



Pre-Bid Meeting College and Career Readiness Advisement Supports

April 23, 2019 (4:00 PM)



Delaware
Department of Education



Overview and Dates

The Delaware Department of Education seeks professional services to enter purpose for solicitation. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFP is outlined below:

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|------------------------------------|--|
| Deadline for Questions | Date: April 26, 2019 |
| Response to Questions Posted by: | Date: May 2, 2019 |
| Deadline for Receipt of Proposals: | Date: May 15, 2019 at 2:00 PM (Local Time) |
| Estimated Notification of Award | Date: July 2019 |



College and Career Readiness State Program Model

Higher Education Office is building a state support model for college and career readiness.

This model will serve schools, community organizations, students, parents and colleges in helping students to successfully transition from middle school to high school to post-secondary.

It will include professional development, school-based programming, and communication materials.



Delaware GEAR UP Application

Gear Up: Gaining Early Awareness and Readiness for Undergraduate Programs

- 7 year grant from US Department of Education
- Provides direct services to middle and high schools
- Estimated award notification is end of September/early October

GEAR UP Objectives

- Increase the academic performance and preparation for post-secondary education of participating students.
- To increase the rate of high school graduation and participation in post-secondary education of participating students.
- To increase educational expectations for participating students and increase student and family knowledge of post-secondary education options, preparation and financing.
- To provide high quality and consistent access to professional learning related to college and career advisement.
- To increase student understanding of the linkage between career and post-secondary education.



Delaware GEAR UP Snapshot

Serve up to 7,000 students across 24 schools over 7 years

Selected schools will receive the following:

- Schools will be selected through a competitive sub-grant process
- Grants to fund or expand successful partnerships to meet goals of the program;
- Hiring of program coordinators to support schools directly and 2 staff to support overall grant management/professional learning design/data management
- Robust professional learning model that is school-based, cross-district and statewide and informed by data

Students will be provided with:

- Career and college focused advisory curriculum grades 7-12
- 2 college tours by 12th grade
- 4 years of financial literacy programming
- Increased awareness of Delaware Pathways
- Delaware Goes to College supports including College Application Month and FAFSA completion
- 600 hours of academic tutoring from Wesley College students
- On-campus events for 1st year in-state college students



Criteria For Selection

- Multiple Vendors may be selected for the award
- Funding source will either come from GEAR UP awarded federal grant or the State's College Access Fund
- Criteria for Application Scoring:
 - Qualifications and Experience of the persons to be assigned to the project: **20 points**
 - Project management and ability to work in fast-paced environment, manage and meet required deadlines: **25 points**
 - Demonstrated results in leading similar projects: **25 points**
 - References: **10 points**
 - Experience with multiple stakeholders, such as community organizations, school and district personnel, parents, students; large and small group facilitation skills: **20 points**



Professional Services

- Professional services agency that can recruit, hire and manage up to 20 contractors associated with a college and career readiness model:
 - Must be able to manage contract payment
 - Maintain all necessary paperwork to keep contracts up to date
 - Monitor time sheets and requested time off
 - Monitor and reimburse for mileage and travel
 - Provide access to satellite meeting space for contractor meetings
 - Provide access to shared office space for up to 2 contractors for duration of the contract



Financial Awareness Linked to Career Readiness

- Provide services including student workshops and trainings on financial awareness related to career exploration; workshops should:
 - Introduce students to career pathways and related salary potential
 - Engage students in interactive activities that help students connect college and career
 - Target 6th-10th grade students and be developmentally appropriate
 - Capacity to host workshops on school site for up to 30 middle and high schools statewide



Peer Mentoring

- Provide peer to peer mentoring for special populations of students including students of color, first generation college-going, students with disabilities and/or English learners; services should include:
 - Advising related to college and career planning
 - Coaching in navigating the post-secondary education system
 - Relevant, personalized experiences to support and encourage students in the college and career planning process



Academic Tutoring

- Provide academic tutoring for students grades 7-11 to increase proficiency on state assessments and readiness for college entrance exams
- Individualized tutoring services for students during or after school across 30 middle and high schools statewide
- Target math and literacy skills for students below proficiency
- Partner with classroom teachers and principals to align supports to classroom instruction
- Provide instruction aligned to Delaware college and career readiness standards



Submission Format

Vendors must submit proposal packages in the following format:

1. Five (5) paper copies of the vendor proposal paperwork.

NOTE: One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

2. Two (2) electronic copies of the vendor proposal saved to separate USB memory sticks.

NOTE: Copy of electronic price file shall be a separate file from all other files on the electronic copy.

3. Transmittal Letter



Submission Requirements

- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exception Form
- Attachment 4 – Confidentiality Form
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form (only if applicable)



Additional Requirements

- Delaware business license or proof of application
- Responses to the Request for Proposal scope of work and clearly identify capabilities as presented in General Evaluation Requirements
- All required attachments and forms
- Proof of insurance and insurance amount



Questions & Answers

- Deadline for Posting Questions to the Delaware Department of Education Website: April 26, 2019
- Responses will be Posted by: May 2, 2019
- The RFP Designated Contact (page 4) is Meaghan Brennan (Meaghan.Brennan@doe.k12.de.us)