

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY**

**REQUEST FOR INFORMATION NO. 024-PP10**

**MILLION DOLLAR COMMUNITY LITERACY CHALLENGE – ADULT LITERACY SERVICES  
COMMUNITY/FAITH BASED ORGANIZATIONS – GRANT PARTNERSHIP APPLICANTS**

**I. NAME AND ADDRESS OF REQUESTOR**

The School Board of Miami-Dade County, Florida  
School Operations – Division of Adult Education  
1500 Biscayne Boulevard, Room 343  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR INFORMATION**

The purpose of the Request For Information (RFI) is to determine qualified and experienced Community and Faith-Based Organizations capable of providing adult educational programs in conjunction with grant requirements. Miami-Dade County Public Schools (M-DCPS) supports and develops the highest quality educational projects, encourages innovation in services, and invests in activities that will create better outcomes for adult citizens. M-DCPS supports and encourages new projects and organizations that will provide fresh approaches in adult service delivery and supports revitalization efforts in various communities for adults in these changing environments.

As funding becomes available, the purpose of the **Request For Information (RFI)** is to solicit necessary information from not-for-profit organizations, prior to 2014-2015 grant submissions. Current Adult Education grants may be amended through the Florida Department of Education (FL-DOE), for the remainder of 2013-2014 fiscal year. The information obtained will provide M-DCPS with data regarding the Community/Faith- Based Organization (CBO) which delineates their area of expertise within the community and the possibility of future collaboration with Miami-Dade County Public Schools.

### III. REQUIRED INFORMATION TO BE SUBMITTED:

Four (4) copies of the responses to the Request for Information, one of which must be an original, must be received by 2:00 p.m. (Local Time), on **April 8, 2014**, at:

The School Board of Miami-Dade County, Florida  
Bid Clerk, Procurement Management Services  
1450 NE Second Avenue, Room 650  
Miami, FL 33132

The proposal must be submitted in a sealed envelope or box marked RFI NO: 024-PP10 - "COMMUNITY/FAITH-BASED ORGANIZATIONS – GRANT PARTNERSHIP APPLICANTS."

The following information should be included in the response and received by the date and time specified:

### IV. PROJECT NARRATIVE INSTRUCTIONS

A project narrative, which is concise, specific and informative, must be submitted as part of each **Request for Information (RFI)**. The project narrative must give a complete description of your organization, as well as the manner in which it will address the focus area(s) you have selected. Narrative responses should be single-spaced and typed in 12-point font. There is a 6 page maximum for the Project Narrative. The 6 page maximum does not include any forms requested by this application. The following information is to be included in the narrative:

1. Name:
2. Address:
3. Phone Number:
4. Fax Number:
5. Electronic Mail Address:
6. Website: If Applicable
7. 501 c(3) Status: Yes or No  
If so, please provide EIN #
8. Organizational Chart
9. Resumes and/or Curriculum Vitae of Staff
10. List of Board of Directors
11. Existing M-DCPS Contracted Partner: Yes or No
12. List current funding/community partners
13. Target Population Served/Geographic Area
14. Detailed description of specific need within area
15. Description of existing educational program
16. Focus-Area such as Educational Gains (Adult Basic Education ABE, FCAT, General Educational Development Diploma, etc.), Employment, or Secondary Education.

17. What will your organization provide (List)? IN-KIND
18. Current Operating Budget

**V. PROGRAM REQUIREMENTS & DOCUMENTATION TO BE SUPPLIED BY APPLICANT**

1. Vendor Name and Number  
To become a vendor: <http://procurement.dadeschools.net/default.asp>
2. Project Narrative
3. Affiliating Agreements (Current partners only)  
<http://forms.dadeschools.net/webpdf/6103.pdf>

**VI. MISSION**

Miami-Dade County Public Schools (M-DCPS), Division of Adult Education programs are designed to prepare you to enter the career of your choice through our Career Technical Education training. Additionally, our courses can help you prepare to take the citizenship exam, learn English as a second language and/or help you prepare for the GED (General Educational Development) or High School Diploma.

Whether students decide to learn technical skills or transition to a college education, our Adult Education Program will provide them with the foundation needed to begin a new career. Furthermore, our programs offer GED Test preparation and high school completion courses. Programs are specifically designed to help adults boost their levels of understanding with reading, writing, arithmetic and the basic knowledge required for mastering college entrance exams and coursework and to enter post-secondary education training.

The District's post-secondary training is designed to support the local workforce. The Adult & Career Technical Education programs provide students with pathways in the areas of Industrial/Technical, Health/Medical, Business/Computers, Family and Consumer Sciences, and Public Service.

Courses are offered at 21 adult, skill and technical education campuses conveniently located throughout Miami-Dade County as well as other school facilities and Community-Based Organizations. The programs are designed to meet the needs of working adults and include flexible schedules.

School Operations, Division of Adult Education is committed to the challenge of adult illiteracy Miami-Dade County (MDC), Florida. MDC is a community filled with immigrants who have not completed their basic instruction in their home countries. M-DCPS enrolled 19,650 foreign-born students in the past year. We are committed to supporting adults in becoming English literate and obtaining the

knowledge and skills necessary for employment and self-sufficiency. This office serves adult learners who do not have a high school diploma, 16 years of age or older, and are unable to speak or write the English language. Supplemental grant dollars provide instructional services that will include staff development for classroom teachers, adult education tutors for adult learners in need of more individualized instruction, and technology services for both classroom teachers and adult learners. Our mission is to raise adult literacy in our beginning Adult General Education (AGE) classes, to prepare students for the GED test, to assist students who have not passed the FCAT and have exited the K-12 program without earning their high school diploma and to transition adult learners successfully into a college classroom. M-DCPS will include in this effort the resources of community and faith-based organizations (CBO's) to provide instructional services to hard-to-serve groups within the community. The partnership between M-DCPS and our CBO's will maximize the learning potential of our adult students.

## **CORE VALUES**

### **Excellence**

We pursue the highest standards in academic achievement and organizational performance.

### **Integrity**

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

### **Equity**

We foster an environment that serves all students and aspires to eliminate the achievement gap.

### **Citizenship**

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

## **VII. REQUIREMENTS FOR PARTNERSHIP WITH M-DCPS – OPEN PROCESS**

### **A. TECHNICAL REQUIREMENTS**

- An audit conducted by a Certified Public Accountant at the end of the fiscal year.

- Completed application submitted to this office no later than April 8, 2014.

#### B. SCOPE OF WORK REQUIRED

- Instructional services including traditional classroom instruction, tutorial services, or instruction in a technology lab setting providing one or all of the following classes:
  1. Adult English for Speakers of Other Languages (ESOL)
  2. Adult Basic Education (ABE)
  3. General Education Development (GED) Preparation
- Teachers compensated by this supplemental funding must be certified.

#### C. TEACHERS

- School Board will provide highly qualified, certified teachers consistent with the School Board established teacher-student ratio for AES programs. Said teachers are solely the employees of the School Board and shall be supervised by School Board personnel. The School Board shall provide administrative personnel to assist all instructional and support personnel and to consult with the Provider's personnel on matters regarding the educational component. It is understood by the parties that all personnel provided by the Miami-Dade County Public Schools pursuant to this addendum are Miami-Dade County Public Schools employees subject to School Board Policies of Miami-Dade County, Florida, and all applicable labor contracts. Employees of Miami-Dade County Public Schools are not subject to the policies and policies of the Provider, unless specifically stated in this addendum. The contract negotiated between M-DCPS and United Teachers of Dade (UTD) and the guidelines outlined in the Teacher Handbook shall govern the staff assigned to the Provider. Copies of the UTD contract and the teacher handbook will be provided to center staff members upon request.
- Teachers compensated by this supplemental funding are required to hold a state of Florida teaching certificate (Temporary or Professional).

#### D. PROGRAM MONITORING

Applicants must comply with contractual agreements in the areas of:

- Adult education classes
- Adult tutoring
- Technology assistance

- Summary of agency accomplishments
- Attendance at monthly meetings
- Attendance rosters
- Literacy Completion Points

#### E. SITE VISITATION/AUDITS

- The sponsoring school must monitor/visit each class each trimester.
- District staff will visit classes.
- The sponsoring adult center will be notified in advance.
- A written summary of these visits will be provided to the sponsoring adult center.

#### F. STATE-MANDATED REQUIREMENTS

- All teachers compensated by this supplemental funding must be fingerprinted.
- All teachers compensated by this supplemental funding must comply with requirements established in the Jessica Lunsford Act (1012. 465. F. S.).

### VIII. SELECTION PROCESS

A limited number of organizations will be selected depending upon available funds. The Evaluation Committee will review submittals and will determine which agency(ies) have programs and guidelines comparable to the Adult Education Grant priorities, and meet the collaborative goals of the Miami-Dade County Public School District, Division of Adult and Workforce Education. Agencies selected through this RFI process will remain on the eligibility list for the period effective through **June 30, 2016**.

The Evaluation Committee shall consist of the Administrative Director of School Operations or his/her designee, the Supervisor of the Division of Adult Education, one staff member from the Division of Adult Education, one adult center principal, and one member of the community with expertise in the subject area.

### IX. FOCUS-AREA DEFINITIONS

All grants implemented and managed through M-DCPS School Operations, Division of Adult Education are based on adult education. The existing educational program at your organization must meet at least one of the following focus-areas:

## **Educational Gains in Adult Education**

The term *Adult Education* refers to the service or instruction below the postsecondary level of individuals who have attained 16 years of age, who are not enrolled or required to be enrolled in secondary school under State law. These students also lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society. They do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education. These students are unable to speak, read or write the English language with proficiency.

## **Family Literacy Education**

Family Literacy supports and improves programs statewide through the following activities:

1. Interactive Literacy Activities (ILAs) between parents and their children.
2. Training for parents on how to be the primary teacher for their children and full partners in the education of their children.
3. Parent literacy training that leads to economic self-sufficiency
4. An age-appropriate education to prepare adults and their children for success in school, the workplace and life experiences.

The target population includes *Adult Education* described above.

## **College Transitions through Adult Education**

*Adult Education* is the service on instruction below the postsecondary level of students 16 years of age or older, not enrolled or required to be enrolled in secondary schools under State law. The goal of the College Transition initiative is to identify potential adult literacy graduates to prepare for, enter and succeed in postsecondary education in order to help them improve and enrich their own and their families' lives. Additionally, the College Transition initiative guides potential students to "transition" into a college setting and explore the changing workforce by being provided with continued educational and career counseling and assistance in enrolling in college courses.

## **X. APPROVED DELIVERABLES**

Educational services delivered by each Provider will be as follows:

- CBOs will provide space for adult education services that are consistent with the instructional program of the School Board and the State in both content and achievement standards
- Recruit and maintain a student population of no less than 20 students
- Develop and execute a Career Transition Plan for every student

- Schedule and provide Tutorial Services for each student when requested by Teacher. Each session will be documented with a signed log of attendance, lesson plans or evidence of individualized instructional assistance provided and results delivered to Teacher on monthly basis.
- Make immediate contact with student when absent for more than 2 consecutive classes to increase retention rates. Each contact will be documented and delivered to Teacher on monthly basis.
- Biannual Summary of accomplishments

## **XI. FREQUENTLY ASKED QUESTIONS**

1. What types of activities do you fund?
2. Can anyone apply for funding from M-DCPS, School Operations?
3. How can I get an application for funding?
4. What can grant funds be used to pay for?
5. What is the greatest weakness that you see in funding proposals you receive?
6. Do you need a vendor number to file a Request for Information?
7. Do you fund religious organizations or groups?
8. Who makes decisions about funding and how are they made?
9. If I get funding from M-DCPS, what are the reporting requirements?

### **1. What types of activities do you fund?**

Miami-Dade County Public Schools (M-DCPS) funds a broad range of program areas specific to Adult Education. Go to the Focus Area Definitions found on page 6 of this application for a definition and information on our current funding programs. Because M-DCPS collaborates with various agencies, we design our grants around education and community building.

### **2. Who can apply for funding from the M-DCPS?**

Eligible applicants include CBOs in Miami-Dade County and municipalities. M-DCPS is a local funding agency, and does not provide grant support to individuals. Grants to government agencies are made on a very restricted basis.

### **3. How can I obtain an application for funding?**

M-DCPS conducts several grant-making programs throughout the year depending on available grant funding via state, federal, and other funding sources. To apply for the Supplemental funding Program, please submit the **Request for Information to M-DCPS, School Operations, 1500 Biscayne Blvd., Room 343, Miami, Florida 33132.**



**4. What can grant funds be used to pay for?**

Grant funds may be used for most activities that support **supplemental educational instruction**. This includes teacher's salaries and benefits, project supplies and materials, equipment, and software. M-DCPS does **not** provide grant funding for memberships, fundraising events, construction, furniture, or lobbying efforts.

**5. What are the most common weaknesses that you find in funding proposals that you receive?**

The greatest area of weakness typically relates to the organization's capacity to offer educational services. M-DCPS evaluates past experience, type of clientele, recruitment efforts, and that the agency does not supplant but supplement an existing program. M-DCPS looks very closely for evidence that the organization or organizations working on a project have strong potential to reach and engage those they want to reach.

**6. Do you need a vendor number to file a Request for Information?**

No, you can apply for a vendor number at any time during the process. However, an agency must have a vendor number when entering into a contractual agreement. Since the process is timely, it is encourage that the agency submits an application at the same time of submission of the Request for Information.

**7. Do you fund religious (faith-based) organizations or groups?**

Yes, as long as the religious organization has faith based initiatives and a not-or-profit status, and can demonstrate two things: 1) the project benefits the community at-large, not just the members of a specific congregation, and 2) the project addresses at least one of the focus areas on page this of this application.

**8. Who makes decisions about funding and how are they made?**

The Request for Information will be reviewed by School Operations, Division of Adult Education staff to determine the capacity of agencies to provide educational services in alignment with grant priorities and requirements.

**9. If I get funding from M-DCPS what are the reporting requirements?**

If your organization receives funding from M-DCPS, School Operations, we ask that you submit reports, which include both narrative and financial data on the project or program we funded. Each grantee will have the report requirements and deadlines stated in their grant agreement, which they must sign before receiving the funds. In addition, we require an updated Affiliating

Agreement with a partnering adult center and a financial audit. Your organization must also adhere to program monitoring procedures implemented by this office. Please refer to the Requirements for Partnership with M-DCPS on page 6 of this application.

Additional questions concerning this RFI should be e-mailed no later than 4:00 p.m. March 31, 2014, to:

Ms. Barbara D. Jones, CPPB  
Procurement Management Services  
1450 NE Second Avenue, Room 352  
Miami, Florida 33132  
(305) 995-2348  
E-mail: [bjones@dadeschools.net](mailto:bjones@dadeschools.net)

***Pre-Proposal Conference:***

M-DCPS will hold a Pre-Proposal Conference (RFI Technical Assistance Session). **Attendance at this session is highly encouraged for all applicants.** The session will convene on March 18, 2014 at 10:30 a.m., at the following location:

The School Board of Miami-Dade County, Florida  
School Board Administration Building Auditorium  
1450 N.E. 2<sup>nd</sup> Avenue  
Miami, Florida 33132