



College Readiness and Access

Early College High Schools

Request for Proposals

I. Background and Purpose of the RFP

Purpose: To support educational attainment for students by providing funding to institutions that support early college high school initiatives. The Chancellor of the Ohio Board of Regents will offer a grant opportunity for institutions to receive funding to advance and accelerate college readiness attainment and provide access to early postsecondary learning opportunities for students. Institutions participating in the initiative strive to remove academic and financial hurdles that prevent students from entering and succeeding in college.

II. Eligibility

1. **Lead Institution:** Any public institution of higher education supporting college readiness and access by supporting early college high schools. Institutions are required to partner with secondary institutions and the community to meet the following core principles:
 - Early college high schools are created and sustained by a local education agency, a higher education institution, and the community, all of whom are jointly accountable for student success.
 - A formal written agreement provides for full access to college courses, facilities, and support services.
 - Representatives from all partner organizations meet regularly to review student success data, provide guidance, and make key decisions regarding planning, implementation, and sustaining the early college school.
 - Faculty, staff, and community partners develop deep collaborations and participate, according to their role, in data-driven activities that advance instructional practice, curriculum development, staff development and student support in order to build and sustain a college-going culture.
 - Early college high schools and their higher education partners and community jointly develop an integrated academic program so all students earn up to two years of transferrable college credit leading to college completion.
 - Secondary and higher education partners have aligned high school and college requirements and curricula, and they co-develop an academic plan that

incorporates opportunities for dual credit.

- The academic plan ensures that students strive to complete up to two years of college academic credit.
- Strategies and structures are in place that provide students with the opportunity to complete two or four-year degrees, (e.g., a graduation plan, transfer or articulation agreements).

III. Anticipated Awards

The total of all grant awards will not exceed the total funding available and the Chancellor is not obligated to expend all of the dollars that have been set aside for this initiative.

- 1. Total Funding Available:** \$1,200,000 in each fiscal year.
- 2. Range of Possible Awards:** Awards up to \$2,000 per enrolled early college high school student.
 - i. The \$2,000 award is per student. If more than one institution enrolls a student, the institutions enrolling the same student shall enter into an agreement for a pro rata share of the \$2,000 award.
 - ii. If the Chancellor determines that the amounts appropriated are inadequate to provide full grant awards to all eligible institutions, the Chancellor may decrease the per student grant amount.

IV. Eligible Expenses

Grant funds are to be expended for the purposes set forth in Section 363.93 of Am. Sub. H.B. 59 of the 130th General Assembly and must be used for grants equal to the award amount for each enrolled early college high school student.

V. Project Term

It is anticipated that the higher education institution covered by the RFP will be provided grants for students beginning January, 2014 and institutions may request grant funds for any eligible enrolled early college high school student up to the end of the academic year. A final report for eligible students will be due June, 2014. Grant amounts will be recalculated and awarded for students enrolled in early college high school programs beginning July 2014 through June 2015, with a final program and expense report due June, 2015. Additionally, all Early College High Schools will be required to have an IRN number issued by the Department of Education in order for the higher education institution to receive funding in the second grant year (July 2014 through June 2015).

VI. Proposal Contact

Any questions or concerns regard this RFP should be sent to:

Name: David Cannon

Title: Vice Chancellor of Finance and Data Management

Phone: 614.728.2281

Email: dcannon@regents.state.oh.us

VII. Proposal Review Process and Timeline

Board of Regents staff will initially screen proposals for completeness. Any deficiencies must be

addressed by the applicant within a time period set by the Chancellor's staff.

Accepted proposals will be evaluated by at least three reviewers to ensure the proposal meets the requirement of an early college high school. The Chancellor will make the final decision on which schools are eligible based upon meeting the proposal requirements. The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to the applicants.

Request for Proposals Released	January 28, 2014
Bidders Conference for Interested Parties	February 10, 2014
Proposals Due by 12:00 p.m.	February 28, 2014
Proposal Review Period	February 28- March 21, 2014
Notification of Awarded Proposals	April 2014

VIII. How to Submit a Proposal

Applicants are responsible for timely submissions of proposals. Proposals become property of the Chancellor and are subject to public record laws of the state. Proposals meeting all requirements as outlined in Section II – Eligibility will receive funding based on the total number of eligible students enrolled in the Early College high Schools; up to \$2,000 per enrolled student. The Chancellor will provide an opportunity for potential applicants to seek assistance regarding their application through a structured conference call. Applicant questions are to be submitted in writing via email by February 10, 2014. The conference call is scheduled for February 10, 2014 with additional information to follow. Responses to questions will be posted online after the conference call to provide the information to interested parties.

Proposals must be received **no later than 12:00 p.m., February 28, 2014** and must be submitted in the following manner:

- One electronic PDF file sent electronically to _____

Proposals must include the following elements:

- Maximum page length is 15 pages and must include the cover letter, an executive summary, project narrative, budget and timeline.
 - The cover letter should not exceed one page and must identify one primary contact person plus the fiscal agent by name, title, address, phone and email address.
 - The executive summary must not exceed one page in length.
 - Project narrative must contain detailed information about how the proposal meets the criteria set forth in Section II – Eligibility.
 - Project timeline will include proposed activities and estimated timeline for completion including any data reporting.
- Arial Font - 10 point minimum, double spaced is allowed.
- Additional visuals or informational brochures should be limited to no more than two pages.
- Letters of support and documentation of partnerships do not count toward the page

length.

- Include signed letters of support from each of the partnering members and community.

1. Project Narrative Requirements:

The institution must demonstrate that the proposal meets the core principles described above in Section II – Eligibility.

Annual Data Reporting Requirements to be Reported Back to the Chancellor may include:

- Number of eligible students enrolled in early college high school
- Number of college credit hours earned by students during the most recent academic year
- Number of students from the partner early college high school who have enrolled in college (using National Student Clearinghouse data)
- Number of students from the partner early college high school who have persisted from year one to year two of college (using National Student Clearinghouse data)

IX. 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 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 announcement, or to re-issue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement 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 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.

X. Public Record

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under Ohio law, including the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

APPENDIX A

CRITERIA CHECKLIST

Proposals should contain information to document the criteria described in Section II – Eligibility

Applicant Information

Applicant Name: _____

Participating Secondary Institutions: _____

Participating Community: _____

(1) Early College High Schools are created and sustained by a local education agency, a higher education institution, and the community, all of whom are jointly accountable for student success
Provide an example of a full written agreement to provide full access to college courses, facilities and support services
Provide a list of representatives from all partner organizations who meet regularly to review student success data, provide guidance, and make key decisions regarding planning, implementation, and sustaining the early college school
Provide information on how faculty, staff, and community partners develop deep collaborations and participate, according to their role, in data-driven activities that advance instructional practice, curriculum development, staff development and student support in order to build a college-going culture
Provide information on how partners are actively engaged in developing sustainable funding for the early college high school
(2) Early college schools engage all students in a comprehensive support system that develops academic and social skills as well as behaviors and conditions necessary for college completion
Provide information on how secondary and higher education partners have aligned high school and college requirements and curricula, and they co-develop an academic plan that incorporates opportunities for dual credit
Describe how the academic plan ensures that students will strive to up to two years of college credit in the core disciplines
Describe how strategies and structures are in place to provide students with the opportunity to complete two or four-year degrees, (e.g., a graduation plan, transfer or articulation agreements)