

Connecticut State Department of Education
Turnaround Office



Request for Proposals
Expanding the Availability of High-Quality School Models

Public Act 12-189 § 9(e)(2), as amended by Public Act 13-239 § 103

Purpose: To assist local education agencies in expanding the availability of high-quality school models by awarding grants-in-aid for alterations, repairs, improvements, technology, equipment and capital start-up costs, including acquisition costs.

Application Due: Friday, January 24, 2014

RFP Published December 20, 2013

Application - RFP 804



Connecticut State Department of Education

**Stefan Pryor
Commissioner of Education**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Connecticut State Department of Education (CSDE) is committed to a policy of equal opportunity/affirmative action for all qualified persons. The CSDE does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The CSDE does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the CSDE's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX /ADA/Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071

**Expanding the Availability of High-Quality School Models
Request for Proposals**

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Request for Proposals

I. Purpose

The Connecticut State Department of Education (“CSDE”) is seeking to assist local education agencies (“LEAs”) in expanding the availability of high-quality school models by awarding grants-in-aid (“grants”) for alterations, repairs, improvements, technology, equipment and capital start-up costs, including acquisition costs.

II. Grant Period

The anticipated grant period is February 1, 2014 to February 28, 2015.

III. Eligible Applicants

Applications will be accepted from LEAs. This competitive grant application requires LEAs to describe how funds will be used to achieve one or both of the following objectives: (1) replication of a high-quality school model by opening a new school; and/or (2) expansion of an existing high-quality school model by adding a new grade level(s). Therefore, in order to be eligible to receive a grant through this competitive application process, LEAs must submit a proposal for the expansion and/or replication of a high-quality school model, as defined herein. For purposes of this RFP, a school shall be considered a “high-quality school model” if it meets one of the following criteria:

- A. Is classified as either Excelling or Progressing by the CSDE for the 2012-13 school year, as defined in the *Connecticut 2012-13 School Classifications*; or
- B. Is classified as Transitioning by the CSDE for the 2012-13 school year, as defined in the *Connecticut 2012-13 School Classifications*, and has an overall 2012-13 School Performance Index (“SPI”) that exceeds the District Performance Index (“DPI”) of the school’s host district by at least 10 SPI points.

The *Connecticut 2012-13 School Classifications* are available here:

http://www.sde.ct.gov/sde/lib/sde/pdf/evalresearch/accountability/2012-13_school_classification_summary.pdf.

IV. Funding and Use of Funds

Eligible applicants may submit a proposal for up to \$800,000 in bond funding. An LEA may not submit, or be included in, more than one proposal. The awarding of funding is contingent upon a proposal’s selection on the basis of the criteria described in Section VI and Appendix A of this RFP, the availability of funds, and approval by the CSDE and the State Bond Commission.

Pursuant to Public Act 12-189 § 9(e)(2), as amended by Public Act 13-239 § 103, eligible applicants may request grants for items including: facility alterations, repairs, or improvements; technology investments; equipment and capital start-up costs, including facility acquisition costs; and/or furniture or instructional materials.

The CSDE reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a grant already made to an applicant and subsequently awarding the grant to another applicant.

Such action on the part of the CSDE shall not constitute a breach of contract on the part of the CSDE since the contract with the initial applicant is deemed to be void and of no effect as if no contract ever existed between the CSDE and such applicant.

V. Application Requirements

A. Required Format: All applications must include the following components:

1. School Model Validation and Track Record

Using Appendix B: Please report the: (a) 2012-13 SPI for the existing school model proposed for expansion and/or replication; (b) DPI data (for the school model's host district); (c) the difference between the 2012-13 SPI and DPI; and (d) the School Classification Category, as defined in the *Connecticut 2012-13 School Classifications*:
http://www.sde.ct.gov/sde/lib/sde/pdf/evalresearch/accountability/2012-13_school_classification_summary.pdf.

2. Rationale for Expansion and/or Replication

In no more than one page: Please explain how the proposal achieves the CSDE's goal of expanding the availability of high-quality school models. Include in the rationale a clear and compelling explanation describing the: (a) need for the expansion and/or replication of the school model based on unique programmatic offerings and the quality of surrounding schools, as measured by 2012-13 SPI; and (b) demand for the expansion and/or replication, as evidenced by student enrollment and strong parent satisfaction with the school model. The explanation should include a description of how the proposal achieves the stated purpose.

3. School Model Launch and Rollout Plan

In no more than one page: Please provide a short narrative summarizing the process and timeline for the school model's expansion and/or replication. In particular, describe the process for expanding and/or replicating the model as well as the process for making capital improvements, investments, and/or acquisitions.

4. Cost Information

In no more than two pages, including Appendix C: Please provide a brief narrative explaining how the proposed use of funds will support expansion and/or replication of the identified school model. Include a detailed description of the alterations, repairs, improvements, technology, equipment, or capital start-up costs, including acquisition costs. Describe the cost structure (e.g., per pupil, per school) and whether costs are variable or fixed. Complete Appendix C, including the ED 114 budget template, to overview the costs associated with the plan to expand and/or replicate the model. If applicable, provide documentation of any local matching funds from non-state sources; preference may be given to schools with matching funds that contribute to proposal effectiveness.

B. Minimum Submission Requirements:

Any proposal that does not meet the following requirements will be deemed unacceptable and ineligible for further review and consideration.

1. Being an eligible applicant, as defined in Section III of this RFP.
2. Submitting a complete proposal by following the required format, as described in Section V.A. of this RFP.
3. Meeting the submission deadline of January 24, 2014, at 4:00 PM EST.

RFP Submissions (Page Limit: 10 pages)	
Sec. 1. School Model Validation and Track Record	(Appendix B)
Sec. 2. Rationale for Expansion and/or Replication	(No more than 1 page)
Sec. 3. School Model Launch and Rollout Plan	(No more than 1 page)
Sec. 4. Cost Information	(Up to 2 pages, including Appendix C)
Sec. 5. Assurances	(5 pages, using Appendix D)

Proposals that do not comply with the requirements of this RFP may be considered non-responsive and excluded from review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirements may lead to rejection of the proposal prior to any formal review. The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, proposals should represent the applicant’s best effort from both a technical and cost stand point.

C. Questions:

Any and all questions regarding this RFP should be directed to: Andrew Ferguson, CSDE Turnaround Office, Andrew.Ferguson@ct.gov.

D. Submissions:

All proposals in response to this RFP must be submitted by e-mail to Lisa Corriveau, CSDE Turnaround Office, at the following address: Lisa.Corriveau@ct.gov. **All applications, irrespective of postmark date, must be received by 4:00 p.m. on January 24, 2014.**

E. Freedom of Information:

All complete proposals shall become the sole property of the State and will not be returned. All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Section 1-200 *et seq.* of the Connecticut General Statutes. FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in statute) are public records and every person has a right to inspect such records and receive a copy of such records in accordance with the terms of FOIA.

F. Reservations:

This RFP is not a contract or guarantee and, alone, shall not be interpreted as such. Rather, this RFP serves as the instrument through which grant proposals are solicited. The CSDE may decide, at any time, to start the RFP process again if in the best interests of the State.

The CSDE reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so. The CSDE, at its option, may seek applicant retraction and/or clarification of any discrepancy or contradiction found during its review of applications.

Applicants are responsible for all costs and expenses incurred in the preparation of applications and for any subsequent work on the application that is required by the CSDE.

Any alleged oral agreements or arrangements made by applicants with any State agency or employee will be disregarded in any State application evaluation or associated grant award.

The CSDE reserves the right to award grants in a manner deemed to be in the best interests of the State.

Applicants may be invited to present to the CSDE, at the CSDE's full discretion, additional evidence of experience, performance, ability, and/or financial surety that the CSDE deems to be necessary or appropriate to fully establish the performance capabilities represented in their applications.

No additions or changes to any application will be allowed after the application due date, unless such modification is specifically requested by the CSDE. The CSDE, at its option, may seek applicant retraction and/or clarification of any discrepancy or contradiction found during its review of the applications.

VI. Selection Criteria

Using the rubric presented in Appendix A, a selection committee will review and score all proposals that meet the minimum submission requirements, as described in Section V.B. of this RFP. All proposals selected by the committee must then be approved by the State Bond Commission in order for a grant to be awarded. All awards are subject to the availability of funds. Grants are not final until the award letter is executed.

Appendix A: RFP Rubric

Applicant:	Total Score:
	_____ /40

Section	1 - Below	2 - Partially Meets	3 - Meets	4 - Exceeds
Rationale for Expansion and/or Replication	Insufficient evidence of the need and demand for the expansion and/or replication of the school model.	Partial evidence of the need and demand for the expansion and/or replication of the school model.	Sufficient evidence of the need and demand for the expansion and/or replication of the school model.	Clear and compelling evidence of the need and demand for the expansion and/or replication of the school model.
School Model Launch and Rollout Plan	Insufficient explanation of the process and timeline for expanding and/or replicating, and making capital improvements, investments, and/or acquisitions.	Partial explanation of the process and timeline for expanding and/or replicating, and making capital improvements, investments, and/or acquisitions.	Sufficient explanation of the process and timeline for expanding and/or replicating, and making capital improvements, investments, and/or acquisitions.	Strong explanation of the process and timeline for expanding and/or replicating, and making capital improvements, investments, and/or acquisitions.
Cost Information	Insufficient budget narrative and cost information as presented in the budget template.	Sufficient cost information as presented in the budget template, but budget narrative lacks sufficient detail.	Sufficient budget narrative and cost information as presented in the budget template.	Strong budget narrative and detailed cost information as presented in the budget template.

Section	Score	Weighting	Total Points
Rationale for Expansion and/or Replication		x 5	_____ /20
School Model Launch and Rollout Plan		x 2	_____ / 8
Cost Information		x 3	_____ / 12
Total Score:			_____ /40

Appendix B: Performance Data

Please report the: (a) 2012-13 SPI for the existing school model proposed for expansion and/or replication; (b) DPI data (for the school model's host district); (c) the difference between the 2012-13 SPI and DPI; and (d) the School Classification Category, as defined in the *Connecticut 2012-13 School Classifications*:

http://www.sde.ct.gov/sde/lib/sde/pdf/evalresearch/accountability/2012-13_school_classification_summary.pdf.

2012-13 School Performance Index (SPI)	2012-13 District Performance Index (DPI)	2012-13 SPI Difference (SPI minus DPI)	2012-13 School Classification Category

Appendix C: Cost Information

Please complete the budget template below. Provide cost information and justifications, as described in Section V.A.4, to summarize costs and explain how they would contribute to the effective and sustainable expansion and/or replication of a high-quality school model. If, for any given cost item, there will be additional funding covered by alternate funding source(s), please list the amount in the last column and provide documentation of any local matching funds from non-state sources. Preference may be given to proposals with matching funds that contribute to proposal effectiveness. List costs by their ED 114 Cost Category using the Uniform Chart of Accounts on the next page. If you need additional rows for a given cost category, you may add rows to the template as necessary; unused rows can be left blank or deleted.

ED 114 Cost Category	Cost Description	Budget Justification and Cost Basis	High-Quality Bond Funding Request	Amount Covered by Alternate Funding Source(s)
300	Services of architects			
300	Services of architects			
300	Services of architects			
300 Cost Category Total:			\$	\$
700				
700				
700				
700 Cost Category Total:			\$	\$
800				
800				
800				
800 Cost Category Total:			\$	\$
Total:			\$	\$

ED114 Cost Categories – Uniform Charts of Accounts

Please code all expenditures in accordance with the state’s Uniform Charts of Accounts as summarized below.

CODE:	OBJECT:
300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES. Services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. For purposes of this RFP, only services of architects may be included.
700	PROPERTY. Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.
800	OTHER OBJECTS. (Miscellaneous Expenditures) Expenditures for goods or services not properly classified in one of the above objects. Included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance, and interest payments on bonds and notes.

Appendix D: Assurances

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Expanding the Availability of High-Quality School Models

THE APPLICANT: _____ **HEREBY ASSURES THAT:**

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- C. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the CSDE;
- D. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- E. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- F. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the CSDE, including information relating to the project records and access thereto as the CSDE may find necessary;
- G. The CSDE reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- H. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

- I. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- J. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the CSDE any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

K. REQUIRED LANGUAGE (NON-DISCRIMINATION)

- 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and

practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission,

the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- L. The grant award is subject to approval of the CSDE and availability of state or federal funds.
- M. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____