**REQUEST FOR PROPOSALS**

****

**Combined Services RFP**

**Mississippi Department of Education**

**Office of Career and Technical Education**

**359 North West Street, Suite 111**

**Jackson, Mississippi 39201**

**Contact: Wendy Clemons**

**Phone: 601.359.3974**

**Date: March 10, 2020**

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**GENERAL INFORMATION**

**1. MISSISSIPPI BOARD OF EDUCATION PROGRAM PURPOSE AND GOALS**

The purpose of the Combined Services Grant is the implementation of activities that will assist the Mississippi Department of Education (MDE) Office of the Chief Academic Officer, the Office of Secondary Education, the Office of Career and Technical Education, the Office of School Improvement, and the Office of Special Education with planning, development, delivery, and monitoring of statewide curriculum frameworks and initiatives to improve graduation rates for all students and improve the provision of high quality college and career development for all students. Grant activities must focus on (1) the State Board of Education (SBE) goals; (2) providing professional development and assistance for local districts; (3) designing dropout and graduation restructuring plans that align with the MDE’s ESSA plan; (4) supporting the MDE counseling personnel in the development of college and career readiness trainings and guidance materials, (5) supporting development of website for the Office of Secondary Education and Career and Technical Education; and (6) online learning guidance for Canvas courses in Career and Technical Education.

The Combined Services Program supports the State Board of Education’s 5-year strategic plan goals to ensure:

* All students are proficient and showing growth in all assessed areas
* Every student graduate from high school and is ready for college and career
* Every child has access to a high-quality early childhood program
* Every school has effective teachers and leaders
* Every community effectively uses a world-class data system to improve student outcomes
* Every school and district is rated “C” or higher

The grant will be a three-year grant with the right to renew. Annual renewal of the grant is contingent upon proper implementation of the proposed project, acceptable performance as determined by the annual evaluation and future appropriations.

**2. ELIGIBILITY CRITERIA**

This solicitation is to provide information required to submit a response to this RFP. Please be aware that changes to previous requirements and/or eligibility may have been made.

All state educational agencies and organizations, including but not limited to community colleges, institutions of higher learning, and Regional Education Service Agencies (RESAs) are eligible to receive grants. The entity applying for the Combined Services Grant should have vast knowledge of the following:

* Mississippi College and Career Readiness Standards
* Career and Technical Education Pathways and Curriculum
* Curriculum Revision Process
* Career and Technical Education in Mississippi
* Mississippi Department of Education Policy and Procedure
* Mississippi State Board of Education Policy
* Secondary Education in Mississippi
* The Individuals with Disabilities Act (IDEA)
* School Improvement

Letters of reference of prior work in Mississippi educational system must be submitted with proposal.

**4. NOTICE OF INTENT TO APPLY**

All entities planning to apply should submit a Notice of Intent to Apply. (Attachment A) **The Notice of Intent to Apply should be received by the March 30, 2020 deadline.** The Notice of Intent to Apply is **not** required to apply but may be necessary to assist the MDE in planning purposes and preparation for proposal scoring. You may submit the form one of three ways:

1. Fax: 601-359-3974

2. Email: Neana Appleberry at [sappleberry@mdek12.org](mailto:sappleberry@mdek12.org)

3. Mail: **Mississippi Department of Education**

**Combined Services Grant**

**Office of Career and Technical Education**

**PO Box 771**

**Jackson, MS 39205-0771**

**5. REQUESTS FOR INFORMATION**

Written questions concerning the RFP should be **emailed** to Rozelia Harris at [rharris@mdek12.org](mailto:rharris@mdek12.org).

The deadline for submitting written questions by email is **March 24, 2020 at 5:00 p.m.** Copies of all questions submitted, and responses will be posted to MDE’s website [www.mdek12.org](http://www.mdek12.org/grants.htm) under the *Public Notices section/Request for Applications, Qualifications, and Proposals* and will be available to the general public on **March 26, 2020**. **No individual replies will be granted.**

Grantees shall acknowledge receipt of any amendment to the solicitation by signing and returning Attachment B with the proposal. The acknowledgement must be received by the MDE by the time and at the place specified for receipt of proposals.

**6. PROPOSAL FORMATTING AND SUBMISSION INFORMATION**

Developed by the MDE, this proposal information package contains all the forms and instructions necessary to apply for a subgrant under the Combined Services Grant RFP. Please review the enclosed materials and carefully follow the instructions for completing the subgrant proposal. Before submission, review the proposal requirements to ensure that all sections and documents are complete.

**7. FORMATTING DIRECTIONS**

Proposals must be submitted utilizing the format described here in the Request for Proposals (RFP). This file may be downloaded from the Mississippi Department of Education's web page at <http://www.mdek12.org> or may be e-mailed upon request. **The following components must be included, in the following order, in all proposals that are submitted. Failure to submit the required completed forms with signatures will result in the rejection of the proposal. The narrative portions of the proposal should not exceed 45 pages.**

**REQUIRED ELEMENTS submitted in this order:**

* Signed Cover Sheet (Form 1)—*Required Original Signature(s)*
* Signed Assurances (Form 2)—*Required Original Signature(s)*
* Signed Standard Terms and Conditions (Form 3)—*Required Original Signature*
* Signed Conflict of Interest (Form 4)—*Required Original Signature*
* Budget Forms A, B, & C
* Verification of the registration of the active DUNS must be submitted with the proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, DUNS and Bradstreet letter, etc.)

Grantees must submit using the following parameters:

* Submitted on 8.5” x 11” white paper using 12-point Times New Roman font (Tables can use size 10 font)
* Formatted using 1” margins on all sides (adjustments can be made for Tables)
* Portrait setting (Tables can be in Landscape setting)
* Double-spaced and single-sided (pages must include Grantee’s name and page number within the footer in the lower right-hand corner)

**This grant competition is highly competitive.** Grantees should ensure that all guidelines and requirements are met before submitting proposals. Please note that the MDE staff will not grant permission to grantees to change the criteria established in the proposal. This includes extending the date and time proposals are due.

**8. SUBMISSION AND DELIVERY OF PROPOSALS**

**One (1)** original and **5** copies of the sealed proposal must be received **by 5:00 p.m. on** **Friday, April 10, 2020** at the following address based upon the delivery method used:

**Hand Deliver Proposals to**: Monique Corley, Director Office of Procurement

Mississippi Department of Education

**Combined Services Grant**

Central High School Building, Suite 307

359 North West Street

Jackson, MS 39201

**(DO NOT OPEN)**

**Ship Proposals to**: Monique Corley, Director

**(FedEx, UPS, etc.)**  Office of Procurement

Mississippi Department of Education

**Combined Services Grant**

359 North West Street

Jackson, MS 39201

**(DO NOT OPEN)**

**RESTRICTIONS ON COMMUNICATIONS WITH THE OFFICE OF PROCUREMENT**

From the issue date of this solicitation until a Contractor is awarded a contract, Grantees and/or their representatives shall restrict communication with any Office of Procurement staff regarding this procurement.

**9. RISK OF DELIVERY**

* The grantee is responsible for ensuring the competitive proposals are delivered to the Office of Procurement by the deadline and assumes all risks of delivery.
* Proposals and modifications received in the room after the time designated in the RFP will be considered **late** and will not be considered for award. Proposals must be received in the room designated in the RFP by the deadline to be considered.
* At the time of receipt of the proposals, the proposals will be date stamped, and recorded in Suite 307, Office of Procurement of Central High School Building.
* Incomplete proposals will not be evaluated and will not be returned for revisions. No faxed or emailed copies will be accepted.
* The proposals must be signed by an authorized official to bind the grantee to the proposal provisions.
* The MDE is required to enforce the established submission deadline to ensure fairness to all grantees. Faxed proposals are not acceptable and will not be reviewed by the MDE.

**To ensure your proposal is received by the deadline, please allow adequate time for parking and time to proceed through building security procedures.**

It is the responsibility of the grantee to ensure and verify that the **proposal** package, in its entirety, is received by the deadline. Due to the periodic disruptions to normal mail delivery, we strongly encourage the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver proposal packages to the MDE.

**Supplemental or revised proposal information, either from the grantee or another source, will not be accepted. A proposal package must contain every element intending to be submitted.** Grantees are encouraged to carefully review the procedures for submitting their materials. No changes or additions to a proposal will be accepted after the deadline.

Grantees are strongly encouraged to submit only the requested information. Readers will have limited time to evaluate proposals; and for that reason, their consideration of the proposal against the selection criteria will focus solely on the required sections of the proposal; and the appendices. Supplementary materials such as videotapes, CD-ROMs, publications, press clippings, and testimonial letters will not be reviewed, nor will they be returned to the grantee.

Before proposals are forwarded to the readers, MDE staff will review paper proposals for formatting and submission requirements. To be read and scored, all paper proposals must follow the formatting and proposal submission directions. Please be advised that **proposals that fail to contain any of the required elements will not be given to readers for scoring.** Please see the *Required Elements Checklist* (*Supplemental Form #*) page # for mandatory proposal components. Those grantees may reapply during a future grant competition, if funding is available.

**10**. **CONDITIONS OF SOLICITATION**

The MDE reserves the right to accept, reject, or negotiate regarding submitted proposals based on the evaluation criteria contained RFP. The final decision to award a grant rest solely with the MDE.

The grantee should note the following:

1. The MDE will not be liable for any costs associated with the preparation of proposals incurred by the grantee.
2. The selection of a grantee is contingent upon favorable evaluation of the proposal; approval of the proposal by the review panel selected by MDE, approved budget and the State Board of Education approval.
3. The selection of a grantee is contingent upon successful negotiation of any changes to the proposal as required by MDE.
4. The MDE also reserves the right to accept any proposal submitted for grant award, without negotiation. Therefore, grantees are advised to propose their most favorable terms initially.

Grantees will be required to assume full responsibility for meeting all specified

requirements stated in the RFP.

**11. ACCEPTANCE OF PROPOSALS**

The Mississippi Department of Education (MDE) reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP that does not affect the proposal or the competitiveness, give one party an advantage or benefit over other parties, or adversely impacts the interest of the MDE.

**12. REJECTION OF PROPOSALS**

Proposals that do not conform to the requirements of this RFP will be rejected by the Mississippi Department of Education. Proposals will be rejected for reasons that include, but are not limited to, the following:

* The proposal is received late. Late proposals will be maintained unopened in the procurement file.
* The proposal contains unauthorized amendments to the requirements outlined in the RFP.
* The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
* The proposal contains false or misleading statements or references.
* Proposals that do not meet and conform to all requirements as outlined in *Supplemental Form A, Required Elements Checklist* on page 28.
* The grantee has previously been cited with major and/or significant deficiencies by the MDE in one or more programs or included on the debarment list.
* Required forms with required original signatures are not included.
* The proposal is determined non-responsive.
* The DUNS number was inactive or restricted upon verification by the MDE.
* The grantee owes the State money.
* The grantee did not perform prior services in a proper, workmanlike, and/or dignified manner.
* The Format and Procedure for Delivery of Proposals Section was not followed.

**13. DISPOSITION OF PROPOSALS**

All proposals become the property of the state of Mississippi.

**Protest/Complaint Policy**

When an award complaint is issued the complaint must be submitted in writing to the Mississippi Department of Education, Office of Career and Technical Education.

Complaints should be sent to the Office of Career and Technical Education. The mailing address is Mississippi Department of Education, Office of Career and Technical Education, PO Box 771, Jackson, Mississippi 39205-0771.  The office may also be contacted via telephone at (601) 359-3974.

# Appeals Federal Process

In accordance with federal rules, MDE provides grantees or recipients with the opportunity for a hearing to appeal MDE’s final action. (34 C.F.R. 76.401(a), 34 C.F.R. 76.783 and 20 U.S.C. 1231b-2) Specifically the grantee or recipient must allege that MDE took any of the following actions that violate Federal or State law, regulations, rules or governing guidelines:

1. Failing to approve, or disapproving of, the proposal or project in whole or in part.
2. Failing to provide the amount of funds in accordance with requirements of the statutes and regulations.

No other grounds for appeal will be accepted or considered.

To request a hearing, the grantee or subgrantee must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought within 30 days of the MDE’s action (e.g., notification of any action under 1 and 2 above). The request must have an original signature of the authorized agent who signed the proposal. If that individual is not available, the request must have the original signature of another individual who is authorized to sign official documents.

An original and two copies of the request for a hearing must be submitted by one of the following methods:

1. Certified mail with a return receipt required (within 30 days based on the postmark) to:

Wendy Clemons

Office of Secondary Education

Mississippi Department of Education

PO Box 771

Jackson, MS 39205

1. Hand-delivered to:

Wendy Clemons

Office of Secondary Education

Mississippi Department of Education

Central High School Building

359 North West Street, Suite 111

Jackson, MS 39201

Within 30 days of receiving the hearing request, MDE will hold a hearing on the record to review its action. The grantee or subgrantee will receive notice of the hearing and have the opportunity to participate and be represented by counsel. The hearing will be conducted by an impartial hearing officer. During the hearing, the parties will have the opportunity to present and challenge evidence in an orderly fashion before an impartial decision maker. No later than 10 days after the hearing, the hearing officer, as the impartial decision maker, will issue a written ruling on behalf of MDE including findings of fact and reasons or the ruling. The parties may waive these deadlines by mutual consent in writing.

MDE will rescind its action if it determines the action conflicts with Federal or State laws and regulations governing the Combined Services grant program. If after review, MDE does not rescind its action, the grantee or subgrantee may appeal to the Secretary of the US Department of Education within 20 days of being notified as a result.

MDE will make all records pertaining to any review or appeal of the grantee or subgrantee available at reasonable times and places to the grantee or recipient. This includes records of other grantees and subgrantees.

# 14. CONFLICT OF INTEREST

Each subgrantee must maintain a written conflict of interest policy.

**15. TENTATIVE TIMELINE OF ACTIVITIES**

The Office of Secondary Education expects to recommend approval of new subgrantees at the May 2020 meeting of the State Board of Education (SBE). All new subgrantees approved for funding by the SBE at that time must attend subsequent mandatory meetings for subgrantees. An award letter will be sent to subgrantees confirming the SBE’s action. This letter will include specific information on these meeting dates and times. Important dates and activities related to this round of proposals are listed below.

|  |  |
| --- | --- |
| **Important Dates** | **Activity** |
| March 10, 2020  March 17, 2020 | RFP Issued –  Email and Post to MDE Website/Newspaper |
| March 24, 2020 | Deadline for submitting questions |
| March 26, 2020 | Questions will be posted to the MDE website |
| March 30, 2020 | Deadline for Notice of Intent to Apply |
| Friday, April 10, 2020 by 5:00 p.m. | Proposals due |
| April 15, 2020 | Evaluation of proposals |
| June 18, 2020 | State Board of Education approval |
| June 18, 2020 | Notification of awards (contingent on State Board approval) |
| June 26, 2020 | Budget Revisions due (if needed) |
| July 1, 2020 | Authorization to expend, pending approved revisions |

**16. DETAILS**

1. **Eligibility Criteria**

All state educational agencies and organizations, including but not limited to community colleges, institutions of higher learning, and Regional Education Service Agencies (RESAs) are eligible to receive grants. The entity applying for the Combined Services Grant should have vast knowledge of the following:

* Mississippi College and Career Readiness Standards
* Career and Technical Education Pathways and Curriculum
* Curriculum Revision Process
* Career and Technical Education in Mississippi
* Mississippi Department of Education Policy and Procedure
* Mississippi State Board of Education Policy
* Secondary Education in Mississippi
* The Individuals with Disabilities Act (IDEA)
* School Improvement

Letters of reference of prior work in Mississippi educational system must be submitted with proposal.

**DUNS Number Requirement**

All grantees must have an active DUNS number that is unrestricted and accessible at [www.sam.gov](http://www.sam.gov). A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated to organization. The federal government uses the DUNS number to track how federal money is allocated to organizations. Please visit [https://www.test.grants.gov/grantees/organization-registration/step-1-obtain-duns-number.html](https://www.test.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html) for more information on how to obtain a DUNS number.

After receiving a DUNS number from the Dun & Bradstreet (D&B) website, your entity must follow the Step 2 and register with SAM.gov. Any person or organization that is debarred from receiving Federal funds is not eligible to apply. Please visit [https://www.test.grants.gov/web/grants/grantees/organization-registration/step-2-register-with-sam.html](https://www.test.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html) for more information on how to register your DUNS number. Verification of the registration of the active DUNS must be submitted with the proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, DUNS and Bradstreet letter, etc.) Please remember that your DUNS must be unrestricted and accessible to the public. Failure to follow both Step 1 and Step 2 to obtain and register your DUNS number will result in rejection of the proposal.

1. **Good Standing**

Grantees that previously received a grant award must be in good standing with MDE to receive a grant award through this RFP. To be in good standing, grantees must have an active and unrestricted DUNS number submitted all final evaluation reports and data as required, (Please list any additional requirements such as annual performance reporting data, finalized all monitoring review corrective actions, submitted all requests for reimbursement of allowable expenditures following MDE’s reimbursement process, and submitted the Year-End Budget Report.) If a grantee is not in good standing, then its Proposal will not proceed to Phase 2 of the proposal process.

1. **Program Activities**

Each eligible organization receiving an award will use the funds to carry out activities that advance student achievement and support student success. Grant activities must focus on (1) the State Board of Education (SBE) career readiness goals, (2) providing professional development and assistance for local districts, (3) designing dropout and graduation restructuring plans that align with the MDE’s ESSA plan, (4) supporting the MDE counseling personnel in the development of college and career readiness trainings and guidance materials, (5) supporting development of website for the Office of Secondary Education and Career and Technical Education, and (6) online learning guidance for Canvas courses in Career and Technical Education.

Grantees are also obligated under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act to ensure that their proposed program activities are outlined and are accessible to persons with disabilities.

**17. GRANT PERIOD**

A subgrant award is made available for an approved project period for up to 3 years beginning July 1, 2020. Annual renewal of the grant is contingent upon proper implementation of the proposed project, completion and submission of all required documentation, acceptable performance as determined by the annual evaluation and future appropriations.

**18. AWARD AMOUNTS**

Funds are subject to appropriations by the state and federal government. This grant will be awarded in the amount up to $4,000,000.00 per year. The grant will be awarded up to 3 years, with an annual renewal of the grant, contingent upon proper implementation of the proposed project, completion and submission of all required documentation, acceptable performance as determined by the annual evaluation and future appropriations. Funding to eligible organizations is subject to State Board of Education approval**. The scope of work can be renegotiated annually based on the need for services, available funding, and timely completion of the scope of work. The Mississippi Department of Education reserves the right to negotiate the grant award amount with the grantee.**

When determining the amount to be requested, grantees should take into consideration what will be required to successfully implement all activities. All grantees must submit budgets and sustainability plans. Recipients will receive funding **pending appropriations**.

**19. USE OF FUNDS**

Funds are used for program implementation, as well as for operating expenses such as:

* Personnel and personnel benefits;
* Staff development and training;
* Consultants, subcontractors and evaluators; and
* Classroom equipment, materials, and supplies.

Subgrantees should be aware that funds must be used in a manner consistent with all requirements of the applicable statutes funding this grant and must be used only to supplement, not supplant, any federal, state, local, or non-federal funds available to support activities.

**20. BUDGET REQUIREMENTS**

All grantees’ budgets must meet the following requirements:

1. Provide an itemized budget breakdown for each applicable budget category listed in the budget summary pages.
2. Provide the rate and base on which fringe benefits are calculated.
3. Provide other explanations or comments deemed necessary.
4. Administrative and indirect cost rates for non-profits are to be handled according to Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards and in accordance with the governing authority of that specific non-profit.
5. There is a 20% cap on administrative costs.
6. Enter the indirect cost rate that will be in effect during the funding period. Use the restricted rate. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

**21. RESPONSIBILITIES OF A FISCAL AGENT**

The following are some of the expectations, roles, and responsibilities of a fiscal agent:

1. As the official subgrant recipient, all awards must be adopted by the Local Board of Education for LEAs or the Board of Directors for non-LEAs.
2. Administer the subgrant from award to closeout in accordance with all applicable laws and regulations.
3. Serve as the organizational representative and point-of-contact for all business management aspects of the award agreement.
4. Apply appropriate management controls using management systems, checklists, and records, including, but not limited to:
5. Internal Controls
6. Safeguard assets; ensure reliability of accounting data and subgrant terms and conditions
7. Operating Controls
8. Fiduciary procedural manuals; budgetary control
9. Accounting Controls
10. Implement controls to ensure reliability of recorded financial data;
11. Maintain appropriate level of transaction review and authorization;
12. Develop and implement proper procurement procedures and cash management procedures that are well defined; and
13. Develop procedures that facilitate timely review and audit of financial activity.
14. Compliance Controls
15. Consider mechanisms to monitor and review compliance with subgrant terms (i.e., ensure grant funds are disbursed only to eligible recipients);
16. Ensure **all** expenditures and disbursements are consistent with the objectives of the subgrant award and comply with applicable federal, state, and local laws and regulations governing the program and use of funds.
17. Document Control System
18. Develop written documentation of adequate internal operating and accounting controls that demonstrate evidence of controls related to grant compliance.
19. Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant.

6. Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements.

7. Request any further “prior approvals” when identified.

8. Submit subgrant reimbursement requests no later than the 15th of each month

with liquidations by July 15, 2021 and each year thereafter.

1. Eligibility of Expenditures
   1. Adhere to the list of eligible activities for which funds under the program may be spent, as well as allowable cost objectives in applicable cost principles; and
   2. Ensure that transactions are made in a reasonable and prudent manner, are allowable and allocable, and avoid double charging and ensure that credits are applied appropriately.

9. Prepare necessary reports:

1. Source Documentation
2. Appropriately support transactions entered into the subgrantee’s system
3. Documentation tracks each subgrant transaction and supports the validity of financial data reported; and
4. Maintain separate funding lines for funds
5. Audit Trail
   1. The lowest level of detail the system should provide is documentation that supports all transactions (e.g., invoices, contracts, purchase orders);
   2. The overall recordkeeping system should be able to trace financial statement balances through the subgrantee’s general ledger, cash books and other journals; and
   3. Amounts claimed on financial statements and reports accurately reflect the accounting books and records from which they were prepared.

10. Use feedback from site visits by the MDE to enhance the program, show organizational strength, and demonstrate commitment to the project.

11. Keep the MDE and the public aware and informed about grant project progress.

12. Evaluate the extent to which measurable project objectives are being met.

13. Liquidate all obligations incurred under the award within the set deadline.

14.Ensure and oversee the performance of final audits and resolution of findings.

15. Establish adequate system for records retention.

**22. AUDIT**

Please note that the subgrantee is required to, **if applicable**, have the financial and compliance audits conducted in accordance with the Single Audit Act Amendments of 1966 and 2 C.F.R. Part 200 Subpart F – Audit Requirements. Any non-federal entity that expends $750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F. If the non-federal entity did not expend $750,000 or more in a year in federal awards, a letter MUST be provided stating that this requirement does not apply.

The financial audit shall be conducted by a certified public accountant or by an accountant certified as qualified to audit local government accounts. The audits must be performed in accordance with generally accepted auditing standards (GAAS) and the financial

statements must be prepared in conformity with general accepted accounting principles (GAAP)

**23. PROGRAM CONDITIONS AND REQUIREMENTS**

* 1. **The following are requirements for this grant:**
* The MDE will provide project guidance and expects the Offeror to provide expertise in the areas addressed in the Scope of Work.
* The offeror shall perform project management, data gathering, analysis, writing and presentation tasks as required by this solicitation.
* The offer shall conduct an entrance conference with the MDE and shall present and provide written information to MDE staff, including project scope and objectives, planning approach, and anticipated timelines for data gathering and analysis, timelines for key project milestones and deliverables.
* The Offeror shall be responsible for all tasks and deliverables required to complete the project.

**b. Reports and Evaluation**

Offeror shall deliver status reports to the MDE Project Manager electronically every quarter, make any special status reports by telephone or in person as soon as practical upon request of the MDE Project Manager.

The Status Reports are required to be submitted in accordance with MDE provided templates. The reports will be due on the following dates:

October 15th

January 15th

April 15th

July 15th

A Performance Evaluation will be completed annually.

**24. PROPOSAL REVIEW AND SELECTION PROCESS**

***Phase 1 – Review of Proposal Components***

Proposals are reviewed to determine if all the formatting and submission requirements are met. **If any proposal fails to meet the established *Required Elements Checklist*, the proposal will be disqualified.** Please see *Supplemental Form A* on page 34 for the *Required Elements Checklist. Those grantees not meeting the “Required Elements” may reapply at a future date.*

***Phase 2 – Evaluator Review and Scoring***

An Evaluation Committee authorized by the MDE will evaluate and score each proposal based on the quality of the proposed activities and the evidence provided to demonstrate the capacity of the grantee to implement the proposed program. These readers are comprised of expert grant readers from various professions and backgrounds.

Each proposal will be evaluated using the criteria beginning on page 17 under the proposal and scoring process section. The review committee will recommend the proposals to be funded by the Mississippi Department of Education’s Office of Career and Technical Education.

A minimum of five readers will evaluate each proposal Scoring Rubric. A reader may award up to 100 points for each proposal. The MDE will allocate funding based upon the combined scores and will continue funding to subsequent proposals until funding is exhausted, or all eligible programs receive funding.

The MDE reserves the right to reject any proposals and to negotiate with the best grantees to address issues other than those described in the proposal.

After the selection process, grantees that were not recommended to the SBE for funding may receive copies of the readers’ comments and feedback upon a Public Records Request only.

**Proposal and Scoring Process**

This section covers the criteria a grantee must address when submitting a proposal. The proposal is the organization’s program operating plan, not simply a proposal. The stated plan must be implemented with fidelity upon SBE approval. When completing the proposal, please remember that subgrantees will not be permitted to change the program’s scope (i.e., type of services and/or target population) that is originally outlined in the proposal, scored by reviewers during the proposal review process, and approved by the SBE. This is designed to provide basic fairness to grantees for competitive subgrants.

* Program Plan and Implementation 50 points
* Staffing and Professional Development 25 points
* Budget Overview, Narrative, and Summary 25 points
* Total 100 points

**a. Program Plan and Implementation (50 Points)**

For this section of the proposal offers must provide a plan for implementing the activities listed in the Scope of Work Section. The plan must include the items listed below.

1. Submission of a narrative describing the implementation process. The narrative must address how the proposed project will: operate; address the needs identified in the scope of work; and align activities with the Mississippi College and Career Ready Standards. The program plan narrative must provide a clear, concise description of how the program activities are expected to improve student services. The narrative must include the specific goals, objectives, performance measures and activities to be implemented.

For each task listed in the Scope of Work, identify potential risks if the Offeror will not be able to perform the task, and how the Offeror plans to reduce those potential risks. Offeror should accept that there will be risks and factors affecting performance and must be realistic in assessing them. Disclose any dependency on or assumptions about time and resources necessary from the MDE necessary for the Offeror to perform.

1. Submission of evidence that demonstrates experience or the promise of success in providing services for the activities listed in the Scope of Work for each department.
2. Submission of the Work Plan Table that provides a succinct overview of program goals, measurable objectives, performance measures, activities, staff responsible and timeframes in table format. A description of the Work Plan components is provided below.

* **Goals (Global Outcomes)**: Program goals should be realistic and directly aligned with the goals of the specification.
* **Measurable Objectives & Performance Measures (Specific Outcomes):** For **each** goal, the grantee must include specific measurable objectives with accompanying performance measures (specific outcomes).
* **Activities & Timeframe**: Activities are even more specific than objectives. They explain who will do what, when, where, and for how long. Grantees must include specific activities that will clearly allow the program to progress towards the stated objective(s).
* **Staff Responsible:** Indicates who is responsible for implementation of the activity.
* **Timeframe**: Indicates when the activity will be implemented.

**FY21 Combined Services Grant RFP Work Plan Table**

Please use this Work Plan Table to provide a succinct overview of your proposed plan in table format.

Please identify activities with potential risk of delivery with an asterisk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goals** | **Measurable**  **Objectives** | **Performance Measures** | **Activities** | **Project**  **Staff**  **Responsible**  **(First Initial &**  **Last Name Only)** | **Timeframe** |
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**FY21 Combined Services RFP Scope of Work**

The Scope of Work for the FY21 Combined Services RFP includes the processing of continuing education units (ceus) and semis and shall include but not be limited to the activities listed in this section for each office.

**The Office of Secondary Education scope of work includes the following:**

**Dropout Prevention and Graduation Restructuring**

Develop and print a publication spotlighting MDE trainings and initiatives twice per year.

* Provide support to the MDE by evaluating district dropout plans and restructuring plans for district with a graduation rate below 85% and provide a status report to MDE.
* Provide resources and follow-up technical assistance for districts on implementing graduation restructuring and dropout prevention plans.
* Use a tracking tool to monitor site visits or other technical assistance for reporting purposes.
* Support the MDE Career Development Plan implementation.
* Aid MDE in the development of updated graduation options through trainings and creation of support materials upon request by the MDE.
* Provide design and implementation support for the RiseUp Mississippi website, including programming and database systems support as necessary.
* Design, develop, and print resource materials to support secondary education upon request by the MDE.

**Material Development and Web Support**

Revise Academic Counselor Handbook.

* Continue to update College and Career Ready website as needed.
* Complete and maintain the Job Scout website and related website and application training.
* Develop elementary, middle and high school counselor documents-guidance tools, calendar of events throughout the year.
* Create and edit graduation options tools for counselors.
* Develop quick guides, resources and tools on social emotional learning.
* Complete the writing and revision process for seminar curricula for each grade level (9-12) that provides intentional and meaningful training in career and college preparation of students.
* Provide technical assistance to design professional development and leadership programs targeting middle school principals, counselors, and teachers involved in networks supported by MDE.
* Develop and maintain an ASCA National Standards Quick guide for counselors and link to ASCA website for accessibility to RAMP resources.
* Create and maintain on the website anti-bullying resources and tools.
* Develop Community involvement and awareness tools and resources for counselors.
* Create and maintain on the website Quick Guide and behavior intervention strategies for counselors.
* Create and maintain on the website and resources for counselors for implementing a data driven counseling program.

**Curriculum Updates**

Curriculum Updates includes assistance with aligning to the SBE’s goals of offering curriculum support through teacher resources and training, to reach all students and prepare them for college and career. The computer science (CS) work will assist MDE in reaching curriculum coordinators, making informed decisions about computer science on curriculum options, finding resources, gathering feedback from pilot districts, offering technical assistance, and offering ongoing training necessary for current teachers.

* Provide assistance for statewide curriculum revision and development.
  1. Computer science curriculum pilots:
     1. Coordinate the CS4MS pilot program and implementation plan
     2. Research and development of CS pathways that will complement and provide growth/additional study for those students who have taken pilot courses
     3. Continue to coordinate the statewide steering committee meetings; and
     4. Provide website with resources promoting and supporting the CS4MS project.

1. Continue to provide ongoing training on CS content and teaching methods as requested by the MDE.

* Continue to work with the MDE, SREB and other partners to implement the MDE Middle School Pilot Initiative. Assists with facilitating professional learning, provide technical assistance to the schools, and develop a Middle School Transition Toolkit.
* Using current research, update the Mississippi Early Warning System to Promote K-12 Academic Success District Guidance document.
* In collaboration with MDE content staff, develop scope and sequence guides and pacing guides in Mathematics, English Language Arts, Social Studies and Science.
* Develop Scaffolding document for Science and assist in the revisions/update of the Scaffolding documents for English Language Arts and Mathematics.

**Innovative Initiatives**

The MDE offers school districts the opportunity to participate in innovative programs that include career academies, districts of innovation, middle school leadership academies, early colleges, middle colleges, and other similar programs. These innovative strategies focus on students graduating ready for college and career and equip teachers and leaders for maximum effectiveness. The staff will provide technical assistance and support for innovative programs and initiatives at the direction of the Office of Secondary Education, including the following:

Develop and print a publication spotlighting MDE trainings and initiatives twice per year.

* Provide ongoing support for the new (1st, 2nd, or 3rd year of implementation) existing early college high schools and middle college programs, including assistance with implementation, budgets, leadership, and instruction.
* Provide startup support for those interested in planning for and/or opening early or middle colleges. Support will include, but is not limited to, preparing operating documents, foundational planning, onsite leadership and instructional support, organizational structure, and implementation.
* Provide instructional coaching for the early colleges and/or middle colleges that are still in the first three years of implementation. This includes five to 10 days of onsite and/or virtual support for each early college. Additional instructional coaching at existing early colleges may be supported upon request.
* Provide year-long cohort(s) of instructional coaching training for new or anticipative instructional coaches.
* Provide learner-centered strategies training for all new early college teachers.
* Complete the writing and revision process for seminar curricula for each grade level (9-12) that provides intentional and meaningful training in career and college preparation of students.
* Provide technical assistance to design professional development and leadership programs targeting middle school principals, counselors, and teachers involved in networks supported by MDE.
* Plan and host a fall and spring innovative leadership meeting for leaders in innovative schools.
* Plan and host an innovative institute summer conference for schools and districts interested or involved in school innovations and/or MDE networks.

**The Office of Career and Technical Education scope of work includes the following:**

**Curriculum Updates**

* All revised curricula include updated competencies and objectives that are aligned to the appropriate industry standards and to national certifications, when applicable. All curriculum units are cross walked with Mississippi’s current academic standards (if academic credit is awarded upon completion of the course), and 21st Century Skills. Each revised curriculum consists of the following supplemental materials:
  1. Curriculum board items
  2. MS-CPAS3 blueprint and/or national certification blueprint
  3. Teacher resource guide
  4. Program of study
  5. Career pathway map
  6. General equipment list
  7. Pathway-specific equipment list
  8. Facility guide
* Begin to research other potential curriculum designs for certain areas in our state to meeting workforce needs.
* Offer technical assistance daily via email and phone calls, trainings via webinar for new curriculum, and summer conference sessions to explain the new curriculum and the changes.
* Facilitate the revision of the 2014 academic business education curriculum.

**Data Gathering and Reporting**

* Enhance systems for directors and teachers for data driven decision making and assist the office of CTE at MDE with reports to better inform decisions.
* Develop reports illustrating program characteristics, alignment with post-secondary programs, and industry locations.
* Study CTE program capacity at the local level to determine demand for CTE programs across the state.
* Report on student demographic representation in CTE cluster and pathways.
* Update the CTE graduation rate report.

**Professional Development and Training for Teachers and Administrators**

* Support endorsement trainings for teachers and administrators.
* Coordinate and manage the new CTE administrator academy endorsement program.
* Offer the new teacher induction program.
* Review the design of the new teacher induction program annually to insure minimum program cost to the teacher and/or district and minimum time away from the classroom for the teacher.
* Conduct on-site observations of each new teacher twice during the school year. Provide written feedback following each site visit for self-reflection to each teacher.
* Support an assigned career pathway mentor to provide input and guidance during the new teacher induction cohort year. Provide two days of face-to-face training for the mentors in order to support the first-year teacher.
* Provide professional development as requested by MDE for teacher and administrators to meet requirements for endorsements, licensure, and program updates. Develop training materials and train new teachers. The training required each year depends on the extent of program curriculum revisions and teachers’ needs in each program.
* Provide technical assistance and coordination for the annual MS ACTE and MDE CTE conference in July. Based on historical data, this conference will have approximately 1200 attendees.
  1. Manage agenda and all conference planning activities.
  2. Provide onsite registration, event coordination, and management.
  3. Coordinate facilities needed, transportation, food, A/V, etc.
  4. Print and publish program and other conference materials.
  5. Maintain webpage and other online needs for conference information
* Provide assistance and research data in regard to CTE related pilot programs that include career academies, computer science and other MDE innovative pilots as requested during the year.
  1. Develop curricula resources for the computer science pilot and provide logistics for the professional development components for all CS4MS courses.

**Online Coursework**

* The MDE offers all CTE teachers access to a web-based learning management system, CANVAS:
  1. At the request of teachers, build courses and enroll students;
  2. Provide technical assistance for schools/districts by direct phone support; webinars; regional face-to-face meetings as requested;
  3. Offer online sessions for Learning Management System in the Classroom;
  4. Build LMS cartridges for online, blended, or classroom delivery and
  5. Manage backend application support of the Learning Management System
* Plan and coordinate a pilot program offering CTE courses online for a set of selected high schools around the state.
* Develop a New Teacher Induction guide/manual that explains the research- and evidence-based studies upon which each component of the program is based.
* Offer technical assistance daily via email and phone calls, trainings via webinar for professional learning opportunities, support of online learning management system, and summer conference sessions to explain any new information and changes to implement.
* Provide an online teacher resource site through Canvas for all CTE program areas.

**CTE Communications, Publishing, and Printing**

Develop and print a publication spotlighting MDE trainings and initiatives twice per year.

* Design, layout, and printing services for all nine career and technical student organizations (HOSA, FFA, FCCLA, Educators Rising, TSA, FBLA, PBL, DECA, Collegiate DECA, SkillsUSA), and other CTE project requests, impacting approximately 21,000 students statewide.
* Publish and disseminate print and online versions of the *Connections* magazine twice a year.
* Maintain *Connections* website and social media presence where magazine and additional stories are disseminated to state and national audiences.
* Assist with School Focus publication printing needs.
* Submit an annual report for the CTE grant as required by the MDE by September of the next fiscal year.
* Publish briefs on CTE topics as requested by the MDE.
* Communicate with CTE stakeholders via the website, social media, and appropriate listservs to make announcements and promote CTE in Mississippi.
* Promote CTE programs and enhance stakeholder awareness of CTE’s value in ensuring students are college and career ready:
  1. Promote the MEC’s TECH Master program
  2. Plan, coordinate, build, and maintain online resources that support CTE Pathways
  3. Plan, coordinate, and manage social media (Twitter, Facebook) that support CTE in Mississippi
  4. Provide resources to districts to use locally in CTE promotions
  5. Provide support for the MDE Career Readiness Initiative
  6. Provide other promotional or media assistance as requested by MDE for CTE programs and pathways
  7. Plan and coordinate public relations activities for CTE month
* General operational activities:
  1. Actively support all of Career and Technical Educators (administrators, counselors, and teachers) through our Helpdesk system
  2. Participate in regional and national meetings or events, such as the career readiness, CTE programs and pathways, national certifications, career academies, building more rigorous programs, and exploring innovations in CTE education to remain on the cutting edge of CTE and supporting MDE in this effort
  3. Maintain an easy-to-use website of resources
  4. Actively engage in grant writing related to improving or enhancing CTE programs that further support and enhance the goals of the Mississippi Department of Education
  5. Respond to requests from MDE throughout the year
* Develop an Educator Externship with Work Based Learning (WBL) Standards.
* Develop a Career Pathway Experience and Work Based Learning Guide, including:

1. Provide technical assistance to pilot districts
2. Participate in MDE pilot meetings, and CTE administrator trainings
3. Upon SBE approval: develop webpage and post documents/resources/ survey links and coordinate and conduct statewide professional development
4. Facilitate MSACTE WBL sessions
5. Implement new CPE-WBL model to all districts across the state
6. Continue to evaluate and refine CPE-WBL process

**The Office of School Improvement scope of work includes the following:**

Develop and print a publication spotlighting MDE trainings and initiatives twice per year.

* Coordinate and facilitate 2-3 day convening for schools identified for school improvement following release of 2020 accountability results during the fall of 2020.
* Coordinate and facilitate 12 regional professional learning experiences addressing areas such as, but not limited to, evidence-based practices covering implementation fidelity (science), strategies to improve outcomes for subgroups with greatest gaps, early warning systems, domains of rapid school improvement, drivers for high school redesign, and stakeholder engagement.

**The Office of Special Education scope of work includes the following:**

* Scoring of the Teacher Knowledge of Early Literacy Skills (TKELS) as a measure for the State Systemic Improvement Plan (SSIP). The purpose of TKELS is to measure capacity of early literacy skill at the district and school level.
  1. Collaborate with MDE project coordinator on reporting needs and specifications
  2. Work with the MDE project coordinator to develop the TKELS test key
  3. Build a scoring platform to score up to five years of existing data
  4. Provide reports that display averages to show improvement across schools and districts. The reports may include comparisons between general education teachers and special education teachers to inform professional development
  5. Create reporting template with MDE-defined fields and formatting
  6. Provide training to MDE OSE on scoring reports and data analysis
* Access for All Guide
  1. Work with the MDE project coordinator to develop a digital web-based resource to aid educators in providing quality classroom instruction for all students, including general education students and students with disabilities who receive instruction in the general education classroom setting
  2. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, and staff
* Alternate Diploma Courses
  1. Collaborate with MDE project coordinator to develop and revise current and new curricula for alternate diploma high school courses using the Mississippi Alternate Academic Achievement Standards (MS AAAS) that align with the Mississippi College and Career Readiness Standards (CCRS)
  2. Work with the MDE project coordinator to schedule/facilitate writing/review teams during the curriculum development of the (MS AAAS) and the alternate diploma courses
  3. Collaborate with MDE project coordinator to design and edit teacher resource guides (TRG) and materials for the MS AAAS
  4. Work with MDE project coordinator to update, revise, write, and develop MS AAAS
  5. Develop and provide resources and follow-up technical assistance for districts around the alternate diploma
  6. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, and staff
* IEP Form and Guidance Document
  1. Work with the MDE project coordinator to update, revise, and develop high quality IEP Forms
  2. Work with the MDE project coordinator to develop a high quality IEP Guidance Document as a resource for teachers
  3. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, and staff
* Specially Designed Instruction
  1. Work with the MDE project coordinator to develop a high quality Specially Designed Instruction Document as a resource for teachers
  2. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, and staff
* Family Guides to Student Success

1. Work with the MDE project coordinator to develop high quality resource materials for the 13 IDEA eligibility categories
2. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, staff, and parents

* Positive Behavior Supports

1. Work with the MDE project coordinator to develop a high quality Positive

Behavior Supports Guidance Document and resource materials for

teachers and parents

1. Develop and/or provide implementation support through a series of webinars, face-to-face trainings, and/or online courses to provide professional development for district/school administrators, counselors, teachers, staff, and parents

* Special Education Program Office Projects
  1. Develop and print a publication spotlighting MDE trainings and initiatives twice per year.
  2. Collaborate with MDE project coordinator to design, develop, update, write, and print resource materials in support of the Office of Special Education (OSE) upon request to include but not limited to (Speech Language Handbook, Extended School Year (ESY) Handbook, Coordinated Early Intervening Services (CEIS) Guidance Document, Dyslexia Guidance Document, Significant Cognitive Disability Determination Guidance Document, State Board Policy 74.19 Procedure Manuals Volumes I-V
  3. Develop and/or provide a series of webinars, face-to-face trainings, and/or online courses to provide professional development district/school administrators, counselors, teachers, staff, and parents
  4. Aid MDE in the development of updated graduation options through trainings and creation of support materials upon request by the MDE
  5. Develop and provide resources and follow-up technical assistance for districts around the certificate of completion
  6. Provide technical assistance to design professional development around inclusion, co-teaching, and specially designed instruction for district/school administrators, counselors, teachers, and staff
  7. Facilitate, plan, and host fall, spring, and/or summer institutes, meetings, and trainings around special education topics as requested by MDE (up to 4)
  8. Use a tracking tool to monitor site visits or other technical assistance for reporting purposes
  9. Provide MDE training on the tracking tool used to monitor site visits or other technical assistance for reporting purposes
  10. Design, develop, and print resource materials to support special education upon request by the MDE
  11. Schedule, plan, and host monthly check-in calls and/or face-to-face meetings with MDE OSE
* The specific responsibilities of the MDE OSE are as stated below:

1. Provide a contact person to work with the Offeror to ensure quality control.
2. Review and approve timeframes and work plans.
3. Provide available information to assist the Offeror

**b. Staffing and Professional Development (25 Points)**

Provide a brief narrative of the program’s managerial, and staffing structure, as well as an overview of how staffing and professional learning opportunities will be developed and implemented during the grant award period. In addition to the staffing narrative, offerors must submit the Key Project Staff Table.

**FY21 Combined Services Grant RFP**

**Key Project Staff Table**

**Total Project FTEs: \_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Area** | **% Time on Grant Project** | **Responsibilities** |
| J. Doe | STEM Curriculum Coordinator | CTE | .75 |  |
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**c. Budget (25 Points)**

Budget Overview, Summary and Narrative

**All grantees** must submit a ***Budget Overview (Budget Form A) and*** ***Budget Summary (Budget Form B)*** and a ***Budget Narrative (Budget Form C)*** for years one (1) through three (3).

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.

Grantees must list all budgetary costs based upon the narrative components and program design and ensure that the budget includes a line item description for every allowable cost necessary to carry out the goals and objectives of the proposed program. It is advisable to consult with the financial office of the applying agency prior to submitting the proposal.

Successful grantees may use grant funds for allowable costs only during the grant award period. **Any costs occurring outside the grant award period are solely the responsibility of the subgrantee and will not be reimbursed by the MDE.**

**25. FORMS**

Each of the forms in this section must be included for each submission and can be found on the MDE website under the Request for Proposals tab. Please follow the instructions detailed in the previous sections, as well as on the individual forms, when completing the attachments. Any questions should be submitted to [Rharris@mdek12.org](mailto:Rharris@mdek12.org).

**SUPPLEMENTAL FORM A**

**Required Elements Checklist**

The proposal **mus**t include **all** the required components listed on this form to proceed to Phase 2 of the proposal process. Proposals without all required components and forms will not be reviewed (Phase 2). **The narrative portions of the proposal should not exceed 15 pages.**

**REQUIRED ELEMENTS submitted in this order:**

* Signed Cover Sheet (Form 1)—*Required Original Signature(s)*
* Signed Assurances (Form 2)—*Required Original Signature(s)*
* Signed Standard Terms and Conditions (Form 3)—*Required Original Signature*
* Signed Conflict of Interest (Form 4)—*Required Original Signature*
* Budget Forms A, B, & C
* Verification of the registration of the active DUNS must be submitted with the proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, DUNS and Bradstreet letter, etc.)

**FORMATTING and SUBMISSION DIRECTIONS**

**Grantees must:**

* Include **one** **(1)** completed **original** proposal with original signatures preferably in blue ink and five **(5)** printed copies, secured solely by a single binder clip at the top
* Assemble the proposal and submit in the order as noted above

Grantees must submit proposals using the following parameters:

* Submitted on 8.5” x 11” white paper using 12-point Times New Roman font (Tables can use size 10 font)
* Formatted using 1” margins on all sides (adjustments can be made for Tables)
* Portrait setting (Tables can be in Landscape setting)
* Double-spaced and single-sided (pages must include Grantee’s name and page number within the footer in the lower right-hand corner)

**ATTACHMENT A**

**Notice of Intent to Apply**

, 2020

Dear Rozelia Harris:

This notice confirms that (organization) is interested in applying for the Combined Services grant and intends to submit a proposal by the **March 30, 2020** deadline.

Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Fiscal Agent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Authorized Signature

Title of Authorized Person

***Please complete and email this form to*** [***nappleberry@mdek12.org***](mailto:nappleberry@mdek12.org)***.***

**ATTACHMENT B**

**ACKNOWLEDGEMENT OF RFP AMENDMENTS**

I acknowledge all amendments to this RFP. The responses to questions will be treated as amendments to the RFP and will require acknowledgment.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grantee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Request

**PROPOSAL FORMS**

**Form 1**

**Cover Page**

**Combined Services RFP**

**FY21 (School Year 2020-2021) PROPOSAL PACKAGE**

|  |  |  |
| --- | --- | --- |
| **Name of Organization:** | **Address:** | **City, State, Zip:** |
| **Agency Phone:** | **Agency Fax:** | **Agency Head’s E-mail:** |

|  |  |
| --- | --- |
| **Amount Requested**  **Fund Year 2021-2023**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DUNS#** |

**Required Signatures and Dates**

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Executive Director/Agency Head/Fiscal Agent Date Typed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Board President (if applicable) Date Typed Name

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Project Coordinator Date Typed Name

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Phone Number for Project Coordinator E-Mail Address for Project Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address for Project Coordinator

**For MDE program office use only:** Mississippi Department of Education Approval

List name of 1st Level Approver

2nd Level Approver

Grants Management Director

(If funding with federal funds)

Executive Director

Approval Date:

**Form 2**

**ASSURANCES**

***Please read carefully before signing.***

The Grantee hereby assures that, in accordance with the statute, the organization submitting this proposal shall comply with the following:

Certain terms and conditions are required for receiving grants from the Mississippi Department of Education (MDE); therefore, the Grantee will agree to the items that follow.

1. The grantee shall be an equal opportunity employee and shall perform to all other applicable requirements; accordingly, the grantee shall neither discriminate nor permit discrimination in its operation or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap, or sex in any manner prohibited by law. Further, the grantee agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the No Child Left Behind Act of 2001.
2. The grantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to grantee’s charges and performance under this agreement. Grantee shall keep such records for a period of five years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Grantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
3. The grantee assures that it possesses legal authority to apply for and to receive funds under this agreement.
4. The Grantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
5. This agreement shall not be modified, altered, or changed except by mutual agreement by representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.
6. The grantee shall perform all services as an independent grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the grantee with respect to third parties shall be binding on the MDE.
7. The MDE, by written notice, may terminate the grant, in whole or in part, if funds supporting the grant are reduced or withdrawn. To the extent that the grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of the grant for services rendered prior to the effective date of termination. The MDE, by written notice, may terminate the for nonperformance of the at any time during the term of the program. The grantee agrees that work, data, etc. created under the auspices of the program shall be turned over to the MDE upon such termination. The MDE, in whole or in part, may terminate the program for cause by written notification. Furthermore, the MDE and the grantee may terminate the agreement, in whole or in part, upon mutual agreement. Either the Mississippi Department of Education or the awardee may terminate this agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof. The grantee shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the contractor covered by the agreement, less payments of compensation previously made.
8. This agreement, and all matters or issues collateral to it, shall be governed by, and constructed in accordance with, the laws of the State of Mississippi.
9. Grantee shall not assign or sub-grant in whole or in part, its rights or obligations under this agreement without prior written consent of MDE. Any attempted assignments without said consent shall be void and of no effect.
10. The local education agency/Grantee adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99.
11. The local education agency/Grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.
12. The local education agency/Grantee adheres to the Office of Management and Budget (OMB) 2 CFR Part 200 (The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards).
13. The local education agency/Grantee assures that salary and wage charges will be supported by proper time reporting documentation that meets the requirements of 2 CFR Part 200.

By signing this statement, the Grantee hereby certifies and assures that the entity shall comply with the Standard Terms and Conditions, and MDE Assurances and Certifications in accordance with state and federal regulations requirements, and MDE policy and requirements pertaining to this program. The grantee certifies further that the information submitted on this is true and correct.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Executive Director/Agency Head/Fiscal Agent Signature Date**

**Form 3**

**STANDARD TERMS AND CONDITIONS**

**AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the MDE to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the MDE, the MDE shall have the right upon ten (10) working days written notice to Grantee, to reduce the amount funds payable or to terminate the grant without damage, penalty, cost or expenses to the MDE of any kind whatsoever. The effective date of termination shall be as specified in the notice of reduction or termination.

**CHANGES**

This agreement shall not be modified, altered or changed, except by mutual agreement by an authorized representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures. The parties agree to modify the grant agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

**INDEPENDENT GRANTEE**

The Grantee shall perform all services as an independent Grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by Grantee with respect to third parties shall be binding on the MDE.

**TERMINATION**

The MDE, by written notice, may terminate this grant, in whole or in part, if funds supporting this grant are reduced or withdrawn. To the extent that this grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of this grant for services rendered prior to the effective date of termination.

The MDE, in whole or in part, may terminate this grant for cause by written notification. Furthermore, the MDE and the Grantee may terminate this grant, in whole or in part, upon mutual agreement.

Either the MDE or the Grantee may terminate this agreement at any time by giving 30 days written notice to the other party of such termination and specifying the effective date thereof. The Grantee shall be paid an amount which bears the same ratio to the total compensation as the services actually performed to the total services of the Grantee covered by the agreement, less payments of compensation previously made.

**ACCESS TO RECORDS**

Grantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Grantee related to Grantee’s charges and performance under this agreement. Such records shall be kept by Grantee for a period of three (3) years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Grantee agrees to refund to the MDE any overpayment disclosed by any such audit. However, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it.

**LAWS**

The grant shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Grantee understands that the MDE is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Grantee agrees during the term of the agreement that Grantee shall strictly adhere to this policy in its employment practices and provision of services. Grantee shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified

**LEGAL AUTHORITY**

The Grantee assures that it possesses legal authority to apply for and receive funds under this agreement. Grantee warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, or other agreement of any kind; and (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

**EQUAL OPPORTUNITY EMPLOYER**

The Grantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, Grantee shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law.

**COPYRIGHTS**

Grantee agrees the MDE shall determine the disposition of the title to and the rights under any copyright by Grantee or employees on copyrightable material first produced or composed under this agreement. Further, Grantee hereby grants the MDE a royalty-free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, and to authorize others to do so, all copyrighted (or copyrightable) work not first produced or composed by Grantee in the performance of this agreement, but which is incorporated in the material furnished under the agreement. This grant is provided that such license shall be only to the extent Grantee now has, or prior to the completion of full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this agreement shall not, to the best of Grantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in Grantee's opinion be likely to become, the subject of any infringement claim or suit, Grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

**PERSONNEL**

Grantee agrees that, at all times, the employees of grantee furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike, and dignified manner.

**ASSIGNMENT**

Grantee acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Grantee’s special skills and expertise. Grantee shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontractors shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total budget agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of the grant agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

**BOARD APPROVAL**

It is understood that the grant will be void and no payment shall be made in the event that the Mississippi Board of Education and/or the State Board of Education does not approve this agreement.

**DISCLOSURE OF CONFIDENTIAL INFORMATION**

In the event that either party to this agreement receives notice that a third-party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 et seq.

**E-PAYMENT**

Grantee agrees to accept all payments in United States currency via the State of Mississippi’s electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 et seq.

**E-VERIFICATION**

If applicable, Grantee represents and warrants that it shall ensure its compliance with the Mississippi Employment Protection Act of 2008 and shall register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 et seq. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Grantee agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Grantee agrees to provide a copy of each such verification. Grantee further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Grantee to the following:

(1) termination of this agreement for services and ineligibility for any state or public agreement in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;

(2) the loss of any license, permit, certification or other document granted to Grantee by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,

(3) both. In the event of such cancellation/termination, Grantee would also be liable for any additional costs incurred by the State due to Grant cancellation or loss of license or permit to do business in the State.

**EXCEPTIONS TO CONFIDENTIAL INFORMATION**

Grantee and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:

(1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;

(2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;

(3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;

(4) is independently developed by the recipient without any reliance on confidential information;

(5) is or later becomes part of the public domain or may be lawfully obtained by the State or Grantee or from any nonparty; or,

(6) is disclosed with the disclosing party’s prior written consent.

**INDEMNIFICATION**

To the fullest extent allowed by law, Grantee shall indemnify, defend, save and hold harmless, protect, and exonerate the members of the Mississippi Board of Education, the MDE, and its commission members, officers, employees, agents and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys’ fees, arising out of or caused by Grantee and/or its partners, principals, agents, employees and/or sub grantee in the performance of or failure to perform this agreement. In the State’s sole discretion, Grantee may be allowed to control the defense of any such claim, suit, etc. In the event Grantee defends said claim, suit, etc., Grantee shall use legal counsel acceptable to the State. Grantee shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Grantee shall not settle any claim, suit, etc. without the State’s concurrence, which the State shall not unreasonably withhold.

**INDEPENDENT BUDGET DETERMINATION**

Grantee certifies that the budget submitted was independently arrived at without collusion.

**INFORMATION DESIGNATED BY GRANTEE AS CONFIDENTIAL**

Any disclosure of those materials, documents, data, and other information which Grantee has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the agreement, the personal or professional services to be provided, the funds to be paid, and the term of the agreement shall not be deemed to be a trade secret, or confidential commercial or financial information.

Any liability resulting from the wrongful disclosure of confidential information on the part of Grantee or its subcontractors shall rest with Grantee. Disclosure of any confidential information by Grantee or its subcontractors without the express written approval of the MDE shall result in the immediate termination of this agreement.

**LEGAL AND TECHNICAL SUPPORT**

Grantee shall utilize its knowledge and understanding of applicable legal standards and comply with recognized professional standards and generally accepted measurement principles applicable to assessments and uses of the type described in this agreement, including but not limited to standards relating to validity and reliability. Grantee shall consult with the MDE concerning its implementation of the requirements of this section. In the event of a challenge in which the validity or reliability of the use of an assessment developed under this agreement is an issue (other than a challenge based on infringement of copyright or other proprietary rights of a third party), Grantee shall cooperate with the MDE and/or the State of Mississippi in the defense of the assessment and shall provide reasonable technical and legal support with regard to Grantee's activities under this agreement without additional charges to the MDE or the State.

**BUDGET ADJUSTMENT**

Budget Adjustment Methods. Any adjustments in the grant budget, pursuant to a clause

in this agreement, shall be made in one or more of the following ways:

(a) by agreement on a fixed budget adjustment before commencement of the

Additional performance;

(b) by the costs attributable to the event or situation covered by the clause, plus

appropriate amount, all as specified in the agreement.

**PAYMODE**

Payments by state agencies using the State’s accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Grantee’s choice. The State may, at its sole discretion, require Grantee to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Grantee understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

**REPRESENTATION REGARDING CONTINGENT FEES**

Grantee represents that it has not retained a person to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Grantee’s proposal or qualification.

**TERMINATION UPON BANKRUPTCY**

The agreement may be terminated in whole or in part by the MDE upon written notice to Grantee, if Grantee should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Grantee of an assignment for the benefit of its creditors. In the event of such termination, Grantee shall be entitled to recover just and equitable compensation for satisfactory work performed under this agreement, but in no case shall said compensation exceed the total agreement budget.

**TRADE SECRETS, COMMERCIAL AND FINANCIAL INFORMATION**

It is expressly understood that Mississippi law requires that the provisions of this agreement which contain the commodities purchased or the personal or professional services provided, the amount to be paid, and the term of the agreement shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

**TRANSPARENCY**

This agreement, including any accompanying exhibits, attachments, and appendices, is subject to the “Mississippi Public Records Act of 1983,” and its exceptions. See Mississippi Code Annotated §§ 25-61-1 et seq. and Mississippi Code Annotated § 79-23-1. In addition, this agreement is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 et seq. Unless exempted from disclosure due to a court-issued protective order, a copy of this executed agreement is required to be posted to the Department of Finance and Administration’s independent agency agreement website for public access at http://www.transparency.mississippi.gov. Information identified by Grantee as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, shall be redacted.

**IMPLEMENTATION EXPECTATIONS**

If, at any time during the agreement term, the service performed or work done by Grantee is considered by the Agency to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Grantee shall, on being notified by the Agency, immediately correct such deficient service or work. In the event Grantee fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency.

**SURRENDER OF EQUIPMENT**

Grantee and MDE shall jointly conduct a closing inventory and Grantee shall replace or repair all equipment lost, damaged or destroyed to make up any deficiency between the opening and closing inventories. Grantee shall transfer all equipment per MDE’s guidance and written instructions.

**ASSIGNMENT**

Grantee shall not assign or sub grant in whole or in part, its rights or obligations under this agreement without prior written consent of the MDE. Any attempted assignment without said consent shall be void and of no effect.

**MISSISSIPPI ETHICS**

It is the responsibility of the Grantee to ensure that subcontractors comply with the Mississippi Ethics Law in regard to conflict of interest. A statement attesting to said compliance shall be on file by the Grantee.

I have **read** and **agree** to comply with the standard terms and conditions **and** grant assurances. I certify that the contents of this proposal, if funded, will be followed for the implementation of the Combined Services Grant described herein. *Signatures of the Executive Director, Agency Head, and/or Fiscal Agent on this page must match the signatures on the cover page. A representative from each partnering agency must sign the assurances. Failure to sign the above assurances will result in the rejection of the proposal.*

**Executive Director/Agency Head/Fiscal Agent** **Date**

Title of Authorized Person

Grantee Name

**Form 4**

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Mississippi Department of Education**

**FY21 Combined Services Grant**

Each subgrantee must disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. The purpose of this form is to help MDE identify the actual or potential conflict and ensure the avoidance where necessary. Please complete and sign the form below as it relates to a conflict of interest within the Combined Services grant activities.

I have no conflict of interest to report.

I have the following conflict of interest(s) to report. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I certify that the information set forth above is true and complete to the best of my knowledge. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MDE immediately.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/Agency Head/Fiscal Agent Date

### **BUDGET FORMS**

## **Instructions for Budget Forms:**

## **General Instructions**

This budget form is for the Combined Services grant program. You may request an amount equal to or less than the first year for year two. Pay attention to applicable program specific instructions given in the RFP.

## **BUDGET OVERVIEW**

**Budget Overview Form A (REQUIRED)**

All grantees must complete Form A and provide an overview to support the budget that is presented as part of this RFP. This overview must address all components (a-e).

## **Budget Summary**

**Budget Summary Form B (REQUIRED)**

All grantees must complete **Form B** and provide a breakdown by the applicable budget categories shown in lines 1-12.

## **Budget Narrative**

**Budget Narrative Form C for Year One Only (REQUIRED) for each Scope of Work.**

**Please pay attention to applicable program specific instructions and allowable expenditures.** ***Please submit a separate Form C for each Scope of Work.***

1. Provide an itemized budget breakdown for each applicable budget category listed in the budget summary pages for **each scope of work (Office of Secondary Education, Office of Career and Technical Education, etc**.)
2. Provide the rate and base on which fringe benefits are calculated.
3. Provide other explanations or comments you deem necessary.
4. Administrative and indirect cost rates for non-profits are to be handled according to Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards and in accordance with the governing authority of that specific non-profit.
5. There is a 20% cap on administrative costs.
6. Enter the indirect cost rate that will be in effect during the funding period. Use the restricted rate. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Form A**

**Budget Overview**

Provide a brief and concise narrative on the following:

**a. How the items within the budget support the goals of the program;**

1. **How the requested funds will be allocated for accomplishing tasks and activities described in the proposal;**
2. **How the major costs indicated on the Budget Summary will be reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes;**
3. **How grant funds will supplement and not supplant other federal, state, and local funds, and other non-federal funds;**
4. **How the positions and salaries will be reasonable and necessary, consistent with the demographic area, and adhere to the grantee agency’s policies and procedures on salary determination.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FORM B **Mississippi Department of Education**  **BUDGET summary PAGE**  **Combined Services Grant** | | | | | FY21  Projected Budget Summaries |
| Fund Number: |
| Name of Institution/Organization: | | | | Grantees requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form. | | |
| **BUDGET SUMMARY – Form B** | | | | | | |
| **Budget Categories** | | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_** | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_** | | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 1. Personnel (Non-Administrative) | |  |  | |  | |
| 2. Administration (Not more than 20% of allocation) | |  |  | |  | |
| 3. Fringe Benefits | |  |  | |  | |
| 4. Travel | |  |  | |  | |
| 5. Equipment | |  |  | |  | |
| 6. Supplies | |  |  | |  | |
| 7. Contractual | |  |  | |  | |
| 8. Other (Specify) | |  |  | |  | |
| 9. Total Direct Costs (lines 1-8) | |  |  | |  | |
| 10. Indirect Costs | |  |  | |  | |
| 11. Total Cost (lines 9-10) | |  |  | |  | |

FORM C

BUDGET NARRATIVE

School Year 2020-2021

Use the Budget Narrative form to provide a complete budget narrative **for year 1 of the project**. ***Please complete a separate Form C for each Scope of Work (Office of Secondary Education, Office of Career and Technical Education, Office of School Improvement, and Office of Special Education).*** On this page, please provide a **brief** but **detailed** budget narrative that explains the following, if applicable: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, indirect costs, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed.

Entity Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scope of Work for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| CATEGORY/Activity | **AMOUNT** | **GENERAL DESCRIPTION** |
| 1. Personnel  (Non-Administrative) |  |  |
| 2. Administration |  |  |
| 3. Fringe Benefits |  |  |
| 4. Travel |  |  |
| 5. Equipment |  |  |
| 6. Supplies |  |  |
| 7. Contractual |  |  |
| 8. Other (Specify) |  |  |
| 9. Indirect Costs |  |  |
| Subtotal for Each Page |  |  |
| SCOPE OF WORK TOTAL |  |  |

Organization: Page of