



GADSDEN COUNTY SCHOOL DISTRICT Request for Proposal (RFP) for Competitive Project

Program Name

Dual Enrollment Program Coordinator

Funding Purpose/Priorities

The purpose of this RFP is to procure the services of an experienced Dual Enrollment Program Coordinator with a proven record of providing high-quality, effective, daily oversight for students and college faculty members. The Coordinator must be capable of monitoring student behavior, assisting students with academic requirements, notifying appropriate departments about teacher attendance, supervising study periods, monitoring student departure times from secondary schools, responsible for required reporting between college and secondary schools, coordinating and chaperoning college field trips, assisting with dissemination of textbooks, and reporting to school level administrator about any unresolved issues or problems. The Coordinator needs to have intimate knowledge of school district operations and specific knowledge of the administrative processes, policies, and procedures of the Gadsden County Public Schools (GCPS). The goal of the contract will be to provide GCPS with the coordination necessary to provide accelerated learning opportunities to GCPS secondary students that meet the requirements of the Florida Department of Education (FDOE) and Florida Statutes relative to Dual Enrollment.

Dual Enrollment Program Coordinator - Responsibilities and Requirements

The Coordinator chosen will be responsible for daily supervision of East Gadsden High School and West Gadsden High School students and oversight of Tallahassee Community College (TCC) faculty members. The Coordinator will monitor student behavior in the lunchroom before classes begin each morning, assist students with homeroom expectations, supervise study hall as necessary between the beginning of the day until 11:30 a.m., submit any requested materials to the high schools and TCC; coordinate and accompany students to TCC's campus for field trips; assist with the distribution and collection of college level textbooks; and work with administration if there are any problems the Coordinator is unable to resolve. The Coordinator will serve as the primary support person for the Dual Enrollment Program of GCPS and will be based at EGHS. The Coordinator will ensure support services for the program are implemented with fidelity and are effective.

The proposal must include:

- A scope of work
- Standards that will be employed in the position
- Proposed steps of operation for carrying out the responsibilities of the project
- Processes to be employed during the provision of services
- Work timeline

Coordinator must have at least 10 years of experience coordinating a dual enrollment program in a small and rural district. Preference will be given to applicants who have specific GCPS dual enrollment program experience. Coordinator must hold a teaching certification in English and Language Arts and have a proven record of providing effective and quality program support for a dual enrollment program.

Application Due Date

September 3, 2015 by 2:00 p.m. EST. The due date refers to the date of receipt in the Gadsden County office. Facsimile and email submissions are not acceptable.

Number of Awards

One

Budget / Performance Period

From date of approval by the Gadsden County School Board to June 30, 2016

Eligible Applicants

Any experienced Dual Enrollment Program Coordinator with the qualifications described above may respond to this Request for Proposal.

Contact Person

Mrs. Dionne Mathews-Nelloms (850) 627-9651, Ext. 1289, matthews-nellomsd@gcpsmail.com

Assurances

The Florida Department of education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies and its sub-grantees to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USED) funds;
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to certify applicant adherence to general terms, assurances, and conditions for the project, applicants must include the following statement in the cover letter for proposals submitted in response to this RFP:

“(Name of Applicant) does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate district school district, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.”

Project Cost

The district contemplates a contract for the contractor’s costs to provide services – not to exceed \$21,297.60 annually (no more than \$26.83 per hour pursuant to the Gadsden bargaining unit contract). The contract amount shall include all applicable costs, taxes, and fees comprising the coordinator’s charges and will not include employee benefits.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to: work plans, timelines, sign-in sheets, services provided, and any other documentation to show that the person has provided the required services to ensure an effective implementation of project goals.

Proposal Requirements

Cover letter (maximum of one page) – Each application shall provide a cover letter that contains the following information:

- Name of applicant
- Address of applicant
- Name of contact person
- Telephone number for contact person
- The following statement:

“(Name of Applicant)” does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate school district, state, and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project.”

- Signature of an authorized representative for the applicant.

Narrative (maximum of six pages) – The Narrative must be attached to the cover letter. The narrative should be brief but must cover the following topics:

- **Management Approach** – This section shall describe the overall plan for carrying out the project, including plans or procedures for ensuring timeliness, cost-effectiveness and high quality of services. The applicant should include a discussion of anticipated problems and the means for overcoming these obstacles.
- **Work Statement and Schedule** – This section should provide a description of the work to be performed, including the types of technical assistance listed in the Dual Enrollment Program Coordinator - Responsibilities and Requirements section above.
- **Capabilities and Experience** – This section should describe the applicant’s relevant capabilities, time constraints (if any), and relevant experience, including all the required criteria listed under the Dual Enrollment Program Coordinator - Responsibilities and Requirements section above.
- **Price Quotation** – This section should include the price quote to conduct this work that includes costs of direct labor, materials, applicable taxes and fees, and other expenses. The price quotation proposed by an applicant should include hours of service daily and be within the period beginning upon approval by School Board and ending June 30, 2016.

Expenses Guidelines

The contract amount must be reasonable, necessary to accomplish project objectives, auditable, and occur during the project period. Charges for contractual services must conform to the written policies and established practices of GCPS.

Review Process and Selection Criteria

GCPS staff will review and evaluate submitted proposals, and make recommendations to the School Board for the contract award. Consideration will be given to applicant’s responsiveness to items set forth in the Proposal Requirements and criteria for selection. Criteria for selection may include, but are not limited to (in no particular order):

- Qualifications and past relevant performance of the applicant’s company;
- Demonstrated understanding of the desired outcomes;

- Creativity and imagination in approaching tasks described in the scope of work;
- Cost effectiveness; and
- Applicant's ability and willingness to work closely with GCPS.

GCPS expects to contract with the person whose proposal demonstrates that its performance of the work would be most advantageous to the school district, with price and other factors considered. GCPS reserves the right to award a contract to other than the low applicant or not to make an award if that is deemed to serve its best interest.

Conditions of Agreement

If a proposal is selected for funding, GCPS will be required to award the contract by written instrument. Until GCPS has signed the award document governing this contract, no express or implied commitment has been made to pay any funds to the successful applicant. No oral or written statement other than the signed, written agreement will govern or modify the relationship. As a condition of the agreement, the contractor must agree to indemnify GCPS against any loss resulting from breach of any of the guarantees contained in the award document.

Payment Method

GCPS shall pay the selected contractor upon the receipt of monthly invoices from the contractor that includes documentation describing the services that were rendered by the contractor in support of the project for the monthly period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment by GCPS.

**One Copy of the Sealed Proposal must be submitted to:
Gadsden County Schools
Attention: Ms. Shirley Alday
35 Martin Luther King, Jr. Boulevard
Quincy, FL 32351**