**REQUEST FOR PROPOSALS**

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**Non-Profit Workforce Professional Development Grants RFP**

**Mississippi Department of Education (MDE)**

**Office of Career and Technical Education (CTE)**

**359 North West Street, Suite 111**

**Jackson, Mississippi 39201**

**Contact: Rozelia Harris**

**Phone: 601.359.3974**

**Date: September 23, 2019**

**Table of Contents**

**GENERAL INFORMATION**

Program Purpose and Goals………………………………………………………………………………….3

Eligibility Criteria ………………………………….…………………………………………………………….3

Request for Information ………………………………………………………………………………………3

Proposal Formatting and Submission Information 4

Formatting Directions 4

Submission and Delivery of Proposals 5

Risk of Delivery 5

Conditions of Solicitation 6

Acceptance of Proposals 7

Rejection of Proposals 7

Disposition of Proposals 8

Conflict of Interest 8

Timeline of Activities 8

Details 9

Grant Period 10

Grant Award………………………………………………………………………………………………………….10

Award Amount 10

Use of Funds 10

Budget Requirements ………………………………………….……………………………………………..10

Responsibilities of a Fiscal Agent 11

Proposal Review and Selection Process……..……………………………….………………………….12

Proposal and Scoring………………………..…………………………………………………………………13

Appendix…………………………………………………………………………………………………………….7

**FORMS**

Supplemental Form A

Acknowledgement of RFA Amendments………………………………………………………………18

Form 1 – Cover Page …………………………………………………………………………………………20

Form 2 – Assurances ……………………………………………………..………………………………….21

Form 3 – Standard Terms and Conditions …………………………………………………....……23

Form 4- Conflict of Interest Disclosure Form ………………………..…………………………….26

Budget Forms Instructions…………………………………………….…………….…………………….27

Budget Form A –Budget Overview …………………………………………………………………….28

Budget Form B – Budget Summary ……………………………………………………………………29

Budget Form C – Budget Narrative ……………………………………………………………………30

**GENERAL INFORMATION**

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

The Mississippi Department of Education (MDE), Office of Career and Technical Education, is seeking competitive written proposals to award grant dollars to non-profit entities to provide high quality professional development for licensure endorsement for Career and Technical Education teachers in area of workforce development and to also provide an academic endorsement for Mississippi teachers in the area of economics education.

This grant is to support high quality professional development for licensure endorsement for Career and Technical Education teachers in the area of workforce development, and to also provide an academic endorsement for Mississippi teachers in the area of economics education.

**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.

Any non-profit entity that offers professional development in the area of workforce development and provides academic endorsement for Mississippi teachers in the area of economics education is eligible to apply. Mississippi Department of Education does not discriminate on the basis of race, color, national origin, sex, age or disability. Please submit Non-Profit status forms with proposal.

**3. REQUESTS FOR INFORMATION**

Written questions concerning the RFP should be **emailed** to:

Dr. Aimee Brown, [acbrown@mdek12.org](mailto:acbrown@mdek12.org).

The deadline for submitting written questions by email is **Monday, October 7, 2019 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 and will be available to the general public on **Wednesday, October 9, 2019**. **No individual replies will be granted.**

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

**4. 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 Non-Profit Workforce Professional Development Grant. 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.

**5. 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 15 pages.**

**REQUIRED ELEMENTS submitted in this order:**

* Signed Cover Sheet (Form 1)—*Required Signature(s)*
* Signed Assurances (Form 2)—*Required Signature(s)*
* Signed Standard Terms and Conditions (Form 3)—*Required Signature*
* Signed Conflict of Interest (Form 4)—*Required Signature*
* Acknowledgement of Amendments (Attachment A)—*Required Signature*
* Proposal and all its components:
* Program Training
* Observation and Assessment
* Curriculum Development Process
* Mentoring
* Budget
* Budget Forms A, B, & C
* Appendix

Grantees are encouraged to submit using the following parameters:

* Submitted on 8.5” x 11” white paper using 12-point Times New Roman font;
* Formatted using 1” margins on all sides;
* Portrait setting (see narrative requirements for information about Goals, Objectives, Activities, and Timeframe table that must be landscape formatted);
* 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.

**6. SUBMISSION AND DELIVERY OF PROPOSALS**

**One (1)** original and five (5) copies of the sealed proposal must be received **by 5:00 p.m. on** **Thursday, October 24, 2019** at the following address based upon the delivery method used:

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

Mississippi Department of Education

**Non-Profit Workforce Professional**

**Development Grants RFP**

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

**Non-Profit Workforce Professional**

**Development Grants RFP**

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.

**7. 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 A*) page 17 for mandatory proposal components. Those grantees may reapply during a future grant competition, if funding is available.

**8**. **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 rests 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.

**9. 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.

**10. 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 17.
* 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 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.

**11. 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.

# 12. CONFLICT OF INTEREST

Each subgrantee must maintain a written conflict of interest policy.

**13. TENTATIVE TIMELINE OF ACTIVITIES**

The Non-Profit Workforce Professional Development Grant expects to recommend approval of new subgrantees at the November 2019 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** |
| September 23, 2019  September 30, 2019 | RFP Issued – Post to MDE Website/Newspaper |
| October 7, 2019 | Deadline for submitting questions |
| October 9, 2019 | Questions will be posted to the MDE website |
| October 24, 2019 by 5:00 p.m. | Proposals due |
| October 28, 2019 | Evaluation of proposals |
| December 19, 2019 | State Board of Education approval |
| December 20, 2019 | Notification of awards (contingent on State Board approval) |
| April 1, 2019 | Budget Revisions due (if needed) |
| April 15, 2019 | Authorization to expend, pending approved revisions |

**14. DETAILS**

1. **Eligibility Criteria**

All proposals received by the stated submission deadline will be evaluated using the selection criteria described in the following section. Proposals will be rated and ranked by a review team composed of MDE staff and/or external members. Proposals receiving the greatest number of points will be recommended to the State Board of Education for funding.

**Evaluation Criteria**

Program Training 25 points

Observation and Assessment 20 points

Curriculum Development Process 15 points

Mentoring 20 points

Budget 20 points

Total 100 points

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. 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, including, but not limited to:

* Develop and facilitate training
* Deliver workshops, seminars or other type of presentations
* School and classroom observation with immediate feedback
* Curriculum development
* Mentoring of administration and teachers

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 community learning center program is accessible to persons with disabilities.

**15. GRANT PERIOD**

A subgrant award is made available for an approved project period of up to 3 years with renewal contingent upon proper implementation of the proposed project as evidenced by the Performance Evaluation, submission of all required documents, and the availability of continued funding.

**16. GRANT AWARD**

Awardees will be required to submit progress reports and end of program evaluations. Awardees are renewable for up to three years contingent upon successful performance evaluation, completion of project deliverables and funding availability.

**17. AWARD AMOUNTS**

Funds are subject to appropriations by the state government. This grant will be awarded in the amount not to exceed $80,000 per year. All grants will be awarded for up to 3 years with renewal contingent upon proper implementation of the proposed project as evidenced by the Performance Evaluation, submission of all required documents, and the availability of continued funding. Funding to eligible organizations is subject to State Board of Education approval**. The Mississippi Department of Education reserves the right to negotiate grant award amounts with all Grantees.**

When determining the amount to be requested, grantees are required to consider the needs of the administration and teachers, and the number of students to be served. All grantees must submit budgets and sustainability plans. Recipients will receive funding **pending appropriations**.

**18. 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.

Funds may only be used for purposes approved in the non-profit proposal. Subgrantees should be aware that funds must be used in a manner consistent with all requirements of the statute and must be used only to supplement, not supplant, any federal, state, local, or non-federal funds available to support activities.

**19. BUDGET REQUIREMENTS**

All grantees’ budgets must meet the following requirements:

* All applicants must provide an itemized budget breakdown for the Non-Profit Workforce Professional Development initiative.
* Applicants must include how each major cost item relates to the implementation of the Non-Profit Workforce Professional Development initiative.
* The project description must also demonstrate the need for high quality professional development in the districts.
* Please review budget form instructions on page 27.

The project’s budget must be clearly tied to the scope and requirements of this project.

**20. 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 June 30, 2020.

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.

**21. 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 17 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 9. 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. As discussed in the competitive priority section, a proposal must receive a minimum total quality score of **70** before it can be considered eligible for funding. 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 an 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.

**a. Program Training (25 Total Points)**

Training should be presented in the form of a workshop, seminar, and or some other type of large group presentation(s). Presenters are responsible for planning and facilitating the training and should collaborate with the MDE to develop training objectives to guide the content of the training. Successful trainings should include additional follow-up activities or sessions to allow for feedback and coaching opportunities.

The training should include the following:

* Explain in detail how you plan to incorporate high quality professional development for licensure endorsement for Career and Technical Education teachers in area of workforce development and to also provide academic endorsement for Mississippi teachers in the area of economics education. The project description must also demonstrate the need for high-quality professional development in the districts.

**b. Observation and Assessment (20 Points)**

Observation and assessment feedback model allow for both the observer and the person being observed to benefit from the observation and analysis of strengths and areas for improvement. The non-profit entity will provide opportunities for observation and assessment with educators involved in the specific pathway related to workforce development and/or economics education.

The observation assessment should include the following:

* Summary of readiness for teacher/facility/district observation (pictures may be included in the appendix).
* Ongoing evaluation methods (formative assessments) that will be used to measure educator education (different types of assessments: performance-based, portfolio, checklists, rubrics, demonstrations, presentations, paper/pencil, etc.).
* Ongoing evaluation methods that will be used to ensure that teachers are fully implementing in accordance with the Mississippi Department of Education.
* Description of data (qualitative and quantitative) that will be collected during the project to assess how the project is meeting the anticipated outcomes of the grant: (1) to increase the percentage of educators attending professional development, (2) provide professional development that offers advancement and growth potential, (3) and
* help educators make successful transitions with students to postsecondary education.
* The project self-evaluation will be submitted annually, in June of each year.

**c. Curriculum Development Process (15 Total Points)**

The non-profit entity will be asked to serve on a curriculum development committee to provide valuable insight to professional growth as related to relevant research in the specific pathway related to workforce development and/or economics education.

The curriculum development process should include the following:

* Summary of collaboration efforts between non-profit entity, school district and postsecondary institutions (Community and/or Junior Colleges and Institutions of Higher Learning) that are focused on improving student learning.
* Summary of collaboration and support between non-profit entity, school district and local businesses and industries.
* Applicants should only include letters of support as evidence of collaboration and support that is specifically included in the narrative. Each individual letter of support should be specific in listing or stating exactly what will be provided to the district toward the implementation of the grant. Letters that only state general support and congratulate the district for their many accomplishments should not be included.

**d. Mentoring (20 Total Points)**

The non-profit entity will be asked to pair experienced, successful educators with colleagues who are less experienced. Non-profit entity will be viewed as experts in their field and should have the ability and time to demonstrate, observe, and consult with new and struggling teachers regarding instructional issues.

The mentoring plan should include the following:

* Program Objectives
* Program Management
* Program Design
* Mentor Selection Criteria
* Mentor Training
* Evaluation

**e. Budget (20 Points)**

All applicants’ budgets must meet the following requirements in each form:

* Budget Overview (Form A)
* Budget Summary (Form B)
* Budget Narrative (Form C)

Budgets should be feasible and in line with grantee scope.

**22. 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 acbrown@mdek12.org.

**Appendix**

**Appendix**

The appendix should include letters of specific support from postsecondary institutions (Community and Junior Colleges and/or Institutions of Higher Learning), business and industry, RESAs, and/or other collaborative partnerships. It should also include résumés and letters of commitment from teachers included in the grant project. **Additional evidence supporting the proposal (not to exceed five (5) pages) should also be included, if applicable.**

**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 Signature(s)*
* Signed Assurances (Form 2)—*Required Signature(s)*
* Signed Standard Terms and Conditions (Form 3)—*Required Signature*
* Signed Conflict of Interest (Form 4)—*Required Signature*
* Acknowledgement of Amendments (Attachment A)—*Required Signature*
* Proposal and all of its components:
* Program Training
* Observation and Assessment
* Curriculum Development Process
* Mentoring
* Budget
* Budget Forms A, B, & C
* Appendix

**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 are encouraged to submit proposals using the following parameters:

* Submitted on 8.5” x 11” white paper using 12-point Times New Roman font
* Formatted using 1” margins on all sides
* Portrait setting (see narrative requirements for information about Goals, Objectives, Activities, and Timeframe table that must be landscape formatted)
* 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**

**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**

**Non-Profit Workforce Professional Development Grant**

**FY20 (School Year 2019-2020) PROPOSAL PACKAGE**

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

|  |  |
| --- | --- |
| **Amount Requested**  **Fund Year 2019-2020**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF EACH SCHOOL(S):** | **ADDRESS OF EACH SCHOOL:** | **Number of students to be served by grant:** | **GRADE LEVELS TO BE SERVED:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Required signatures/dates:**

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

Executive Director/Agency Head/Fiscal Agent Date Typed Name

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

Local Board President (if applicable) Date Typed Name

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

Project Coordinator Date Typed Name

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

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**

**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 regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.

By signing this statement, the Grantee hereby certifies and assures that the school district submitting this shall comply with the above Endorsement and Support of District , 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’s Signature Date**

**Form 3**

**STANDARD TERMS AND CONDITIONS**

**AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of MDE to proceed under this agreement is conditioned upon the congressional appropriation of funds and the receipt of 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 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 MDE, MDE shall have the right upon ten (10) working days written notice to the Grantee, to reduce the amount of funds payable to the Grantee or to terminate this agreement without damage, penalty, cost or expenses to MDE of any kind whatsoever. The effective date of reduction or 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.

**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**

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 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 five (5) years after final payment under this agreement, unless the MDE authorized 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 5-year period, the records shall be retained until completion of the action and resolution off all issues which arise from it.

**LAWS**

This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.

**LEGAL AUTHORITY**

The Grantee assures that it possesses legal authority to apply for and receive funds 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**

The Grantee: (i) agrees that the MDE shall determine the disposition to title to and the rights under any copyright by Grantee or employees on copyrightable material first produced or composed under this agreement; and, (ii) hereby grants to the MDE a royalty free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, 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, provided that such license shall be only to the extent Grantee now has, or prior to the completion or full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to other solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the 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 the Grantee’s opinion be likely to become, the subject of an infringement claim or suite, the 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.

**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 subgrant 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 Non-Profit Workforce Professional Development grant described herein. *Signatures of the Superintendent, 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/Fiscal Agent Date

Title of Authorized Person

Grantee Name

**Form 4**

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Mississippi Department of Education**

**Non-Profit Workforce Professional Development 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 Non-Profit Workforce Professional Development of 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 **Non-Profit Workforce Professional Development** 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)**

**Please pay attention to applicable program specific instructions and allowable expenditures.**

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 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 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**  **Non-Profit Workforce Professional Development Grant** | | | | | FY20 – FY22  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 # 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 2019-2020

Use the Budget Narrative form to provide a complete budget narrative **for 3 years of the project**. 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 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 |  |  |
| GRANT TOTAL |  |  |

Organization: Page of