

REQUEST FOR A PROPOSAL (RFP)
FOR
Continuation of College Tech Prep Regional Centers
(acting in partnership with Ohio's Career-Technical Planning Districts (CTPDs), public colleges and universities and business and industry)

NAME OF THE GRANT: College Tech Prep Pathway Development Grant

SUBMISSION DATE: June 7, 2013

(Only those proposals received by 5:00 PM EST, June 7, 2013 will be reviewed. Late proposals will not be reviewed.)

FUNDING SOURCE AND AUTHORIZATION: Sub. HB59; State Line Item 200545

ELIGIBILITY TO APPLY: Ohio's public colleges/universities, Career-Technical Planning Districts (CTPDs), College Tech Prep Regional Centers, 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: June 21, 2013

AWARD PERIOD: July 1, 2013 through June 30, 2014; renewable for July 1, 2014 through June 30, 2015

Fiscal Codes: USAS 461; CFDA n/a

Grant ID: VETP-PD-14/15-IRN

GOAL: Increase the number of students enrolled in Career-Technical Education Tech Prep programs by expanding the quantity and quality of secondary/postsecondary CTE pathways. Postsecondary components of CTE pathways can include certificates, credentials and apprenticeship programs offered at adult career centers, 2-year colleges and 4-year colleges.

Purpose and Required Deliverables:

1. Assure that business and industry needs are reflected in the development of secondary/postsecondary pathways.

Required Deliverables:

- a. Facilitate regional and sub-regional meetings/activities that identify workforce development needs for pathway development.
- b. Facilitate regional and sub-regional meetings/activities that provide awareness around the mission of the Ohio Means Jobs concept and direction of the Office of Workforce

Transformation which will strengthen Ohio's workforce and economic development initiatives supported by secondary and postsecondary CTE policy.

2. Bi-lateral agreements reflect the postsecondary quarters to semester conversion.

Required Deliverables:

- a. Review bi-lateral agreements and facilitate transition to semester postsecondary courses.
3. Facilitate the development of FY14 and FY15 CTE-26/Program of Study new applications and FY15 CTE-26/Program of Study renewal applications in partnership with school districts, colleges and ODE pathway staff.

Required Deliverables:

- a. Review bi-lateral agreements and verify that Programs of Study are current
 - b. FY14 and FY15 CTE-26/POS new applications facilitated by the regional center.
 - c. Assist institutions with developing new bi-lateral articulation agreements where no previous agreement exists at the postsecondary institution. (Excludes quarter to semester conversion).
 - d. Encourage and assist institutions in developing new articulation agreements with apprenticeship and certificate granting postsecondary partners
 - e. Facilitate FY15 CTE-26/POS renewals.
 - f. All CTANs related to the courses offered in the program are reflected on both new and renewed Programs of Study.
4. Analyze existing program of study applications and determine exemplary examples taking into consideration the new secondary courses available for a pathway and the course offerings of a college program.

Required Deliverables:

- a. Six (6) secondary-postsecondary examples per region are to be developed. Every effort should be made to develop examples for a range of postsecondary pathways that would include apprenticeship, adult workforce, 2-year and 4-year college certificates and degrees. Exemplary examples must demonstrate the direct, meaningful connection between secondary programs and postsecondary degree programs. Regional Center staff will work with Secondary Career Technical Alignment Initiative (SCTAI) coordinators when appropriate.
5. Facilitate professional development and communication for CTE secondary and postsecondary staff which includes coordinating and hosting workshops and meetings on behalf of ODE and OBR. Topics to be addressed include:
 - a. New Content Standards and Course of Study development
 - b. CTE Technical Assessment System implementation
 - c. Career Field Courses transition
 - d. Facilitate CT2 activities, including CTAN submission
 - e. Pathway/program and performance data reporting
 - f. Others to be determined

Required Deliverables:

- a. Description of regional professional development sessions facilitated on behalf of ODE/OBR. Numbers served, numbers of sessions conducted, type of client served and summary of program evaluations to be included in description.
6. Participate in opportunities to develop awareness of Tech Prep pathways in the local community (i.e. with parents, students and business).

Required Deliverables:

- a. Coordinate and submit semi-annual local content for Ohiomeanssuccess.org.
 - b. Provide list of regional community outreach activities.
7. Participate in regularly scheduled meetings and trainings for the purpose of maintaining standardized policies and procedures for producing programs of study, designing effective solutions to the barriers to grant deliverables, developing consistent Center operations policies and sharing promising practices.

Required Deliverables:

- a. Number and description of ODE/OBR training sessions attended by regional center staff.
8. Collect and report data that supports College Tech Prep Regional Center and Tech Prep/POS accountability.

Required Deliverables:

- a. Data on 1) produced POS with articulation agreements; 2) Bi-lateral articulation elements; 3) (CT)² submission and approval elements; 4) Customer satisfaction results; 5) Other data requested by ODE/OBR.

Available resources

Contingent upon a state budget appropriation for FY14/15, \$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, public colleges and universities and business and industry in the State will be offered assistance in developing and renewing Tech Prep pathways and Programs of Study that includes adult workforce education certifications and apprenticeships, bi-lateral and statewide agreements (CT²) in addition to creating connections and building awareness of Tech Prep pathways to stakeholders.

Grant applications must address:

1. What State region will be served by the applicant: Northeast, Southwest, East Central, Central, Southeast, Northwest;
2. The credentials of the chief administrator for the proposed Center;
3. The activities (related to the required deliverables) that will be planned, implemented and evaluated;
4. Previous work completed and with whom as it relates to the required deliverables;
5. Past experience working with CTPDs, public college and universities, business and industry;
6. 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;
7. Sustainability (i.e., how the work will be continued when the two years of the grant expire); and
8. 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. Activities page
4. Budget sheet
5. Budget narrative details the budget request
6. Assurances (pages 5 and 8 of the Assurances require original signatures)

To locate the ODE grant submission forms go to:

[http://preview.education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Career-Technical-Funding/Request-for-Proposals-\(RFPs\)-or-Scopes-of-Work](http://preview.education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Career-Technical-Funding/Request-for-Proposals-(RFPs)-or-Scopes-of-Work)

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 eight (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 developing and renewing Tech Prep pathways and Programs of Study that include bi-lateral, statewide agreements (CT²) and adult workforce education certifications and apprenticeships in addition to creating connections and building awareness of Tech Prep pathways to stakeholders 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 B for competitive review criteria for required deliverables. Final score sheets will be made available upon request.

Any questions regarding the RFP or application process should be made to:

Ray Timlin, Office of Career-Technical Education
Phone: 614.644.0627
Email: raymond.timlin@education.ohio.gov

The signed original and one copy of the application should be submitted to:

Ohio Department of Education
Office of Career-Technical Education
Attn: Ray Timlin
25 South Front Street
Mail Stop 606
Columbus, Ohio 43215-4183

APPENDIX A: College Tech Prep Regional Centers' Service Area

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

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

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

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

**College Tech Prep Regional Center
Southeast Region**

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

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

APPENDIX B: Continuation of College Tech Prep Regional Centers – Scoring Rubric

Construct	10 points	6 points	2 points	0 points	Wts
Breadth of Scope of Work (Plan to address deliverables)	Scope of Work provides full detail to understand how the work would be accomplished	Scope of Work addresses deliverables with adequate detail to understand how the work would be accomplished	Scope of Work addresses less than adequate detail but enough detail to understand how the work would be accomplished	Not enough detail to understand how the work would be accomplished	3
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
Expertness in Tech Prep/POS, articulation agreement and pathway development 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	1
Strength of relationships with business and industry	Has worked with many businesses and industries both in and out of the region applied for	Has worked with several businesses and industries mostly within the region applied for	Has worked with a few businesses and industries in the region applied for	Little experience with businesses and industries or experiences mostly out of the region applied for	1
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	1
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	1
Sustainability	Detailed, convincing explanation of what would institutionalize the work of this grant if it was not renewed in FY16.	Somewhat detailed, convincing explanation of what would institutionalize the work of this grant if the grant was not renewed in FY16.	Not convincing as to what would institutionalize the work of this grant if the grant was not renewed in FY16.	Did not address	1
Budget Detail	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	1