STEM Public-Private Partnership Pilot Program (STEM 3P)
Request for Proposals

Program Purpose

The Ohio Department of Higher Education (ODHE) will utilize the STEM Public-Private Partnership Pilot Program to encourage public-private partnerships between high schools, colleges and the community to provide high school students the opportunity to receive education and training in a targeted industry as defined by JobsOhio, while simultaneously earning high school and college credit for the course(s), as described in Amended House Bill No. 166, Section 733.30 of the 133rd General Assembly.

Successful awardees will design collaborative projects focused on one targeted industry and their occupations, leveraging private and public resources to provide education and training that supports student career pathways and the regional economy. The students, upon completion of the program, should be more likely to gain employment upon graduating from high school or upon completing a two-year degree in the industry to which the program is oriented in relation to its geographic region.

I. Eligible Applicants

- Eligible institutions are community colleges or state community colleges leading a partnership that did not receive a grant under Section 733.13 of AM. Sub. H.B. 64 of the 131st General Assembly.
- A partnership shall consist of one college, one or more private companies within the targeted industry and one or more high schools, either public or private.
- Students who take courses offered under the program shall earn college credit for those courses from the college.
- Students, high schools and colleges that participate in this program shall do so under the College Credit Plus Program established under Chapter 3365 of the Ohio Revised Code.

Community colleges or state community colleges are those authorized under the Ohio Revised Code Chapters 3354 and 3358.
II. **Anticipated Awards**

The Chancellor will select five partnerships, one from each quadrant of the state and one from the central part of the state. The Chancellor is not obligated to expend all funds set aside for this initiative and may request revisions to proposal budgets.

**Funding Available:** $500,000; $100,000 partnership award per region.

III. **Eligible Expenses and Project Term**

Awards under the STEM Public-Private Partnership Pilot Program are to be expended on eligible costs only. Eligible costs must be expenses directly tied to the implementation of the project.

**Eligible Expenses:** Include only the following:

- Transportation;
- Classroom supplies, including, but not limited to: textbooks, furniture and technology; and
- Primary instructors for courses offered under the program, including but not limited to faculty from participating high schools and the college, including adjunct faculty.

**Project Term:** The grantee shall have 24 months from the execution of the award agreement to complete the approved program. The project may begin after May 1, 2020.

IV. **Proposals Review Process and Timeline**

The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to applicants.

- Request for Proposals Released: January 21, 2020
- Submission of Questions for Webinar: January 21 – January 26, 2020
- Webinar: January 27, 2020
- Final Application Due by 12:00 p.m. (Noon): February 28, 2020
- Application Review Period: March – April, 2020
- Notification of Awarded Proposals: April, 2020
ODHE will be hosting a webinar on **January 27, 2020 at 10:00 am** for colleges interested in applying for this grant. Questions submitted prior to the webinar will be answered during the webinar. Participants will be able to ask additional questions during the webinar. Any applicant questions after the webinar are to be submitted in writing via email before 5:00 pm February 27, 2020. All questions need to be submitted to STEM_P3@highered.ohio.gov. Responses to questions will be posted at https://www.ohiohighered.org/STEM_P3.

The Chancellor’s staff will initially screen proposals for completeness of program requirements and application elements. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor’s staff. All submitted proposals will receive consideration. Submission of a complete proposal does not guarantee funding.

Accepted proposals will be evaluated using a scoring rubric (see section VI, **Proposal Requirements, C. Scoring Rubric**) approved by the Chancellor. Final decisions will be based on the quality of the proposal, to include the leveraging of public and private resources and the support to the regional economy.

NOTE: If five qualified applications are not received, the Chancellor’s staff may reach out to colleges and encourage submission.

Applicants will be notified by email of the outcome of their application at the conclusion of the review process.

A grant agreement between the college, selected by the Chancellor to receive the award, and ODHE will be issued.

The awardee will be required to submit data related to the project to ODHE during the project period and for two years after the end of the grant agreement. ODHE will provide guidance on data collection.

V. **Proposal Submission**

An authorized official at the college must submit the application. Proposals must be submitted in .pdf format to STEM_P3@highered.ohio.gov. All documentation must be received by 12:00 p.m. (noon) on February 28, 2020. Late submissions will be evaluated at the discretion of the Chancellor.
Proposals become the property of the Chancellor and are subject to public record laws of the state as stated in the Ohio Revised Code 149.011(G).

VI. Proposal Requirements

A. Format

Narrative information: Must use 12 point Arial font, double-spaced.

Please see below for page allocations and directions for each section of the proposal.

1. **STEM P3 Cover Sheet and Program Snapshot**: Institution information, High School Educational Partner(s) information, Business Partner(s) information, Program Snapshot, and Certification by Authorized Official. (Attachment A)

2. **Cover Letter**: Title of project; list the college, high school(s) and business partner(s); identity of the primary contact at the college by name, title, address, phone number and email address.

3. **Executive Summary (One page maximum)**: Describe: a) the proposed partnership and project, b) how the proposal meets the needs of students, c) how the proposal meets the needs of a targeted industry, and d) how the participating institutions and businesses will partner.

4. **Project Narrative (15 page maximum)**: Should address the criteria (Part B of this section), in order.

5. **Budget & Budget Narrative (One page maximum)**: In a narrative, and summarized in the Excel spreadsheet, (Attachment B) the budget & budget narrative will document itemized costs; the underlying assumption for each cost (i.e. base cost of item or service, number served, number of times per year, etc.); matching funds that will be leveraged, if applicable; and sources of continuing funding or in-kind support, if applicable.

6. **Attachments**: Proof of commitment from all parties responsible for the implementation of this project is required. The application must include letters of support and any signed agreements between high schools and the college as well as from the business partner(s) involved in the project.
Note: Attachments should provide evidence of a commitment to project sustainability beyond the grant period.

**B. Project Narrative**

The Project Narrative needs to address the following criteria. (Maximum 15 pages)

1. **Project Design**: This section will provide a broad description of the proposed partnership to provide high school students with the opportunity to receive education in a targeted industry while simultaneously earning high school and college credit.
   a. State the targeted industry for which this program is oriented.
   b. Identify project partners.
   c. Explain how students will be selected into the program.
   d. Explain how instructors will be selected.
   e. List what course(s) students will be enrolled in earning both high school and college credit through the College Credit Plus Program.
   f. List additional opportunities for a student to earn a certificate, a degree, or industry-recognized credential(s).
   g. Describe the process used to ensure that all members of the partnership developed and agreed upon the curriculum offered by the program.
   h. Detail the level of investment made by the private company(ies) in the program, including contribution of facilities, equipment, staff and financial resources.
   i. State how the private company or companies that are part of this partnership will provide full- or part-time facilities to be used as classroom space.
   j. Describe the sustainability of the program beyond the 24-month grant period.

2. **Project Rationale**: This section will explain why this project is important to the industry as well as the geographic region and is likely to succeed. This section should address, but is not limited to, the items detailed below.
   a. History or formation of the partnership. For an existing partnership, please provide the history and any outcome data
collected. For a new partnership, please explain how the partners were determined and how the partnership will ensure communication and collaboration throughout the grant project.

b. How the targeted industry was chosen. Please use data from OhioMeansJobs and In-Demand Occupations demonstrating regional demand for the occupations and skills. Other sources of data may be used as well. [http://omj.ohio.gov/OMJResources/In-DemandOccupations.stm],

c. The likelihood of a student gaining employment upon graduating from high school or upon completing a two-year degree in the targeted industry in the local area. Please support the projections with data from OhioMeansJobs, commitments from local businesses (as evidenced in letters of interest in the attachments), and other sources of relevant data.

d. The expected number of students to be served by this project and the expected cost per student.

e. The commitment to project success by each partner. Indicate any financial or in-kind contributions that will be made to the project during the 24-month period.

3. Project Plan: This section will provide a clear description and timeline for activities to be undertaken.

a. Provide an implementation schedule with proposed activities related to grant funding. Include an estimated completion milestone for each activity. (Attachment C)

b. Provide a brief biography of key project members and outline their respective roles and responsibilities in the project.

4. Project Evaluation: This section will explain how project success will be measured. The project evaluation plan should include a system to measure, at minimum: a) the number of students successfully completing the program; b) the number of high school and college credits obtained; and, c) college and/or career outcomes for completers.

a. Evaluation design: Clarify the outcomes that will be measured and explain the formative and summative assessments that will be conducted for each outcome being measured.

b. Provide a timeline for the ongoing evaluation process, including (a) collecting data, (b) analyzing data, and (c) responding to data.
c. Identify the individuals who will lead the evaluation process & describe their credentials.

5. **Budget Narrative:** This section will provide financial information that supports the program.
   a. Document and justify each budget line activity requested in the budget narrative and within the Excel workbook.
   b. Describe the timing of expenditures in relation to the implementation schedule.
   c. Ensure costs fall within comparative industry standards.

C. **Scoring Rubric**

Each proposal will be assessed according to the Proposal Narrative.

- Project Design 36 points
- Project Rationale 30 points
- Project Plan 15 points
- Project Evaluation 9 points
- Budget Narrative 10 points

VII. **Legal Notices**

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this RFP, or to reissue the RFP if it is determined that it is in the best interest of the State of Ohio. Issuing this RFP does not bind the State to making any awards. The State reserves the right to adjust the dates for this RFP for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an
award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified by email of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State’s knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

VIII. Trade Secrets

All applicants are strongly discouraged from including in a proposal any information that the applicant considers to be a “trade secret,” as that term is defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

If any information in the proposal is to be treated as a trade secret, the proposal must:

a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;

b. Identify that the proposal contains trade secret information in the cover letter; and

c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
To determine what qualifies as trade secret information, refer to the definition of “trade secret” in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

“(D) ‘Trade Secret’ means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses or telephone numbers that satisfies both of the following: (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

The Ohio Department of Higher Education requires non-disclosure agreements from all non-Ohio Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.

If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.