

**CONNECTICUT STATE
DEPARTMENT OF EDUCATION**

**DIVISION OF TEACHING LEARNING AND INSTRUCTIONAL
LEADERSHIP**



Request for Proposal

**TRAINING FOR NONTRADITIONAL FIELDS
AND EMPLOYMENT PROGRAM
DEVELOPMENT**

2008 - 2010

Purpose: To provide technical service and assistance for vocational education programs that address state needs to promote training for nontraditional fields and employment program development under: 20 U.S.C. § 2301 et seq. Carl D. Perkins Vocational and Applied Technology Educational Act.

Submission Due: July 25, 2008

Published: June 2008

RFP# 69

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Mark K. McQuillan
Commissioner of Education

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to the Equal Employment Opportunity Manager, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, Connecticut 06457, (860) 807-2071.”

An Equal Opportunity/Affirmative Action Employer

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OVERVIEW OF STATE AND FEDERAL REQUIREMENTS

The Carl D. Perkins Vocational and Applied Technology Educational Act requires that the state use not less than \$60,000, nor more than \$150,000, for services that prepare individuals for nontraditional fields.

ELIGIBLE APPLICANTS

Local and regional school districts, regional educational service centers (RESCs), Connecticut Technical High Schools, nonprofit agencies, colleges and universities are encouraged to submit proposals.

PROPOSAL REVIEW

A team of reviewers will evaluate all proposals using the form in Appendix C. Applicants will be notified in writing as to the final disposition of their proposals.

CONTRACT NEGOTIATIONS

THE CONTENT AND COST OF PROPOSALS ARE SUBJECT TO NEGOTIATION PRIOR TO THE FINAL CONTRACT. ALL CONTRACT AWARDS ARE SUBJECT TO THE AVAILABILITY OF STATE AND FEDERAL FUNDS. NO PROGRAM ACTIVITY MAY COMMENCE WITHOUT A SIGNED CONTRACT FROM THE STATE DEPARTMENT OF EDUCATION (SDE).

REPORTING

A final report and copies of all published materials, which have been funded by the Act, are required for projects, by August 1, 2009. Each proposal shall include three copies of the final report that includes a document self-assessment to be submitted to: Gregory C. Kane, Bureau of Curriculum and Instruction, Connecticut State Department of Education, 165 Capitol Ave., Rm. 363, Hartford, CT 06106.

AVAILABLE FUNDS

Contract not to exceed \$120,000.00

CONTRACT PERIOD

July 1, 2008-June 30, 2010

PROPOSAL OBJECTIVES 2008-2010

In order to assist Connecticut school districts in meeting the requirements for the Act, this project emphasizes developing and implementing a strategic model for reforms in training and employment in non-traditional fields in current and emerging professions.

The contractor will work with school districts and community colleges to:

- identify and assist in implementing practices that are successful in attracting and retaining individuals into non traditional fields;
- gather data on student participation in non-traditional fields and completion in career and technical programs;
- assist in developing a five-year plan, based on performance levels, to increase student participation; and
- assist in identifying areas of inequity and concern and create a long range plan for training and technical assistance needed to address these areas.

The duties of the applicant agency shall be to:

1. Organize and offer a state-wide conference to provide in-service activities focusing on state and national models and long range plans for attracting and retaining secondary and postsecondary students into nontraditional fields in current and emerging professions, as well as improving academic achievement.
2. Based on local data, work with each district and community college in developing a formal five-year written plan and associated professional development for overcoming gender-related obstacles such as but not limited to, gender bias teaching practices, facility design and resource material selection.

APPLICANT INFORMATION

AFFIRMATIVE ACTION

All fiscal agents must complete the Affirmative Action Packet, or attest that one is on file, to be considered for a contract award (see Appendix E).

OBLIGATIONS OF CONTRACTORS

All bidders are hereby notified that the contract to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes (C.G.S.) Sections 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the contractor must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the Commissioner on Human Rights and Opportunities.

UTILIZATION OF MINORITY BUSINESS ENTERPRISE

All contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract requirements.

Contractors shall certify under oath to the Commissioner on Human Rights and Opportunities and the state agency that the minority businesses selected as subcontractors and suppliers of materials comply with the criteria of Section 4a-60 if such businesses are not currently registered with the Department of Economic and Community Development.

FREEDOM OF INFORMATION ACT

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 Sections 1-200 et seq. (FOIA). The 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 the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

APPLICATION DIRECTIONS

Proposals must address all the questions in the sequence and format provided below based upon the **proposal objectives and other information as required**. A table of contents, which references the responses to the questions and the appendix, must be included.

While the information requested for the application is comprehensive, the responses and descriptions should be succinct.

APPLICATION FORMAT

1. **Cover page**

The first page must utilize the cover page format in Appendix A and all requested information must be provided.

2. **Abstract**

Briefly summarize the plan of service for the 2008-10 program years not to exceed one page.

3. Plan of service format shall include the following:

Objectives

- State the proposal's objectives in the approximate order of importance. Objectives should be stated clearly and specifically in relation to those outcomes, which should be attained upon completion of the proposal. The proposal evaluation must be based on the achievement of clearly defined, measurable objectives. The entire proposal, therefore, should be tied to the attainment of these objectives. Objectives should be stated in measurable terms. The project objectives must relate to the State Department of Education's stated position statement.

Design

- Give a brief description of the overall design or plan of action.
- Identify specific target populations and approximate number to be served.
- Describe how the specific objectives of the RFP will be met.
- Describe why this design is particularly appropriate for meeting the RFP objectives.
- Provide information on students or other groups who you will be targeting through this proposal. Indicate the extent to which cooperation of other schools or agencies is needed and has been assured.

Evaluation

- The proposal must describe the general evaluation design and how the project objectives will be measured and how client/student achievement will be measured where appropriate.

Personnel

- Describe the administration structure, including the fiscal agent, and use of advisory committees and outside consultants, if any. Also, include all cooperating agencies/institutions that are providing other support services. Give name, title and a brief statement of relevant experience and the unique qualifications of the project coordinator. Indicate others who are tentatively planning to serve, advise or assist in achieving the objectives of this proposal.

Timelines

- In chronological order, indicate the approximate length of time required for each phase or aspect of the program year. Use of diagrams or flow charts may be effective for this purpose. The program year will begin upon official grant approval and end on the date specified in the grant.

Budget

- The budget should cover the period from July 1, 2008 to June 30, 2010. The budget must be presented in the format described as shown in Appendix B with not more than \$120,000 for services that prepare individuals for nontraditional training and employment.
 - **Applicants are advised that budget requests are subject to subsequent modification.**

4. Indicate whether or not this proposal is an extension of or an addition to a previous or existing project. If yes, give details.

If you have any questions regarding this application, you may contact Gregory C. Kane at (860)713-6756 or gregory.kane@ct.gov.

SUBMISSION OF APPLICATIONS

1. To be considered for funding, all applications submitted must adhere to the following requirements:
 - The selection of specific services by the contractor must be the result of an open and competitive process.
 - The application must contain the completed Affirmative Action Packet, or a letter certifying that a current Affirmative Action Packet is on file, and the Statement of Assurances. All are to be completed and signed by the fiscal agent for the applicant agency.
 - Applications must follow the format described in this document.
 - Applications must be typewritten, double-spaced on one side of standard (8-1/2 x 11), unruled white paper. Applications may be stapled but should not be bound or placed in a binder.
 - **One** original set of documents, bearing the signatures of the legally authorized agent for the applicant and other signatures are requested, and **four** copies of the proposal must be submitted.

2. The applications (one original and four copies) must be received by 4:30 p.m. on July 25, 2008. Facsimile (“faxed”) copies of proposals/applications will not be accepted. Only proposals/applications with original signatures will be accepted as timely filed.

The delivery and mailing address is:

Delivery

Gregory C. Kane
CT State Department of Education
Bureau of Curriculum and Instruction
165 Capitol Avenue, Room 363
Hartford, CT 06106

Mailing

Gregory C. Kane
CT State Department of Education
Bureau of Curriculum and Instruction
P.O. Box 2219, Room 363
Hartford, CT 06145-2219

APPENDIX A

COVER PAGE

Title of Initiative: (Be concise)

Applicant Organization: (Name and address of applying institution or other agency)

Coordinator: (Full name, address and telephone number (with extension) of person responsible for developing the proposal)

Submitted by: (Full name, title, address and telephone number (with extension) of person authorized to commit agency to the project if selected)

Signature

Duration of Activity: As specified in the RFP

Total Project Cost:

APPENDIX B

ED 114 FISCAL YEAR 2009

BUDGET FORM

FUNDING STATUS:

| NAME: | | |
|--|---------------------------------------|------------------------------|
| TITLE: CARL D PERKINS CAREER VOCATIONAL AND APPLIED TECHNOLOGY EDUCATIONAL ACT PROJECT TITLE: TRAINING FOR NON TRADITIONAL FIELDS | | |
| CORE-CT CLASSIFICATION: FUND: 12060 SPID: 20742 PROGRAM: 84145 BUDGET REFERENCE: 2009 CHARTFIELD1: CHARTFIELD2: | | |
| PERIOD: 7/1/08 – 6/30/10 | | AUTHORIZED AMOUNT: \$ |
| AUTHORIZED AMOUNT BY SOURCE: LOCAL BALANCE:\$ CARRY-OVER DUE:\$ CURRENT DUE:\$ | | |
| CODE | DESCRIPTIONS | BUDGET |
| 111B | TEACHERS | |
| 112A | EDUCATION AIDES | |
| 112B | CLERICAL | |
| 119 | OTHERS | |
| 200 | PERSONAL SERVICES-EMPLOYEE BENEFITS | |
| 321 | TUTORS | |
| 322 | IN SERVICE | |
| 323 | PUPIL SERVICES | |
| 324 | FIELD TRIPS | |
| 330 | OTHER PROFESSIONAL TECHNICAL SERVICES | |
| 400 | PROPERTY | |
| 510 | PUPIL TRANSPORTATION | |
| 530 | COMMUNICATIONS | |
| 580 | TRAVEL | |
| 590 | OTHER PURCHASED SERVICES | |
| 611 | INSTRUCTIONAL SUPPLIES | |
| 612 | ADMINISTRATIVE SUPPLIES | |
| 641 | TEXTBOOKS | |
| 940 | INDIRECT COSTS | |
| | TOTAL | |

Budget Form Object Code Definitions

- 111B **Teachers.** Salaries for employees providing direct instruction/counseling to pupils/clients. A general rule of thumb is that a person for whom the grantee is paying employee benefits, and who is on grantee payroll, is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A **Education Aides.** Salaries for grantee employees who assist staff in providing classroom instruction.
- 112B **Clerical.** Salaries for grantee employees performing clerical/secretarial services.
- 119 **Other.** Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A, or 112B.
- 200 **Personal Services-Employee Benefits.** Amounts paid by the grantee on behalf of the employee whose salaries are reported in objects 111A, 111B, 112A, 112B or 119.
- 321 **Tutors.** Payments for services performed by persons qualified to assist students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.
- 322 **Inservice.** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process.
- 323 **Pupil Services.** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupil's mental and physical problems.
- 324 **Field Trips.** Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.
- 330 **Other Professional Technical Services.** Payments for professional or technical services that are not directly related to instructional activities.
- 400 **Property.** Expenditures for acquiring initial equipment, additional equipment and replacement equipment.
- 510 **Pupil Transportation.** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.
- 530 **Communication.** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category included telephone and telegraph services as well as postage machine rental and postage.
- 580 **Travel.** Expenditures for transportation, meals, hotel and other expenses associated with staff travel.
- 590 **Other Purchased Services.** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 560 and 580.

- 611 **Instructional Supplies.** Expenditures for consumable items purchased for instructional use.
- 612 **Administrative Supplies.** Expenditures for consumable items directly related to program administrative (non-instructional) activities.
- 641 **Textbooks.** Expenditures for textbooks, workbooks.
- 940 **Indirect Costs.** Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Beginning Fiscal Year 1998, grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. **Only grantees that have received rate approvals are eligible to claim indirect costs.**

APPENDIX C

**Nontraditional Training and Employment Program Development
Application Review**

| | | | |
|--------------------------|--|-----------------------|--|
| Applicant Agency: | | | |
| Total Points: | | Date Reviewed: | |

1. A cover page is included yes no
2. An abstract is included yes no
3. A plan of service section is included yes no
4. For the following items, please rate proposal on a scale of 1 to 5. One indicating unacceptable and five indicating outstanding:

Objectives:

- A. Clearly stated _____
- B. Measurable _____
- C. Related to stated outcomes _____
- D. Address SDE position statement _____

Project Design:

- A. Logically related to objectives _____
- B. Identifies appropriate target population _____
- C. Clearly states expected results/deliverables _____
- D. Provides method of evaluation _____

Personnel:

- A. Knowledge and experience in gender equity
- B. Experienced in type of work proposed

Evaluation:

- A. Method of assessing achievement of objectives _____

Time Schedule:

- A. Realistic to meet objectives _____

Budget:

- A. Demonstrates economic efficiency _____
- B. Costs are appropriate to activity _____
- C. Costs related to objectives and personnel as identified in proposal _____

Total Points _____

Please write all comments regarding this proposal on the back of the page.

APPENDIX D

AFFIRMATIVE ACTION PLAN

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official, hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Signature of Authorized Official

Date

Print Name of Authorized Official

APPENDIX E
Statement of Assurances

Connecticut State Department Of Education
Standard Statement Of Assurances

PROJECT TITLE: _____

THE APPLICANT: _____ HEREBY ASSURES THAT:
(Insert Company Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed contract;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this contract will be administered by or under the supervision and control of the applicant;
- D. 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 Connecticut State Board of Education and the State Department of Education;
- E. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- F. The contractor will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- G. The Connecticut State Department of Education 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. 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;
The contract is subject to approval of the State Department of Education and availability of state or federal funds;
- I. The applicant agrees and warrants that CGS Sections 4 -190 to 4 -197, inclusive, 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;
and

J. Required Language:

1. For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "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: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of CGS Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "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.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

2. 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, mental retardation 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. If the contract is for a public works project, 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 project. 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, mental retardation, 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; 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; (c) 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, advising the labor union or worker's 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; (d) the contractor agrees to comply with each provision of this section and CGS Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) 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 Section 46a-56.

3. 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.
4. The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
5. The contractor shall include the provisions of subsection (2) 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 this section and CGS Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; 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.
6. 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.
7. 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 matter prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) 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; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to CGS Section 46a-56; (d) 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 CGS Section 46a-56.
8. The contractor shall include the provisions of subsection (7) 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 CGS Section 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.

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

Signature _____

Name (typed) _____

Title (typed) _____

Date _____

Rev. 6/99