TechPrep Grant Proposal Guidelines (RFP)

By
Ohio Department of Education

For
Ohio Tech Prep Regional Centers

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1.0 Overview

1.1 Purpose

The Ohio Department of Education, in collaboration with the Ohio Department of Higher Education, seeks proposals for Ohio Tech Prep Regional Centers for the FY18-FY19 biennium. These competitive grants are issued pursuant to the appropriation to fund tech prep consortia that expand the number of students enrolled in tech prep programs.

In order to support Ohio schools and businesses in connecting students with high quality career pathways that included work-based learning experiences, internships, state recognized pre-apprenticeships and cooperative education, ODE is interested in supporting regional TechPrep centers that:
1. Build and foster relationships between education and business
2. Develop Career Pathways and Programs of Study
3. Disseminate technical information through convenings and engagement with stakeholders

The total appropriation, to be divided via formula across tech prep regional centers, for 2018 is $2,872,948 and $1,936,474 for 2019. Additionally, regional centers will receive up to $17,500 to convene regional career pathways meetings per Ohio’s New Skills for Youth plan.

1.2 Inquiries

Inquiries regarding this process, the submission of general or specific information, including the need for any information from agency staff, and any and all other questions shall be submitted in writing by way of e-mail only to emily.passias@education.ohio.gov.

Include:
- “Grant Application - Ohio Tech Prep Regional Centers” as the subject line of your e-mail inquiry.
- Also include in the e-mail: the company name, address, contact name, contact telephone and e-mail address.

1.3 Proposals

Please send proposals via email to emily.passias@education.ohio.gov.

Please submit one (1) electronic original Microsoft Word (unprotected) copy and one (1) electronic original Adobe PDF (unprotected) copy of your submission.

E-mail format for responses are the only acceptable format. “Grant Application - Ohio Tech Prep Regional Centers” as the subject line of your e-mail response. Include the company name, address, contact name, contact telephone and e-mail in the body of the e-mail. The deadline for written responses is September 13, 2017 at 11:59 AM Eastern Standard Time.
1.4 Confidential and Proprietary Information
Materials submitted in response to this grant application will be publicly disclosed upon receipt of a public records request. Please do not submit any proprietary or confidential information with your response.

1.5 Key Action Calendar Dates
Release Date: August 14, 2017
Inquiries End Date: September 6, 2017 11:59 AM Eastern Standard Time
Response Due Date: September 13, 2017 11:59 AM Eastern Standard Time

1.6 Clarifications and Additional Information
The agency may request clarifications or additional information from any respondent that provides a response to this RFP.

2.0 Requirements for Tech Prep Regional Centers

2.1 Regional Centers
Ohio is seeking to locate TechPrep regional centers that align with each of Ohio’s six JobsOhio regions. These regions and service areas are shown as follows:
2.2 Goals and Deliverables

The goals of Ohio’s Tech Prep Initiative are to:
1. Build and foster relationships between education and business
2. Develop Career Pathways and Programs of Study
3. Disseminate technical information, and provide workshops and trainings to stakeholders

Required Deliverables for Goal 1 (Build and foster relationships between education and business):

1. Build and maintain relationships with local business in order to facilitate connections between industry and education.
2. Facilitate the identification of new high-quality work-based learning opportunities, internships, state recognized pre-apprenticeships and cooperative education for students, in conjunction with school districts and postsecondary partners.
3. Facilitate effective partnering between business and industry partners, school districts, and postsecondary partners for curriculum review, advisory groups for career pathways, and other educational opportunities.
4. Facilitate the identification of opportunities for teachers to visit regional and local businesses to obtain greater understanding of in-demand jobs and skills, and identify how teachers can obtain continuing education credits toward professional development requirements as a result of those visits, in conjunction with school districts, postsecondary partners, local chambers of commerce and other business organizations, local professional development committees, and local business advisory councils.
5. Use state-supported tools and resources to facilitate relationships between business and education.

Required Deliverables for Goal 2 (Develop Career Pathways and Programs of Study):

1. Assist schools with developing high quality Career Pathways and Programs of Study in Ohio’s in-demand sectors by working with secondary and postsecondary technical/academic program staffs.
2. Work with school districts and local businesses, chambers of commerce, JobsOhio network, and other stakeholders to improve existing career pathways to ensure that they are of high quality, include meaningful work-based learning opportunities, internships, state recognized pre-apprenticeships and cooperative education for students and clear pathways to postsecondary education and industry-recognized credentials of value.
3. Work with school districts to transition or sunset programs not aligned to in-demand jobs.
4. Review existing pathways and verify that all agreements, Career Pathways, and Programs of Study are current.
5. Process new and renewal CTE-26 applications in partnership with school districts, and ODE pathway staff ensuring that all new and renewal applications include a Career Pathway and a Program of Study.
6. Assist districts and postsecondary partners with developing career pathways based on Credit Transfer Articulation Guides (CTAGs), Secondary Career and Technical Alignment Initiative (SCTAI), College Credit Plus, and other postsecondary credit initiatives if applicable.
7. Work with secondary schools to ensure they have properly submitted all of their approved programs into the Course Equivalency Management System (CEMS).
8. Assist institutions, if requested, in developing new articulation agreements with apprenticeship and certificate granting postsecondary partners.

9. Develop a minimum of six (6) exemplars of in-demand Career Pathways and Programs of Study per region that demonstrate the direct, meaningful connection between secondary programs, industry credentials, postsecondary degree programs, and entry into the workforce. Pathways should also include the opportunity for a high-quality work-based learning experiences, internships, state recognized pre-apprenticeships and cooperative education and should have strong industry engagement. Every effort should be made to develop examples for a range of career pathways including apprenticeship, Ohio Technical Centers, 2-year and 4-year college certificates and degrees.

10. Assist districts/schools, in consultation with College Credit Plus personnel at public colleges, to develop 15 and 30 hour pathways that apply to technical degrees or professional certifications.

Required Deliverables for Goal 3 (Disseminate technical information, through convenings and engagement with stakeholders)

1. Provide workshops and trainings to college admission/enrollment staffs to ensure they are aware of processes in place for students to access their credit.

2. Work with secondary schools and provide workshops to students in the approved courses that are in Course Equivalency Management System (CEMS) about the necessary steps they must take to access their credit upon enrollment.

3. Inform students, parents, and colleges of the programs that have been approved for credit by accessing information on approved programs from Course Equivalency Management System (CEMS).

4. Other topics for possible trainings, workshops, technical guidance, and meetings may include but not limited to:
   - Regional program-specific professional development.
   - Career Pathways and Credit Options workshops for faculty.
   - The department framework for school districts and community schools to use in granting units of high school credit to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education.
   - Workshops for faculty, parents and students regarding the OhioMeansJobs-Readiness seal for a diploma and transcript for students who demonstrate work-readiness and work ethic competencies such as teamwork, problem-solving, reliability, punctuality, and computer technology competency.
   - Workshops for faculty, parents and students regarding the industry-recognized credentials and licenses that may be used to qualify for a high school diploma.
   - Workshops for faculty to integrate academic content so that students may earn simultaneous credit in two subject areas.
   - Career Field/Ohio Learning Standards & Pathway Course Input Sessions.
   - Work with secondary schools and provide workshops to their staff to encourage districts to offer courses aligned with CTANs, for optimal post-secondary credit award.
   - Annual program reviews and use of quality program standards.
   - Communication of general state-level programmatic, data and compliance initiatives, including fall regional meetings.
5. In conjunction with Ohio’s New Skills for Youth Initiative, plan and facilitate regional career pathways meetings annually, bringing together K-12 and postsecondary educators with business and industry to discuss best practices in building seamless career pathways.

2.3 Annual Report

Annually, each TechPrep regional center will provide a report on all activities and outcomes specific to each goal.

Based on the goals and deliverables outlined above, Tech Prep regional centers will collect quantitative data on the outcomes of the established deliverables and will annual report on progress. ODE and ODHE will develop a reporting template that will request quantitative and qualitative outcome information. Reported information will include, but is not limited to:

- **Business-Education Partnerships**
  - Number and description of new work-based learning opportunities, internships, state recognized pre-apprenticeships and cooperative education for Ohio students
  - Number of students participating in work-based learning agreements
  - Summary of activities describing the connection between business and education in your region
  - Summary of activities and engagement with Adecco for work-based learning opportunities, internships, state recognized pre-apprenticeships and cooperative education

- **Pathway Development and Programs of Study**
  - Number of new and renewal CTE-26 applications processed
  - Number and description of new pathways built with linkages to postsecondary education and high quality work-based learning experiences, internships, state recognized pre-apprenticeships and cooperative education
  - Submission of Career Pathways exemplars are required by Goal 2 deliverables
  - Number college credits transcripted based on CTAGs and bilateral articulation agreements
  - Number and description of new and updated bilateral articulation agreements
  - Number and description of pathways including College Credit Plus

- **Disseminate technical information**
  - Number and summary of all workshops provided to stakeholders, including schools and districts, postsecondary partners, business/industry partners, students, parents, and other stakeholders
  - Description, registration and attendance rosters, programs, and other documentation from regional career pathways meeting

- **Sustainability**
  - Summary of activities designed to foster the sustainability of career pathways, business/education relationships, credit articulation, and other TechPrep related activities

- **Other information as requested by the Ohio Department of Education and Ohio Department of Higher Education**
All data and documentation should be submitted to the designated ODE/ODHE representatives by May 30 of each fiscal year. All progress will be reviewed and used in consideration for the awarding of future Tech Prep grants if said funds are available.

3.0 Submittal Requirements

The agency has attempted to limit the number of questions in an effort to reduce the burden on organizations responding to the grant application. Responses should provide information about their capability for performing the agency’s objectives and elaborate on any requirements. The agency realizes there may be other pertinent information that has not been solicited and encourages vendors to provide additional information as deemed appropriate. As all information received by the State will be considered public information, organizations are advised to not submit any proprietary or confidential information as part of their grant application response.

The State will accept and review proposals for TechPrep regional centers in each of the JobsOhio regions separately.

Detailed Questions by Category

1. Project Approach
   a. Based on the information provided, please provide a description of the approach you would take with the Ohio Tech Prep Regional Center for your region.

2. Similar projects:
   a. What is your experience in building and maintaining relationships between schools (K-12 and higher education) and businesses?
   b. What is your experience in developing high quality career pathways with links to postsecondary education and workforce?

3. Key Staff
   a. Who are the key staff who will be working in your center? Please provide resumes for each key staff member.

4. Project Plans for each goal
   a. Please provide project plans for how you will execute each deliverable listed in the three goals above.

5. Cost/budget
   a. Please provide a budget outlining cost per goal for successfully executing the work outlined above, including any administrative or travel costs.