PUBLIC SCHOOL OPPORTUNITIES ENHANCEMENT PROFESSIONAL LEARNING PROGRAM

Bidder’s Conference
Technical Assistance Presentation
October 5, 2018
Agenda

- Welcome and Introductions;
- Request For Proposal (RFP) Walk-through;
- Validation Process; and
- Questions and Answers.
1.1 Program Overview

Authorization For Funding

- Introduced a House Bill 1402 (2016) Chp. 32 established PSOEP. Amended Fiscal 2019 budget HB 1415. during 2019 legislative session and enacted under Subtitle 20 of the Maryland Constitution Act Maryland State Department of Education (MSDE) is required to administer, monitor, and evaluate the approved program; and
- Maryland State Department of Education (MSDE) is required to administer, monitor, and evaluate the approved program.
1.2 Program Purpose

Purpose of the PSOEPLP Grant is to provide:

- One grant to a non-profit organization to support existing educational programming during the school day, including the recruitment, training, and ongoing professional learning of new teachers.
## 1.3 Summary of Dates

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<th>Event</th>
<th>Dates</th>
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<tr>
<td>Pre-Proposal Technical Assistance Meeting</td>
<td>October 5, 2018</td>
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<td>Deadline for Submission</td>
<td>November 1, 2018</td>
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<td>Proposal Review Begins</td>
<td>November 5, 2018–November 16, 2018</td>
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<td>Validation Process</td>
<td>November 20, 2018 – December 3, 2018</td>
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<td>Award Date</td>
<td>September 1, 2018 – June 30, 2019</td>
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<td>Award Notification</td>
<td>December 10, 2018</td>
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<td>Program Start Date</td>
<td>Immediately after issuance of Notice to Grant Award (NOGA)</td>
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1.4 Funding and Length of Grant

- **Total Funds Available**: $500,000 per year
- **Length of Grant**: Annually (contingent upon funding); and
- **No matching funds required.**
1.6 Grant Period

September 1, 2018 to June 30, 2019

- Costs incurred prior to beginning of grant period will not be reimbursed;

- PSOEPLP grants are awarded annually, contingent upon State funding; and

- After the first year, additional years are funded assuming annual completion of and compliance with all requirements.
1.6 Instruction for RFP Questions

Responsibilities of all bidders:

- Examine the entire RFP
- Seek clarification in writing
  - Submit questions in writing by email on/or before
    - **October 19, 2018** to
      - [hb1402.msde@maryland.gov](mailto:hb1402.msde@maryland.gov)
  - Responses to questions will be posted no later than **October 26, 2018**
    - [http://www.marylandpublicschools.org/about/Pages/DSFSS/Youth-Development/PSOEG.aspx](http://www.marylandpublicschools.org/about/Pages/DSFSS/Youth-Development/PSOEG.aspx)
1.9 Eligible Applicants

The PSOEPLP competition is open to:

- Nonprofit [501(c)(3)] organizations that will target the following local school systems with at least 50 percent of public school students that qualify for free lunch under the National School Lunch Program; and

- The eligible entity must be a nonprofit [501(c)(3)] organization; however, the MSDE shall give priority to Maryland-based nonprofit organizations and non-profit organizations operating in Maryland on or before July 1, 2016.
1.9 Eligible Applicants (continued)

Eligible School Systems:
- Allegany County
- Baltimore City
- Caroline County
- Dorchester County
- Kent County
- Prince George’s County
- Somerset County
- Wicomico County
- The SEED School of Maryland
1.10. Priorities

- The MSDE shall give priority to applications that illustrate the ability to leverage private and existing funding sources. (See Section 2.7);

- The MSDE shall select applications that meet the established criteria of supporting existing educational programming during the school day including the recruitment, training, and ongoing professional learning for new teachers.
1.11. Allowable Activities

- Eligible organization must use funds to provide activities that:
  
  a) Support existing educational programming during the school day, including the recruitment, training, and ongoing professional learning of new teachers.
2.0 Application Requirements

2.1 Application Checklist (Form):

- Complete the *Application Checklist* (Exhibit 1) to ensure that all required sections are included in the grant proposal.
  - Exhibit 1 is not required to be submitted with the application.
2.0 Application Requirements

2.2 Application for PSOEPLP:
- Proposal **must** begin with the *Application for Maryland Public School Opportunities Enhancement Professional Learning Program Cover Page* (Exhibit 2).
  - This must be the first page of the application (do not cover this page);
  - A DUNS number is required for submission.
2.0 Application Requirements

2.3 Project Abstract:

- Prepare a one paragraph abstract that provides a concise and clear overview of the proposed PSOEPLP; and
- The abstract should be approximately 100 words and include, at a minimum, the reason that the need exists, the way the program will operate to meet the need of the target population, and the intended outcomes of the proposed program.
2.0 Application Requirements

- Be received before 2:00 p.m. on November 1, 2018;
- Any section submitted after 2 p.m. will not be read; and
- Meet all the requirements set forth in the Validation Process (Section 4.0).
2.0 Application Requirements

2.4 Project Narrative

Purpose:

- The Project Narrative includes Sections 2.4.1 through 2.8.
2.0 Application Requirements

2.4 Project Narrative

Purpose:

- (20 page limit, 1.5 line spacing and a 12 point font size); and

- Provides the opportunity to convince the review panel that the project is sound and deserves to receive funding.
2.0 Application Requirements

2.4.1 Comprehensive Needs Assessment: 
*Identified Best Practices for New Teachers*

**Purpose:**
- The section describes the needs of the new teachers in selected local school systems. A comprehensive needs assessment should:
  - Clearly define the main problem or obstacle the program will address.
2.0 Application Requirements

2.4.1 Comprehensive Needs Assessment: Identified Best Practices for New Teachers

Purpose:

- Present quantitative data (e.g., teacher retention and educational levels); and qualitative data in support of quantitative data (e.g., interviews, focus groups).
2.0 Application Requirements

2.4.1 Comprehensive Needs Assessment: Identified Best Practices for New Teachers

Purpose:

- Identify who is affected by the problem and, describe the wider impact on the local community if the problem is not addressed; and
- Document the factors contributing to the problem.
2.0 Application Requirements

2.4.1 Comprehensive Needs Assessment:
Identified Best Practices for New Teachers

Purpose:
- Document current or past efforts to address the problem;
- Document the factors contributing to the problem; and
- Explain why the current or past efforts failed or are inadequate to address the total need.
2.0 Application Requirements

2.4.2 Program Design

Purpose:

- Describes programming including recruitment, training, and ongoing professional learning of new teachers; and

- Provide research-based justification for the proposed strategies and activities.
2.0 Application Requirements

2.4.2 Program Design

- Describe the identification and selection of the target group;
- Describe the process to extend invitations; and
- Describe the dissemination of information about the program to target local school system.
2.0 Application Requirements

2.4.2 Program Design

- Describe the frequency and duration of the program and justify how this will meet the needs of the target group;
- Describe the identification and selection of the target group; and
- Cite the evidence that the proposed strategies/activities are effective.
2.0 Application Requirements

2.4.2 Program Design

- Describe plans to monitor attendance that are likely to result in clear communication with school administrators and district leaders;
- Describe the professional learning plan for new teachers; and
- Describe how the program will accommodate teachers responsible for students with Individualized Education Plans and 504 Plans.
2.0 Application Requirements

2.4.3 Goals, Objectives, Milestones, and Anticipated Outcomes

- Present the Overall Goal, Annual Objectives, Milestones, and Anticipated Outcomes in the Alignment Worksheet (Exhibit 3); and

- For this section, a narrative response is *not* required.
2.0 Application Requirements

2.5 Implementation and Governance Plan

- List the personnel involved in the project’s implementation and their qualifications;
- Describe the amount of time devoted to the project to ensure proper implementation; and
- Identify any personnel previously employed at the MSDE.
2.0 Application Requirements

2.5.2 Steering Committee Description

- The project must have a steering committee to govern the project;
- Steering committee members should represent the major stakeholders in the project (e.g., project partners, school principals, LEA representatives, Board of Education); and
- Project directors should act as advisors to the committee.
2.0 Application Requirements

2.5.3 Management Plan

- Describe how, when, and by whom the program’s implementation will be monitored, including starting the project on time;
- Describe how the program will be integrated into the existing academic day; and
- Describe the mechanisms by which the project will clearly define and hold partners accountable to specific roles, responsibilities, and contributions.
2.0 Application Requirements

2.6. Program Accountability

- Include a plan for a professional assessment of the program;
- Conduct quarterly assessments with interim goals and benchmarks, culminating in a summative evaluation of project; and
- Include the strategy, description of proposed data instruments, collection processes and analytic methods to show how the program will be assessed.
2.0 Application Requirements

2.7 Leveraging Private and Existing Funding Sources

- Include how private and existing funding sources will be combined or coordinated with the proposed grant funding to illustrate the effective use of resources; and
- The MSDE will give priority to applications that illustrate the ability to leverage private and existing funding sources.
2.0 Application Requirements

2.8 Partners Plan Worksheet

- A partner is any organization that will actively contribute to the project. This includes the local school system(s) being served and organizations and foundations; and

- Partners include subcontractors, organizations that are under contract with the grantee to provide grant-funded activities or services.
2.0 Application Requirements

2.9 Budget And Adequacy of Resources

- The budget must demonstrate that there are sufficient resources to successfully implement the proposed program as described in the project narrative, including but not limited to instructional staff, curricular materials, evaluation, and professional learning.
2.0 Application Requirements

2.9 Budget Narrative and Worksheet

- The budget narrative (written in table format) must demonstrate the extent to which the proposed budget is reasonable, cost-effective, and integrates other sources of funding; and

- All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget worksheet (sample-Exhibit 6).
3.0 Appendices

- The following Appendices (3.1 – 3.6) must be included but do not apply to the page limit of the Project Narrative. Other than these appendices, please do not include any additional appendices; and
- Do not include any material that is required for the Project Narrative (Section 2.4) in the Appendices.
3.0 Appendices

3.1 Works Cited

- Provide a list of all references that have been cited in the narrative. Include citations for specific curricula as well as books and articles.
3.0 Appendices

3.2. Letters of Commitment

- Required from all project partners participating in the project. Each letter of commitment must contain the following:
  - A statement acknowledging and supporting the goal(s) and objectives of the project;
  - and
  - The participant’s expected gains from the project.
3.0 Appendices

3.2. Letters of Commitment

- The expertise, resources, and financial contributions the participant is making toward the project. Financial contributions (in-kind and cash) should be quantified;

- A clear statement detailing the roles, responsibilities, and capabilities of the partners; and

- All letters should be included in the proposal and not sent directly to the MSDE.
3.0 Appendices

3.3. Key Personnel Description and Qualifications

- Include a one-page resume or job description for each person playing a key role in the project as described in the management plan (such as project director, site coordinator(s), and evaluator); and

- Only information relevant to the project should be included in the resume.
3.0 Appendices

3.4. Signed Assurances

- The head of the grantee agency must sign and date the Assurances (Exhibit 7). Please read all assurances carefully; and

- If extenuating circumstances prohibit submission of the signed Assurances and the applicant qualifies for a face-face interview, the signed Assurances must be submitted 15 days after notification of the interview.
4.0 Validation Process

4.1 Validation Process Part 1

- Late applications will not be accepted or reviewed; and
- Any person or organization that is debarred from receiving state or federal funds is not eligible to apply for a PSOEPLP program subgrant.
4.0 Validation Process

4.1 Validation Process Part 1

- Any applicants whose key personnel consist of any persons terminated from the MSDE due to performance or persons, whose contracts were terminated for performance, will not be reviewed unless a span of three consecutive school years exists from the effective date of termination and the date of the submitted application.
4.0 Validation Process

4.2 Validation Process Part 2

- The MSDE will assemble review teams to review proposals; and
- Reviewers will individually comment on each proposal assigned to that team and assign each a numerical score using the PSOEPLP scoring rubric.
4.0 Validation Process

4.3 Validation Process Part 3

- The MSDE will arrange the date and time for the validation interview/call to take place within five business days of contact by the MSDE; and

- Prior to the validation interview/call, applicants will, in writing, respond to a standard set of questions, as well as clarify any questions or concerns raised by the reviewers.
4.0 Validation Process

4.3 Validation Process Part 3

- The MSDE shall make final determination for the award based on the results of the validation process and the availability of funds.
5.0 Awarding of Funds

- Upon satisfactory completion of the validation interview and submission of information requested to satisfy the Validation Process Part 3, the MSDE will initiate disbursement of 15 percent start-up funding; and

- All funding is contingent on funding allocated by the State.
5.0 Awarding of Funds

- Denial of a Grant/Application. Each applicant whose application is denied will receive a notice that explains the reason(s) for the denial.
6.0 Submission Requirements

- The prescribed Application for PSOEPLP Form must be the first page of the proposal;
- All pages of the Project Narrative must use one-inch margins and be numbered; and
- The Project Narrative must use line spacing of at least 1.5, and a type size of 12-point font. Proposals that fail to meet this requirement will be rejected.
6.0 Submission Requirements

- Charts, worksheets, and tables may use single spacing and a type size of 10-point font; and
- Applications must not exceed 20 pages. Additional pages that exceed the 20 page limit will not be read or scored. (This excludes Application Form, Application Checklist, table of contents, budget narrative, itemized budget form, the MSDE Grant Budget C-1-25, appendices, and signed assurances.)
6.0 Submission Requirements

All proposals, in PDF, **MUST** be electronically submitted on or before Thursday, **November 1, 2018** by **2:00 p.m.** (Eastern Time) to the following email address.

hb1402.msde@maryland.gov
Closing

- Thank you for your time, attention, and participation.