

**REQUEST FOR A PROPOSAL (RFP)**  
**FOR**  
**Establishment of Tech Prep/Program of Study (POS) Service Centers**  
**(acting in partnership with Career-Technical Planning Districts (CTPDs)**  
**and Ohio public colleges and universities)**

**NAME OF THE GRANT:** Tech Prep/Program of Study Service Centers

**SUBMISSION DATE:** August 15, 2011

*(Only those proposals received by 5:00 PM EST, August 15, 2011, will be reviewed, late proposals will not be reviewed)*

**FUNDING SOURCE AND AUTHORIZATION:** Sub. HB153; State Line Item 200545

**ELIGIBILITY:** Ohio public colleges/universities; Career-Technical Planning Districts (CTPDs), Tech Prep consortia funded by Perkins funds in FY11, High Schools That Work Regional Centers, and Educational Service Centers

**GRANT AWARD AMOUNT:** Ranges from \$403,721.00 to \$629,750.00 annually based on region (Appendix A) Grants are renewable for a second year based on meeting customer satisfaction and data reporting requirements the year prior.

**APPLICABLE REGIONS:** Northeast, Southwest, East Central, Central, Southeast, Northwest, (as defined in Appendix A)

**AWARD DATE:** September 1, 2011

**AWARD PERIOD:** September 1, 2011 through June 30, 2012; renewable for July 1, 2012 through June 30, 2013

**Fiscal Codes:** USAS 461; CFDA n/a

**Grant ID:** VETP-POS-12-IRN

**GOAL: Expansion of state enrollment in Tech Prep/Program of Study programs**

**Purpose:**

1. Facilitation of state-approved Tech Prep/POS with articulation agreements that are
  - a. conversions of state-approved secondary CTE or Tech Prep programs to state-approved Tech Prep/POS programs with articulation agreements,
  - b. renewals of existing secondary CTE or Tech Prep/POS programs with articulation agreements making them current (e.g., due to conversion from Ohio public college and university quarters to semesters), and/or
  - c. first-time Tech Prep/POS programs with articulation agreements;
2. Collection and reporting of data that support Center and Tech Prep accountability and development of Career-Technical Assurance Guides (CTAG) for statewide articulation;
3. Assessment of college-readiness of secondary Tech Prep students; and
4. Intervention to aid assessed students in attaining college-ready standards

**This grant will support the following on a priority basis:**

**First Priority**

- Bringing secondary and postsecondary faculty together to a) develop local consensus on industry-validated standards to be used as the basis for curriculum, b) align and identify overlapping curriculum between secondary and postsecondary programs and c) validate the documentation of learning to be used as the basis for secondary/postsecondary articulation (This would include orientation workshops for faculty to learn about POS/articulation processes, if necessary.); and
- Collecting and reporting data on a) developed POS and their respective articulation agreements, b) bi-lateral articulation elements and c) other data requested by ODE.

**Second Priority (as funding is available)**

- Providing diagnostic college-ready assessment for secondary Tech Prep/POS students; and
- Providing intervention for secondary Tech Prep/POS students to meet college-ready standards in mathematics and ELA as funding is available.
- Collecting and reporting data on a) numbers of students diagnostically assessed for college-readiness, b) number of students participating in mathematics and English Language Arts (ELA) intervention as a result of college-ready assessment and c) other data requested by ODE.

**Required deliverables**

- Satisfaction of CTPDs and Ohio public colleges and universities residing in a Center's region. Satisfaction will be determined by a standard survey instrument developed collaboratively by ODE and OBR and used by all Centers. The focus of the survey will be satisfaction with services requested and received relative to development of POS/articulation and if applicable, college-ready diagnostic assessment and mathematics/ELA intervention aided by the Center.
- Increased student enrollment in conversion, renewed or new Tech Prep/POS programs that include articulation agreements;
- Data on a) produced POS with articulation agreements, b) bi-lateral articulation elements, c) numbers of students diagnostically assessed for college-readiness, if deliverable is included in the Center's grant proposal, d) number of students participating in mathematics and English Language Arts (ELA) intervention as a result of college-ready assessment, if deliverable is included in the Center's grant proposal, e) customer satisfaction and f) other data requested by ODE;
- To the degree funding is available, diagnostic assessment of secondary Tech Prep/POS students for college-readiness in mathematics and ELA;
- To the degree funding is available, intervention with diagnostically assessed secondary Tech Prep/POS students to aid them in meeting college-ready standards in mathematics and ELA; and
- Quarterly meetings with State Tech Prep/POS staff for the purpose of maintaining standardized policies and procedures for producing POS with articulation agreements, designing effective solutions to barriers to the grant deliverables, developing consistent Center operations policies and sharing promising practices.

**Eligibility to apply**

Any of the following entities who can act in partnership with CTPDs and Ohio public colleges and universities for the purpose of producing POS with articulation agreements: Tech Prep consortia funded by Perkins Title II funds in FY11, Ohio public colleges/universities, CTPDs, High Schools That Work Regional Centers and Educational Service Centers

### **Available resources**

Contingent upon a state budget appropriation for FY12/13, \$2, 838,281 per year is available and is renewable for a second year. Renewals will be contingent upon above average customer satisfaction and data reporting per required deliverables from the first-year grant. Six grants, one per region, will be issued to assure that all CTPDs and public colleges and universities in the State will be offered assistance in developing POS that include secondary/postsecondary articulation. Furthermore, to the degree that funding is available, to assist CTPDs with college-ready diagnostic assessment and intervention.

### **Grant applications must address:**

- What State region will be served by the applicant: Northeast, Southwest, East Central, Central, Southeast, Northwest);
- The credentials of the chief administrator for the proposed Center;
- The activities (related to the required deliverables) that will be planned, implemented and evaluated;
- Three references speaking to the capacity of the applicant to provide required services;
- The process that will be used to collect and report required data as described in the deliverables;
- How the work of the grant compliments and supports other like activities in the state and avoids duplication of effort;
- A statement of commitment to the avoidance of preferential emphasis on attendance at any given college or university and a plan for how the Center will be able to establish itself as having a mission to promote statewide college-going, irrespective of any other existing relationships with a given college/university;
- Sustainability (i.e., how the work will be continued when the two years of the grant expire); and
- How the grantee will ensure efficient management of fiscal resources.

### **Required submissions**

1. Cover page
2. Proposal narrative (ten pages or less narrative specifically addressing the elements above)
3. Scope of Work and Timeline for required deliverables (See Appendix A)
4. Activities page
5. Budget sheet
6. Budget narrative details the budget request
7. Assurances (pages 5 and 8 of the Assurances require original signatures)

To locate the ODE grant submission forms, click here

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=1744&Content=102014>.

Also, if you just want to by-pass the first four steps indicated above and go directly to the “FY2012-2013 CTE Scopes of Work/Request for Proposals” page, the direct link to this page is

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1744&ContentID=11007>. You will still need to follow the fifth step to open the “Tech Prep/Program of Study Service Centers” grant.

### **Examples of Allowable Expenditures**

- Teacher/institution stipends
- Teacher substitute costs
- Cost of related equipment if approved by ODE at the time of the grant award
- Travel to provide linkages of participants and facilitators with each other and with ODE
- Administrative and/or indirect costs, not to exceed 8 percent of the total grant.
- Instructional materials including software
- Costs related to local and regional business and industry, community and secondary-postsecondary partnerships
- Expenses, not otherwise mentioned, related to the development or implementation of POS and articulation agreements, diagnostic mathematics and ELA college-ready assessment and mathematics and ELA intervention with students as dictated by diagnostic assessment may be allowable.
- No costs for food or beverage are allowed, unless such costs are included in an allowable travel reimbursement.

### **Fiscal Guidance**

- Grantee must work with the Ohio Department of Education/Office of CTE personnel for the duration of the project.
- Funding is contingent on state budget appropriations/or state budget modifications.
- The Ohio Department of Education reserves the right to modify the grant award or request return of the funds upon failure to complete the approved program initiatives.
- All grant-related paperwork (including grant application, Project Cash Requests (PCR), Final Expense Reports (FER) and program report/s) must be submitted on time.
- Grantee is required to follow federal and state cash management rules. The Ohio Department of Education reserves the right to review and possibly reallocate the grant award on January 30 if more than 50 percent of the award has not been requested and/or obligated.
- All funding must be obligated by June 30 of each year of the grant. No budget revisions will be accepted during the final 30 days of each year of the grant.
- A Final Expenditure Report (FER) must be submitted by August 31 of each year of the grant.
- Compliance must be met with all federal and state laws, rules, regulations, and auditing standards that are applicable to the performance of this grant.
- A year-end report showing activities undertaken and results data must be submitted by June 30 each year of the grant.

## Grant review criteria

The Ohio Department of Education reserves the right to fund any proposal in full or in part, to request additional information to assist in the review process, to require new proposals from interested parties, to reject any or all proposals responding to this RFP, or to re-issue the RFP if it is determined that it is in the best interests of the State of Ohio. Issuing this RFP does not bind the State to making an award. All parts must be submitted for review to commence. If parts are missing, applicants may be contacted and given an opportunity to submit.

See Appendix C for competitive review criteria for required deliverables.

Any questions regarding the RFP should be made to:

Ray Timlin  
Office of Career-Technical Education  
Phone: 614-644-0627  
Email: [raymond.timlin@ode.state.oh.us](mailto:raymond.timlin@ode.state.oh.us)

The final application should be submitted to:

Project Operations  
Office of Career-Technical Education  
Ohio Department of Education  
25 South Front Street, Mail Stop 605  
Columbus, Ohio 43215-4183

Questions regarding the application process should be made to:

Project Operations  
(614) 466-2902

**APPENDIX A**

**Model Scope of Work for Tech Prep/POS Service Center–Required Deliverables**

2-Year Commitment	2-Year Recommended Tasks	2-Year Sample Performance Measures	Resources the State will provide to support the work
<ul style="list-style-type: none"> <li>• A service center, working in partnership with CTPD(s) and Ohio public colleges and universities, commits to               <ul style="list-style-type: none"> <li>○ Develop POSs that include articulation agreements;</li> <li>○ A mission based on statewide college-going and avoidance of preferential emphasis on attendance at a given college or university with which the Center might have other relationships (e.g., acting as fiscal agent);</li> <li>○ Document bilateral articulation agreement elements in a database designed to support development and maintenance of statewide articulations (i.e., CTAGS);</li> <li>○ Collect and report data to the state as described in the required deliverables of the grant;</li> <li>○ Assess college-readiness of secondary Tech Prep students, if included in the Center’s grant application; and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate secondary and postsecondary educators in a) developing local consensus on industry-validated standards to be used as the basis for curriculum, b) aligning and identifying the overlap of curriculum between local secondary and postsecondary programs and c) validating documentation of learning to be used as a basis for local college credit-granting for CTE coursework accomplished while in high school;</li> <li>• Offer faculty orientations to the processes needed for successful POS and bi-lateral articulation development, if necessary;</li> <li>• Provide articulation agreement content for the CTAG process by reporting elements of bi-lateral articulation agreements into a statewide database;</li> <li>• Collect and report data as defined in the required deliverables of the grant.</li> <li>• Conduct a standard statewide satisfaction survey of all customers and report</li> </ul>	<ul style="list-style-type: none"> <li>• By June 2012, increase in number of secondary TP/POS programs submitted to ODE for approval and increase in secondary enrollment in approved TP/POS programs. Levels of increase required will be negotiated with each Center based on baseline data in the region. By June, 2013, increase in number of secondary TP/POS programs submitted to ODE for approval and increase in secondary enrollment in approved TP/POS programs. Levels of increase required will be negotiated with each Center based on baseline data in the region.</li> <li>• By June 30, 2012 and June 30, 2013, above average customer satisfaction on a standard statewide survey provided by ODE.</li> </ul>	<ul style="list-style-type: none"> <li>• Numbers and locations of state-approved programs without state-approved POS;</li> <li>• Technical assistance as needed from program content consultants as well as ODE and OBR state staff;</li> <li>• Opportunities to meet statewide to share best practice and use collective wisdom for problem-solving;</li> <li>• State-approved academic and technical content standards as basis for building POS that include articulation agreements;</li> <li>• Access to existing technical skill assessments as documentation of learning for articulation agreements where appropriate;</li> <li>• Secondary and postsecondary technical assistance required for data collection and reporting.</li> </ul>

<p>○ Provide interventions for Tech Prep students to meet college-ready standards in mathematics and ELA, if included in the Center's grant application.</p>	<p>results to ODE;</p> <ul style="list-style-type: none"> <li>• Assess mathematics and ELA college readiness of secondary Tech Prep/POS students, if included in Center's grant application; and             <ul style="list-style-type: none"> <li>• Provide interventions for Tech Prep/POS students to meet mathematics and ELA college-ready standards, if included in Center's grant application.</li> </ul> </li> </ul>		
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**APPENDIX B**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center Northeast Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Ashtabula County JVSD</b>	<b>Cleveland State University</b>
<b>Auburn JVSD</b>	<b>Cuyahoga Community College, all campuses</b>
<b>Cleveland Municipal SD</b>	<b>Lakeland Community College</b>
<b>Cuyahoga Valley JVSD</b>	<b>Lorain County Community College</b>
<b>East Cleveland City SD</b>	
<b>Lake Shore Compact</b>	
<b>West Shore Career-Technical Education District</b>	
<b>Lorain City SD</b>	
<b>Lorain County JVSD</b>	
<b>Bedford - Maple Heights City SD</b>	
<b>Mayfield Excel TECC</b>	
<b>Medina County JVSD</b>	
<b>Parma City SD</b>	
<b>Polaris JVSD</b>	
<b>Tri-Heights Career Prep Consortium</b>	
<b>Grant Award Eligibility: \$403,721.00</b>	

**APPENDIX B (Con't)**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center Southwest Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Butler Tech &amp; Career Development Schools</b>	<b>Central State University</b>
<b>Centerville City SD</b>	<b>Cincinnati State Technical &amp; Community College</b>
<b>Cincinnati City SD</b>	<b>Miami University, all campuses</b>
<b>Dayton City SD</b>	<b>Ohio University , all campuses</b>
<b>Great Oaks Institute of Technology</b>	<b>Shawnee State University</b>
<b>Greene County Career Center</b>	<b>Sinclair Community College</b>
<b>Hamilton City SD</b>	<b>Southern State Community College, all campuses</b>
<b>Lawrence County JVSD</b>	<b>University of Cincinnati, all campuses</b>
<b>Mad River Local SD</b>	<b>Wright State University</b>
<b>Miami Valley CTC</b>	
<b>Ohio Valley Local SD</b>	
<b>Pike County JVSD</b>	
<b>Scioto County JVSD</b>	
<b>Southern Hills JVSD</b>	
<b>U.S. Grant JVSD</b>	
<b>Warren County JVSD</b>	
<b>Grant Award Eligibility: \$426,201.00</b>	

**APPENDIX B (Con't)**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center East Central Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Akron City SD</b>	<b>Kent State University , all campuses</b>
<b>Alliance City SD</b>	<b>Stark State College of Technology</b>
<b>Buckeye JVSD</b>	<b>University of Akron, all campuses</b>
<b>Canton City SD</b>	<b>Youngstown State University</b>
<b>Canton Local SD</b>	
<b>Columbiana County JVSD</b>	
<b>Four Cities Educational Compact</b>	
<b>Mahoning County JVSD</b>	
<b>Maplewood Career Center</b>	
<b>Massillon City SD</b>	
<b>Plain Local SD</b>	
<b>Portage Lakes JVSD</b>	
<b>Six District Educational Compact</b>	
<b>Stark County Area JVSD</b>	
<b>Trumbull CTC</b>	
<b>Wayne County JVSD</b>	
<b>Youngstown City SD</b>	
<b>Grant Award Eligibility: \$432,558.00</b>	

**APPENDIX B (Con't)**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center Central Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Ashland County/West Holmes JVSD</b>	<b>Central Ohio Technical College</b>
<b>Central Ohio JVSD</b>	<b>Columbus State Community College</b>
<b>Columbus City SD</b>	<b>Marion Technical College</b>
<b>Delaware JVSD</b>	<b>North Central State College</b>
<b>Eastland-Fairfield CTC</b>	<b>Ohio State University, all campuses</b>
<b>Knox County JVSD</b>	
<b>Lancaster City SD</b>	
<b>C-TEC of Licking County</b>	
<b>Madison Local SD</b>	
<b>Mansfield City SD</b>	
<b>Pickaway-Ross CTC</b>	
<b>Pioneer CTC</b>	
<b>South-Western City SD</b>	
<b>Tri-Rivers JVSD</b>	
<b>Grant Award Eligibility: \$462,176.00</b>	

**APPENDIX B (Con't)**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center Southeast Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Belmont-Harrison JVSD</b>	<b>Belmont Technical College</b>
<b>Coshocton County JVSD</b>	<b>Eastern Gateway Community College</b>
<b>East Liverpool City SD</b>	<b>Hocking College</b>
<b>Gallia-Jackson JVSD</b>	<b>Rio Grande Community College</b>
<b>Jefferson County JVSD</b>	<b>Washington State Community College</b>
<b>Meigs Local SD</b>	<b>Zane State College</b>
<b>Mid-East Ohio JVSD</b>	
<b>Morgan Local SD</b>	
<b>Switzerland of Ohio Local SD</b>	
<b>Tri-County JVSD</b>	
<b>Washington County JVSD</b>	
<b>Grant Award Eligibility: \$483,875.00</b>	

**APPENDIX B (Con't)**

**State Tech Prep/POS Service Center Regions**

<b>Tech Prep/POS Service Center Northwest Region</b>	
<b>CTPDs</b>	<b>Public Colleges/Universities</b>
<b>Apollo JVSD</b>	<b>Bowling Green University, all campuses</b>
<b>EHOVE JVSD</b>	<b>Clark State Community College</b>
<b>Four County JVSD</b>	<b>Edison Community College</b>
<b>Greenville City SD</b>	<b>James A. Rhodes State College</b>
<b>Lima City SD</b>	<b>Northwest State Community College</b>
<b>Millstream Career Cooperative</b>	<b>Owens Community College. all campuses</b>
<b>Ohio Hi-Point JVSD</b>	<b>Terra Community College</b>
<b>Oregon City SD</b>	<b>University of Toledo</b>
<b>Penta County JVSD</b>	
<b>Sandusky City SD</b>	
<b>Springfield Clark JVSD</b>	
<b>Sylvania City SD</b>	
<b>Toledo City SD</b>	
<b>Tri-Star Career Compact</b>	
<b>Upper Valley JVSD</b>	
<b>Vanguard-Sentinel JVSD</b>	
<b>Vantage JVSD</b>	
<b>Washington Local SD</b>	
<b>Grant Award Eligibility: \$629,750.00</b>	

**APPENDIX C**  
**Establishment of Tech Prep/Program of Study (POS) Service Centers**  
**SCORING RUBRIC**

Parts Review

(If any parts are missing, applicant should be contacted to submit before review.)

Competitive Ratings for Required Deliverables

<b>Construct</b>	<b>10 points</b>	<b>6 points</b>	<b>2 points</b>	<b>0 points</b>	<b>Wts</b>
Strength of relationships with Ohio public colleges and universities	Has worked with many Ohio public colleges and universities both in and out of the region applied for	Has worked with several Ohio public colleges and universities mostly within the region applied for	Has worked with a few colleges in the region applied for	Little experience with Ohio public colleges and universities or experience is mostly out of the region applied for	2
Strength of relationships with CTPDs	Has worked with many CTPDs both in and out of the region applied for	Has worked with several CTPDs mostly within the region applied for	Has worked with a few CTPDs in the region applied for	Little experience with CTPDs or experience is mostly out of the region applied for	2
Breadth of Scope of Work	Addressed many elements required in Scope of Work with adequate detail to understand how the work would be accomplished	Addressed several elements required in Scope of Work with adequate detail to understand how the work would be accomplished	Addressed a few elements required in Scope of Work with adequate detail to understand how the work would be accomplished	Not enough detail to understand how the work would be accomplished	2
Expertness in Tech Prep/POS/articulation agreement facilitation	Provided volume of work done and satisfaction data showing high degree of expertise and past success	Provided volume of work done but not satisfaction data leaving some uncertainty regarding degree of expertise and past success	Provided credentials but no past experience data that show expertise and past success	No substantiation of expertise and past success	2

Capacity to serve region applied for	Documented relevant experience with the breadth of the specific region applied for	Documented relevant experience with a subset(s) of the specific region	Documented relevant experience in another region	No documented relevant experience serving the breadth of this or other region	
Data capacity	Has described relevant experience in collecting and reporting data	Has adequately addressed what will be needed to meet this requirement but does not describe relevant experience	Has partially addressed what will be needed to meet this requirement but does not describe relevant experience	Has not specifically addressed what will be needed to meet this requirement	
Capacity to adopt a statewide college-going mission	Provided data showing past experience that required a statewide approach that was neutral to the interests of any specific institution or organization	Articulated the challenges of a neutral approach but did not describe past experiences that required acting in a neutral capacity	Committed to neutrality but did not articulate the challenges of a neutral approach nor described experiences that required acting in a neutral capacity	Did not specifically address the need to act in a neutral capacity	
Sustainability	Detailed, convincing explanation of what would institutionalize the work of this grant if the grant was not renewed in FY14.	Somewhat detailed, convincing explanation of what would institutionalize the work of this grant if the grant was not renewed in FY14.	Not convincing as to what would institutionalize the work of this grant if the grant was not renewed in FY14.	Did not address	
Efficiency of budget	Enough detail to judge expenditures as efficient	Some detail to partially judge expenditures as efficient	Amount of detail allowed very little judgment regarding the efficiency of expenditures	Not enough detail to make any judgment as to efficiency of the expenditures	