criteria

- *The proposed project is described in a brief summary, including general purpose, specific goals, brief program design, and significance (contribution and rationale).*
- *It is clear that the proposed project aligns with the intended Funding Purpose/Priorities.*
- *The proposed project is tied to the Florida Strategic Plan:*
<http://www.fldoe.org/core/fileparse.php/7734/urlt/0075039-strategicv3.pdf>

2. Project Need – not to exceed 2 pages

10 points

Instructions

Describe the need for the proposed project and provide supporting data as evidence.

Criteria

- *The magnitude or severity of the problem is evident, compelling, and clearly linked to the outcome(s) of the proposed project.*
- *The magnitude of the need for the services to be provided or the activities to be carried out is apparent.*
- *The need for the proposed project is strongly justified through supportive data.*

3. Project Design and Implementation not to exceed 4 pages 40 points

Instructions

Describe the measurable objectives, activities, and timeline for the proposed project. Include a brief discussion on how this project may have continued impact after the end of funding.

Criteria

- *A discussion of how the project or project goals may continue after the end of the funding is included.*
- *The objectives are measurable, qualitative, challenging, yet achievable, and address all expected outcomes of the proposed project.*
- *The timelines are specific, realistic, and consistent with measurable objectives and outcomes.*
- *Project illustrates how participating teachers will be involved in a rigorous professional development program.*
- *Project illustrates how the partnering organizations will assist in the development of collaborative teacher training opportunities*
- *Work products: describe the training modules, video presentations, lesson plans, that will be made available to the Florida Department of Education.*
- *Project shows that STEM PD is based on current research (Attachment B) and aligned with the current Florida Standards to assist professional educators in providing quality STEM instruction and provide a framework for developing a high-achieving STEM Student.*
- *STEM PD must be aligned to the Professional Development System Evaluation Protocol, (<http://www.fldoe.org/profdev/pdstandards.asp>).*

4. Evaluation not to exceed 1 page

10 points

Instructions

Describe the instruments and method(s) for evaluating the proposed project.

Criteria

- *The methods are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The evaluation methods provide for examining the effectiveness of project implementation strategies and are appropriate to the context within which the project operates.*
- *The methods include the use of objective performance measures that clearly relate to the intended outcomes of the proposed project and will produce quantitative and qualitative data.*
- *The evaluation instruments are designed to effectively measure program progress and success.*

5. Dissemination and Sustainability Plan not to exceed 1 page 10 points

Instructions

Describe the products that may be useful to the Florida Department of Education as a result of this project. Discuss how these project goals may continue after the end of funding.

6. Budget not to exceed 1 page 20 points

Instructions

Present a budget that reflects objectives and proposed costs of the project.

Criteria

- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Maximum number of pages for this application is 11.

Funding Method(s)

CARDS - Cash Advance and Reporting of Disbursements System (C)

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.

The project award notification (DOE 200) will indicate:

- Project budget
- Program periods
- Timelines:
 - Last date for receipt of proposed budget
 - Program amendments
 - Incurring expenditures and issuing purchase orders
 - Liquidating all obligations
 - Submitting final disbursement reports.

NOTE: Project recipients **do not** have the authority to report expenditures before or after these specified dates.

Allowable Expenses: Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

Unallowable Expenses: Project funds may not be used to supplant existing programs and/or funding. Additionally:

- Supplementary materials may be provided for teachers only; classroom sets of materials may not be provided. Funds for capital equipment may not exceed 1.5% of the total budget.
- Total personnel salaries and benefits may not exceed 15% of the total budget.
- Out of state travel is not allowed except for the Principal Investigator and representative to attend one regional or national MSP Conference annually.

- Personal digital assistants (PDAs) such as cell phones, blackberries, and other smart phones can no longer be purchased with project funds, including the costs to support such devices.
- Food and beverage costs are not permissible.

Administrative Costs including Indirect Costs: For Federally funded projects, indirect costs for LEAs are capped at the applicant's current approved negotiated rate. For Universities and Colleges, including Community Colleges (IHEs), indirect cost is capped at 5%. For businesses, nonprofit or for-profit organizations, indirect cost is 0%.

Executive Order 11-116 (Supersedes Executive Order 11-02)

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Grants Fiscal Management Training Requirement

Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), and other private not-for-profit organizations that are recipients or sub-recipients of DOE grants are required to participate, annually, in Grants Fiscal Management Training offered by the DOE. Failure to obtain the training can have a negative impact on the ability of the Florida Department of Education to provide future funding to the organization.

Project Performance Accountability and Reporting Requirements

The Department's project managers will track each project's performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes. For projects funded via Cash Advance, the Department's project managers will verify that the project's activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis. For projects funded via reimbursement, the Department's project managers will verify that the project's expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations.

The reporting requirements for all funded MSP programs are:

- Participation in Florida DOE-hosted conference calls via WebEx, to review and evaluate the progress of the outcomes and measures.

- Quarterly status updates to summarize accomplishments and address potential barriers and solutions will be required via email to Jonathan.Keener@fldoe.org.
- Completion of the online Annual Performance Report (APR) providing project information and reporting the partnership's progress in meeting the objectives described in the evaluation and accountability plan. These objectives must include measures of increased teacher content knowledge in STEM and impact on student achievement. ***The last five percent of funds will be withheld annually and released when the APR has been submitted and approved.***

The Florida DOE MSP Program Coordinators will monitor all projects on a continuing basis to ensure compliance with all requirements.

Notice of Intent-to-Apply

The due date to notify the Program contact person, *Dr. JP Keener*; Jonathan.Keener@fldoe.org, of Intent-to-Apply is **May 8, 2015**. This notification is sent as an e-mail and should include a return e-mail address. Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates. Conversely, eligible organizations which file Intent-to-Apply are not required to submit an application.

Method of Answering Frequently Asked Questions (FAQs) or Providing Changes

Questions must be submitted via email to Jonathan.Keener@fldoe.org by close of business on **May 14, 2015**; A phone conference will be held on **May 15, 2015**; All Frequently Asked Questions will be posted on the Program Office website by close of business on **May 17, 2015**.

Method of Review

A peer review process will be used to evaluate the Mathematics and Science Partnership competitive proposals. Reviewers are selected to reflect a balance of backgrounds, experience, race, ethnicities, and geographic locations within Florida.

Project proposals are screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see next section for conditions).

Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by three to five qualified reviewers representing experienced [enter program specific exp. as needed] and educational professionals and stakeholders from Florida and, when applicable, around the country.
- The Program Office ranks the proposals in order from highest to lowest score.
- DOE staff will review recommended proposals for compliance with the programmatic and fiscal policies of the project.

- Awards are subject to the availability of funds.
- Proposals with a final score of less than 70 are not eligible for funding consideration.

The Department reserves the right to negotiate with all responsive Applicants, serially or concurrently, to determine the best-suited solution. The ranking of the proposals indicates the perceived overall benefits of the application, but the Department retains the discretion to negotiate with other qualified Applicants, as deemed appropriate.

Conditions for Acceptance/Substantially Approvable Form

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form and thus eligible for review:

- Application is received within DOE no later than the close of business on the due date.
- Application includes required forms:
 - DOE 100A or 100B Application Form bearing the original signature of the Superintendent for the school district or the agency head for other agencies.
NOTE: Applications signed by officials other than the appropriate agency head **must** have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
 - DOE 101S- Budget Narrative
 - Submission of the signed certification signifying compliance with the “General Assurances for Participation in Federal and State Programs,” (if not already on file in the DOE Comptroller’s Office).

Other Requirements

For Federal Programs

General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant **must submit**, with this application, a one page summary description of the plan proposed by the District or other entity to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Equitable Services for Private School Participation

In accordance with P.L. 107-110, No Child Left Behind (NCLB) Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant **must submit** a detailed plan of action for providing consultation for equitable services to private school children and teachers within the Local Education Agency(ies) service area.

For details, refer to URL: <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>

Technical/Formatting and Other Application Submission Requirements

- Number of copies plus original: **5**
- Font Type/Size [recommend Arial/12 pt]
- Margin size [recommend 1" – both side and top/bottom margins]
- Single/Double Spacing [recommend double spacing]
- Single or Two-sided pages [recommend single-sided pages]
- No Bound Copies
- Narrative does not exceed 20 pages total (not including budget).

Application must be submitted to:
Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 332
Tallahassee, Florida 32399-0400

Project Performance Accountability Information, Instructions, and Forms

NOTE: The following pages are included in the RFP (DOE 905) template and are to be completed by the applicant.

The Florida Department of Education has a standardized process for preparing proposals/applications for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements. The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

The Project Narrative/Scope of Work must include the specific tasks that the grantee is required to perform. Deliverables must:

- be directly related to the specific tasks.
- identify the minimum level of service to be performed.
- be quantifiable, measureable, and verifiable.

Deliverables include, but are not limited to:

- documents such as manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.
- training and technical assistance activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.
- measures that are specific to student performance (e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. "Students" may include prekindergarten, K-12, and adult learners, as well as parents.
- specific services to target population (e.g., adult literacy services, child find services, student evaluation services, etc.).

The Department of Education's criteria for the acceptance of the above deliverables includes, but is not limited to, the following:

- documents are compliant with the Americans with Disabilities Act (ADA)
- meet technical specifications, as appropriate
- design, organization, format, and readability levels are appropriate for intended use and audience
- content is accurate and grammatically correct
- copyright and funding information is noted on products
- use of consultants
- review of follow-up data or participant feedback that indicates level of effectiveness and usefulness of service

- review of state/district/school/student data indicates level of effectiveness of service
- participation rate meets established minimums
- quality of service meets generally accepted guidelines
- quantity of evaluations/assessments meet established minimums
- quantity of service meets established minimums
- referrals are appropriate to identified needs
- specified agencies collaborate
- student evaluations/assessments are administered appropriately
- units of service meet established minimums.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions.

Definitions

Tasks	Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.
Deliverables	Products and/or services that directly related to a Task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
Due Date	Date for completion of tasks.

(Use additional pages, as appropriate.)

Project Performance and Accountability			
Scope of Work (see Project Design – Narrative)	Tasks (see Project Design – Narrative)	Deliverables	Due Date

