ANNOUNCEMENT OF FUNDING OPPORTUNITY

RFP #GC18-024

NEW YORK STATE Early College High School ECHS PROGRAM – ECHS Multi-District Consortium

Purpose of Grant To increase high school graduation and postsecondary degree completion rates, and increase the number of college graduates pursuing careers in computer science fields, especially among historically underrepresented and/or economically disadvantaged students by developing Early College High School (ECHS)

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APPENDICES

A.

I. Description of Program Objectives and Background

- **Program Year:** For purposes of this RFP, September 1 through August 31 constitute a program year. The one exception is the first project period, which will be a planning phase that will take place from March 15, 2018 to August 31, 2018.

- **State Fiscal Year:** The accounting period for the New York State government that begins on April 1 and runs through March 31.

- **Students with Disabilities:** A student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such impairment; or (3) be regarded as having such impairment. For purposes of this RFP, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Substantially limited" generally means that a person is unable to perform a major life activity that the average person in the general population can perform. Mitigating or corrective measures such as medication or corrective lenses may be considered when determining whether a person is substantially limited.

III. Scope of Services

The state-wide purposes of the New York State Early College High School Program are to increase the number of students who complete8(n)-77Td[(S)0.lcludlue cic2(r)(d)eool Pr(o)-9.6(m)- Tc 0.0(d)-0.7(e)-6MC /P <4MCID 3ngs

3. The target population is high school students who are economically disadvantaged, and/or from groups that are historically underrepresented in postsecondary education, as defined above.

4. Eligible students enter the ECHS at **no later** than the 9th grade level and complete the ECHS program in four years. The ECHS prog3(n)2e₸m( )Tj-0..3(r y)gr 0.228 0 Td**[**g)2.6(rad)2.2(e)-338ent

During the Implementation years, projects that do not meet 95% of their enrollment targets will have their funding for that grant year reduced to the level based upon enrollment. The ECHS program will submit a roster of students enrolled as of the first Wednesday in October (BEDS Day) of the project year. This roster will be due by November 1st of the project year. Each implementation year, the number of students listed in this roster will be compared against the number of students proposed to be served in the approved budget. If the current roster is less than 95% of the number set forth in the proposed budget, the grantee's budget will be proportionally reduced by the percentage of the deficiency from the proposed budget. For example: if the actual roster is 94% of the projected number, the grantee's budget will be reduced by 6% in the year of the deficiency.

A portion of the project funds may be withheld contingent upon timely expenditure and performance reporting and adequate student progress. Late reporting in any project year may result in the withholding of the final project payment until all reports due that project year have been submitted, reviewed and approved. Adequate student progress will be assessed in accordance with the following standards. Penalties will result from projects not meeting college credit attainment goals. The student demographics and outcomes below have been identified as standards for NYS Early College High Schools. NYSED reserves the right to modify any and/or all standards.

- Students enter the ECHS no later than the 9th grade level and graduate within four years

- At least 51% of the students are eligible to participate in the free or reduced price lunch program

- 90% of ECHS students are on track to earn at least 15% of the target college credit attainment goal for the individual program which they are enrolled in by the beginning of their junior year of high school. In order to qualify for funding, programs must offer college level coursework equivalent to no less than 24 college credits.

- 80% of ECHS students are on track to earn at least 50% of the target college credit attainment goal for the individual program which they are enrolled in by the beginning of their senior year of high school.

- At least 75% of ECHS students are on track to earn 100% of the target college credit attainment goal for the individual program which they are enrolled in by graduation from high school.

- Students achieve an attendance rate of 95% annually

- Students achieve a grade-to-grade promotion rate of 90% annually

- Students achieve a high school graduation rate of 90%

Programs will use the College Credit Accumulation Plan (Attachment VII) to indicate the target average number of transferable college credits their students will earn at each grade level. This plan should illustrate how students will earn at least 40% of the college credits needed for an Associate's degree

b. Must identify key existing staff to coordinate planning and operations
c. Must convene all partners, coordinate the planning process, and oversee student and staff recruitment and program implementation
d. Working with the fiscal agent and all other partners under the MOU, must coordinate management of the partnership, with particular attention to such issues as transportation, tuition, and data collection and submission.

Responsibilities of Partners

K-12: Essential responsibilities of K-12 partners include:

- Committing to fully implement the NYS ECHS model, serving all students in the same common location beginning in 9th grade to assure that all students have a consistent, innovative program and college-going culture and all core faculty have the opportunity to collaborate and focus on ECHS instructional and support services;
- Forming a strong partnership, documented in a formal agreement (MOU), with the higher education partner(s), and any business/community collaborators;
- Recruiting historically under-represented and/or economically disadvantaged students for enrollment;
-

- Forming a strong partnership, documented in a formal agreement (MOU), with the K-12 partners, any other IHE partners, and any business/community collaborators;
- Identifying appropriate coursework and experiences to introduce students to college course work

determination. The factors to be considered include: legal authority to do business in New York State; integrity; capacity- both organizational and financial; and previous performance. Before an award of $100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. For a complete list, visit the State Comptroller's website.

NYSED recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions or go directly to the VendRep System online.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website or may contact NYSED or the Office of the State Comptroller's Help Desk for a copy of the paper form.

1.

3. No Participation - Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

COMPLETE FORMS:
M/WBE Goal Calculation Worksheet
M/WBE Cover Letter
M/WBE 101 Request for Waiver
M/WBE 105 Contractor's Good Faith Efforts

GOOD FAITH EFFORTS

Applicants must make a good faith effort to solicit NYS certified M/WBE firms as subcontractors and/or suppliers to achieve the goals for this grant. Solicitations may include, but are not limited to: advertisements in minority and women-centered publications; solicitation of vendors found in the NYS Directory of Certified Minority and Women-Owned Business ; and the solicitation of minority and women-oriented trade and labor organizations.

Good faith efforts include actions such as setting up meetings or announcements to make M/WBEs aware of supplier and subcontracting opportunities, identifying logical areas of the grant project that could be subcontracted to M/WBE firms, and utilizing all current lists of M/WBEs who are available for and may be interested in subcontracting or supplying goods for the project.

Applicants should document their efforts to comply with the stated M/WBE goals and submit this with their applications as evidence. Examples of acceptable documentation can be found in form M/WBE 105, Contractor's Good Faith Efforts. NYSED reserves the right to reject any application for failure to document "good faith efforts."

REQUEST FOR WAIVER

When full participation cannot be achieved, applicants must submit a Request for Waiver (M/WBE 101). Requests for Waivers must be accompanied by documentation explaining the good faith efforts made and reasons they were unsuccessful in obtaining M/WBE participation.

NYSED reserves the right to approve the addition or deletion of subcontractors or suppliers to enable applicants to comply with the M/WBE goals, provided such addition or deletion does not impact the technical proposal and/or increase the total budget.

All payments to Minority and Women-Owned Business Enterprise subcontractor(s) should be reported to the NYSED M/WBE Program Unit using the M/WBE 103 Quarterly M/WBE Compliance Report. This report should be submitted on a quarterly basis.

NYSED's M/WBE Coordinator is available to assist applicants in meeting the M/WBE goals. The Coordinator can be reached at MWBE@mail.nysed.gov.

Equal Employment Opportunity Reporting (EEO) Pursuant to Article 15-A of the New York State Executive Law
Applicants must complete and submit form EEO 100: Staffing Plan.

The minimum data elements that must be collected for each student are:

1. Descriptive Data

- x NYSSIS ID Numbers (SIRS Individual Student Identifier)
- x Gender
- x Name of home high school
- x Date of entry into program
- x Date of exit from program
- x NYS ECHS Program CIP Code

2. Race/Ethnicity Designation

- x Hispanic/Latino (H/L)
- x American Indian/Alaskan Native (AI/AN)
- x Asian (A)
- x Black/African American (B/AA)
- x Native Hawaiian/Other Pacific Islander (H/OP)
- x White (W) x

- Identification, targeting and enrollment of students who are traditionally underrepresented in postsecondary education and/or economically disadvantaged for the first cohort;
-

The following documents and supporting documentation must be retained for at least six years after the last payment was made unless otherwise required by specific program requirements: The original RFP application and other supporting documents that comprise the application package such as a Memorandum of Understanding or letters of support from participating collaborators/partners, budget category forms, budget summary forms, correspondence regarding the negotiation of budget expenditures, budget amendments, methodology for awards, progress reports, annual reports, and final expenditure forms/reports. Additionally, audit or litigation will "freeze the clock" for records retention purposes until the issue is resolved. All records and documentation must be available for inspection by State Education Department officials or its representatives. Appendix "A, #10, Records", presents additional information about records retention requirements.

XVIII. Debriefing Procedures

All unsuccessful applicants may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED. Bidders may request a debriefing letter on the selection process regarding this RFP by submitting a written request to the Fiscal Contact person at:

NYS Education Department
Contract Administration Unit
89 Washington Avenue
Room 501W EB
Albany, NY 12234

The Fiscal Contact person will make arrangements with program staff to provide a written summary of the proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days, the program staff will issue a written debriefing letter to the bidder.

XIX. Contract Award Protest Procedures

Applicants who receive a notice of non-award or disqualification may protest the NYSED award decision subject to the following:

1. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED.

2. The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed with:

Due Date
Applications must be postmarked by January 12, 2018.

Checklist
Please use the Application Checklist to ensure that you send a complete application package.

Page Limits and Standards:
You must limit the project narrative to no more than twenty-five (25) pages and the budget narratives to no more than three (3) pages each, and use the following standards:

- A page is 8.5" x 11" (on one side only) with one-inch margins (top, bottom, and sides). Charts/tables are not required to adhere to this standard.

- Single space all text in the application narrative; double space between titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, figures, and graphs.

- Use a Times Roman or Arial font in a 12-point size

Proposed Budget (FS-10), Comprehensive Program Budget Plan & Overall Resources Plan Worksheets (Attachment IV), and

Comprehensive Program Budget Plan & Overall Resources Plan Worksheets (Attachment IV):

- Data collection, sharing, reporting, and evaluation, including da s4-3.t(v)-9.3(u)-8.7(d)-0.e10.63(n)-0.

- Payment for memberships in professional organizations;
- Purchase of promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
- Subscriptions to journals or magazines;
- Travel outside United States;
- Any expenditure for students not enrolled in NYS ECHS programs;
- Tuition for college-level remedial courses; and
- The indirect costs of partner organizations.

Expenditures financed with grant funds awarded under this request for proposals (RFP) are not eligible to (i) receive reimbursement under BOCES Aid, Transportation Aid or Building Aid or (ii) otherwise generate additional BOCES Aid, Transportation Aid or Building Aid.

XXIV. Applications from school districts that have received School Improvement Grants (SIG) or School Innovation Funds (SIF)

School districts that have received SIG or SIF should describe in the Curriculum and Academic Rcn1h grScD6.4(id)2sl2.3(A

ATTACHMENT I

NEW YORK STATE ECHS PROGRAM

APPLICATION COVER PAGE

Please refer to the Application Instructions for detailed information about completing this page and the other required components of this application.

Agency Code

Name of Applicant Agency:	Name and Title of Contact Person:
List other agencies involved in this partnership:	
Address: City: Zip Code:	Telephone: Fax: E-Mail:
County:	Funding Requested for 2017-2022:

I hereby certify that I am the applicant's chief school/administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, Appendix A, Appendix A-1G, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.

Authorized Signature	Title: Chief School/Administrative Officer
Typed Name:	Date:

Submit one original and two (2) paper copies (both the narrative application and the budget/budget narrative, and M/WBE documents) as well as one electronic copy of the complete application on CD or flash drive to:

New York State Education Department
Attention: NYS ECHS GRANT
Office of Postsecondary Access, Support and Success
89 Washington Ave., Rm. EBA 971
Albany, NY 12234

Applications must be <u>postmarked</u> by January 12, 2018.

ATTACHMENT II

APPLICATION CHECKLIST

Applicant Name:

Listed below are the required documents for a complete application package, in the order that they should appear. Use this checklist to ensure that your application submission is complete and in compliance with the Application Instructions.

Required Documents	*Checked – Applicant*	*Checked – SED*
Application Cover Pages (with original signatures)		

M/WBE 100 Utilization Plan M/WBE 102 Notice of Intent to Participate 4 q	☐	☐	N/A

succeeding years up to the 12th grade. A NYS ECHS is considered fully operational if it has enrolled and graduated at least one class of students. Fully operational NYS ECHSs will include four grades: grades 9 through 12.

2. P-16 Partnership and Governance (18 points max)

a. Provide evidence that the ECHS is supported by an active partnership between the school districts and IHE partner(s). Describe the roles and responsibilities of each party, including a steering committee and joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions. A description of the committee membership and frequency of meetings should be included. A fully executed MOU that defines the roles of each ECHS partner, including the fiscal agent and implementation lead, must be submitted with the application. In order to receive a score of "Very Good", the partnership must include a BOCES **(6 points max)**

b. Articulate the IHE's commitment to apply the college credits earned by ECHS graduates who matriculate at their institution toward a postsecondary degree and support their completion of the degree in a timely and efficient manner.
(6 points max)

postsecondary degree. Applicants should also identify approximately how many college courses will be offered by college faculty on the partner IHE campus. ECHSs that are not located on the partner IHE campus must require students to take at least two courses on the partner IHE campus. For PCSC ECHS programs in which students earn an associate degree, students must take at least three of their college courses on the partner IHE campus.
(5 points max)

NOTE: NYSED's goal is for 100% of ECHS graduates to earn at least 24 transferable college credits by the completion of the grant cycle. Grantees that do not meet minimum annual requirements for college credit attainment by enrolled students based on approved College Credit Accumulation Plans will face a financial penalty. Penalties will take effect after the first implementation period if less than 75% of their ECHS students meet the target college credit attainment for their respective grade levels.

5. Support Structures (18 points max)

a. Provide plans for creating and implementing strategies and activities that foster a distinct college-going culture at the ECHS, such as bridge programs, participation in college activities, or college visits. All students, regardless of program location, will attend a summer program on the partner IHE's campus prior to taking college courses on the college campus during the school year. The summer program must be of at least three weeks' duration. The summer program may be of longer duration and include one or more college courses. **(4 points max)**

b. Provide plans for creating a personalized learning environment and student academic support services to maximize studentesslemesh case0.7(o)-9.6(r)-0.7(i)-3.3(n)-0.4(ee)10.7(o)-9.6(r)-.4(ee)11.5
se0.37 4.78(t)-4.9(s)-3.3(47 Tw 528 m 72.7(i)-9.6(l)-3.7(i)-3b.1(h)-0.4(e)7.97(u)-0.7(r)-9(p2(r)8(v)-8.5(i2s0.8(d)-0.8

6. Staffing and Management (12 points)

a.

PART TWO
PROPOSED BUDGET FOR A STATE PROJECT (FS-10), COMPREHENSIVE PROGRAM BUDGET PLAN & OVERALL RESOURCE PLAN WORKSHEETS, AND BUDGET NARRATIVE
(20 points)

The budget section of the proposal represents 20 points of the overall score. Applicants will submit an FS-10 and corresponding budget narrative. The budget narrative may not be more than three (3) pages in length. The budget section will be awarded points based on the following criteria:

- The grant funds budget (FS-10), the comprehensive program budget plan and overall resource plan (Attachment IV), and the budget narratives demonstrate sustainability. Provide evidence that demonstrates that the school districts and IHE partners have agreed to coordinate funds and resources to support the long-term financial stability of their ECHS. In addition to providing the spending plan for the State ECHS award, the comprehensive program budget and overall resource plan, and the budget narratives should outline the in-kind contributions from the K-12 and the IHE partner(s) as well as other funding sources. The budget narrative may also include a description of other potential funding sources. **(6 points max)**
- The grant funds budget, the comprehensive program budget plan and overall resource plan, and budget narrative describe how costs are reasonable and necessary to support the project activities and goals. **(5 points max)**
- The grant funds budget, the comprehensive program budget plan and overall resource plan, and budget narrative reflect an understanding of the actual costs of operation of the program when fully implemented. **Note: The budget must include sufficient funding to support the roundtrip transportation of students from all partner school districts to the partnering IHE(s), as well as to the ECHS site, if different.** Include these figures under "Purchased Services" in the Fiscal Form as well as the accompanying comprehensive program budget form and budget narrative. **(5 points max)**

The grant funds budgets, the comprehensive program budget plan and overall resource plan, and budget narratives describe how the expenditures and activities are supplemental to and do not supplant or duplicate services currently provided. **(4 points max)**

Budget Form (FS-10)

Applicants must submit an FS-10 budget with this application for the initial planning phase of March 15, 2018 – August 31, 2018. The budget will be reviewed and scored.

Budgeted costs must be in compliance with applicable State and federal laws and regulations and the Department's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online on the NYSED website. Each FS-10 must bear the original signature of the Chief School/Administrative Officer.

The Purchased Services (Code 40) and Purchase Services with BOCES (Code 49) sections of the FS-10 Budget Form should especially reflect a detailed, itemized, budget which clearly identifies the salaries and benefits of project staff employed by approved partnerships should these deductions be included on the M/WBE Goal Calculation Worksheet.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State

ATTACHMENT IV

NYS ECHS Comprehensive Program Budget Plan & Overall Resource Plan Worksheets

These plans will be scored as part of the Budget Section

The two worksheets below are intended to provide reviewers with an overview of the overall level of resources and expenditures planned for the partnership's NYS ECHS program, including resources that may be provided by members as supplements to the grant award.

Comprehensive Program Budget Plan
5-Project Period Budget Summary Chart (5 Grant Periods)

Year 1 (Planning Phase) – March 15, 2018-August 31, 2018					
Categories	Code	NYS ECHS Grant Funds	District/BOCES Funds	IHE Funds	Other Funds
Professional Salaries	15				
Support Staff Salaries	16				
Purchased Services	40				
Supplies and Materials	45				
Travel Expenses	46				

Purchased Services	40				
Supplies and Materials	45				
Travel Expenses	46				
Employee Benefits	80				

Categories	Code	NYS ECHS Grant Funds	District Funds	IHE Funds	Other Funds
Professional Salaries	15				
Support Staff Salaries	16				
Purchased Services	40				
Supplies and Materials	45				
Travel Expenses	46				
Employee Benefits	80				
Indirect Cost (IC)*	90				
BOCES Service	49				

Indirect Cost (IC)*	90				
BOCES Service	49				

Resource Plan: NYSED has no expectation that each partner will contribute in the same manner, or even do so in the same manner in each year. The goal of this worksheet is to provide a general idea of the level of resources available in each year of the planned program. In-kind contributions may simply be listed. It is not necessary to estimate a dollar value for these resources.

Overall Resource Plan for the Proposed NYS ECHS Program						
Total Funds Revenue /In Kind Support (by Source)	**March – August, 2018**	**September 2018 – August 2019**	**September 2019 – August 2020**	**September 2020 – August 2021**	**September 2021 – August 2022**	**Total**
ECHS Grant Funds (use totals from Comprehensive Program Budget Plan)						

Overall Resource Plan for the Proposed NYS ECHS Program					
Total Funds Revenue /In Kind Support (by Source)	**March – August, 2018**	**September 2018 – August 2019**	**September 2019 – August 2020**	**September 2020 – August 2021**	**September 2021 – August 2022 θ16n9**

ATTACHMENT V

Sample Memorandum of Understanding

(MOU)
MEMORANDUM OF UNDERSTANDING

Applications that do not include a MOU signed by all required partners will not be reviewed for consideration. Letters of support will not be accepted in lieu of a required partner's signature on the MOU.

This cooperative agreement reflects the overall commitment as well as the specific responsibilities and the roles of the (Insert K-12 Partner's Name(s)) and ()

- Identify appropriate college courses to include in the program's scope and sequence, ensuring that students can earn a minimum of 24 and up to 60 college credits or an associate degree that will enable students upon graduation to matriculate at the partner IHE or another IHE with advanced standing and complete a postsecondary degree;
- Working with the K-12 partners to determine which courses will be taught by college faculty, which by high school teachers with adjunct status, and which by a combination of the two (and ensuring the appropriate college-level rigor of courses taught by adjunct faculty);
- Collaborating with high school faculty

Name of Lead Applicant District

_____

Signature _____ **Printed Name:** _____

Title: _____ **Date:**_____

Name of K-12 Partner (District or BOCES):

_____

Signature _____ **Printed Name:** _____

Title: _____ **Date:**_____

Name of K-12 Partner (District or BOCES):

_____

Signature _____ **Printed Name:** _____

Title: _____ **Date:**_____

Name of Higher Education Partner:

_____

Signature _____ **Printed Name:** _____

Title: _____ **Date:**_____

Name of Higher Education Partner:

_____

Signature _____ **Printed Name:** _____

Title: _____ **Date:**_____

THE AGREEMENT FOR YOUR PROGRAM SHOULD REFLECT THE SPECIFICS OF YOUR PROGRAM AND YOUR PARTNER/CONSORTIUM MEMBERS. ALL ACTIVITIES/SERVICES, ETC. THAT ARE PERTINENT TO YOUR PROJECT SHOULD BE INCLUDED. PLEASE ADD ADDITIONAL FIELDS FOR MULTIPLE PARTNERS, AS NEEDED. ALL PARTNER RESPONSIBILITIES INCLUDED IN THIS SAMPLE MOU, AS WELL AS ANY ADDITIONAL RESPONSIBILTIIES ESTABLISHED BY THE PARTNERSHIP, SHOULD BE INCLUDED IN THE EXECUTED MOU YOU SUBMIT.

ATTACHMENT VI

Proposed Enrollment Table

Please complete this table and include it with your application for the NYS ECHS Program. This plan will be scored as part of the Target Enrollment section.

Proposed Enrollment Plan for Proposed NYS ECHS

Name of ECHS: _____

Students Served at Grade Level	2018-19	2019-20	2020-21	2021-22
9th Grade				
10th Grade				
11th Grade				
12th Grade				
Total Enrollment				

ATTACHMENT VIII

Certification of Meeting Criteria for Bonus Points

By completing and signing this form, the undersigned certifies the applicant has met one or both of the following criteria to receive bonus points on the New York State Early College High School Proposal Evaluation Rubric.

Check one or both, as applicable:

… The majority (at least 51%) of the target students will be enrolled from a Focus school district(s) and/or Priority or Focus School(s) – including those schools defined in Education Law 211-f and identified as Struggling Schools and Persistently Struggling Schools as defined in this RFP. Name of school district(s): _____ **3 bonus points**

… The applicant has described a detailed plan for computer science as the focus of their Early College High School program. **3 bonus points**

Total Bonus Points _____

Chief Administrator's Signature		**Date:**
Printed Name		
Title		
Name and Address of Lead Agency		

ATTACHMENT IX

PROPOSAL EVALUATION RUBRIC

Score Sheet

New York State Education Department GC #18-024
New York State Early College High School Program
SED Use Only

Applicant:			
Reviewer Initials	Review Completed:	Funding Requested:	Score:

Directions for Raters: Each proposal will be evaluated by two reviewers. Raters are asked to evaluate each technical and budget component as listed in the RFP, using the scales provided below. Raters should indew(n)-0.7(d)-0(p)2.i.eyf5te-3( )19i.ed and(s)-4.3(c62(o)-9.6-3( )19i.e)7 i.ech propo13.3(s)-4.3(a)-3.3(l)-3.2(.)-2(Tw)-626(h

Bonus Points	Yes	No
The applicant has met the following criteria for earning assigned bonus points:		
..At least 51% of the students will be enrolled from a Focus school district(s) and/or Priority or Focus School(s) ..including		

The applicant describes an active partnership that works closely together to administer the ECHS. a. The application provides evidence that the ECHS is supported by an active partnership between the school districts and IHE partner(s) and other collaborators, if applicable. The raned					

Applicants whose ECHS is not located on the partner IHE campus must provide at least two college courses for all students on the partner IHE campus, to help instill in the ECHS students the value and impact of a college going culture. For ECHS programs in which students earn an associate degree, students must take at least three of their college courses on the partner IHE campus. ECHSs will be considered located "near the IHE partner's campus" if their students can be transported to the campus within 45 minutes or less. Such proximity would facilitate the students' taking college courses on campus and visiting the campus to utilize the IHE resources or participate in special events.					
Comments: Score ( ) out of 5					

4. Curriculum and Academic Rigor [22 points]	Very Good	Good	Fair	Poor	NF
a. The narrative describes the partnership's capacity and plans to use authentic and comprehensive measures of assessment to plan instruction, coordinate support services, and assess students' readiness for enrollment in college level courses.	3	2.25	1.50	0.75	0
b. The narrative describes a full-day curriculum plan that provides rigorous, high quality instruction and extra	5	3.75	2.5	1.25	0

5. Support Structures [18 points] The applicant describes how the partners collaborate to provide support structures to build college readiness and a college-going culture.	Very Good	Good	'.4B 260

degree path(s) that supports that career. The applicant also

students traditionally underrepresented in

c. Evidence the grant funds budget, the comprehensive program budget plan & overall resource plan, and budget narrative reflect an understanding of the actual costs of operation of the program

Scoring By Section

1. Target Population ( ) out of 5 points
2. P-16 Partnership and Governance ( ) out of 18 points
3. Program Location ( ) out of 5 points
4. Curriculum and Academic Rigor ( ) out of 22 points
5. Support Structures ( ) out of 18 points
6. Staffing and Management ( ) out of 12 points
7.

ATTACHMENT X

M/WBE Goal Calculation Worksheet

Project Name:

M/WBE COVER LETTER Minority & Woman- Owned Business Enterprise Requirements

ECHS 2018-2022

Applicant Name: _____

In accordance with the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-145, Section 163 (6) of the NYS Finance Law and Executive Order #8 and in fulfillment of the New York State Education Department (NYSED) policies governing Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (M/WBE) participation, it is the intention of the New York State Education Department to provide real and substantial opportunities for certified Minority and Women-Owned Business Enterprises on all State contracts. It is with this intention the NYSED has assigned M/WBE participation goals to this contract.

In an effort to promote and assist in the participation of certified M/WBEs as subcontractors and suppliers on this project for the provision of services and materials, the bidder is required to comply with NYSED's participation goals through one of the three methods below. Please indicate which one of the following is included with the M/WBE Documents Submission:

… Full Participation – No Request for Waiver (PREFERRED)

… Partial Participation – Partial Request for Waiver

… No Participation – Request for Complete Waiver

By my signature on this Cover Letter, I certify that I am authorized to bind the Bidder's firm contractually.

Typed or Printed Name of Authorized Representatf•zfW es`equest •bà

M/WBE UTILIZATION PLAN

INSTRUCTIONS: All bidders/applicants submitting responses to this procurement/project must complete this M/WBE Utilization Plan unless requesting a total waiver and submit it as part of their proposal/application. The plan must contain detailed description of the services to be provided by each Minority and/or Women Owned Business Enterprise (M/WBE) identified by the bidder/applicant.

Bidder/Applicant's
Name_____Telephone/Email:_____/_____

Address_____Federal ID No.:_____

City, State, Zip_____ RFP No.:_____

Certified M/WBE	Classification (check allapplicable)	Description of Work (Subcontracts/Supplies/Services)	Annual Dollar Value of Subcontracts/Supplies/Services
NAME ADDRESS CITY, ST, ZIP PHONE/E-MAIL FEDERAL ID No.	NYS ESD Certified MBE _____ WBE _____		$ _____
NAME ADDRESS CITY, ST, ZIP PHONE/E-MAIL FEDERAL ID No.	NYS ESD Certified MBE _____ WBE _____		$ _____

PART G CERTIFICATION STATUS (CHECK ONE):

_____ The undersigned is a certified M/WBE by the New York State Division of Minority and Women-Owned Business Development (MWBD).

_____ The undersigned has applied to New York State's Division of Minority and Women-Owned Business Development (MWBD) for M/WBE certification.

THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEM
THE BIDDER/APPLICANT CONDITIONED UPON THE BIDDER/APPLICANT'S EXECUTION OF A CONTRACT WITH THE NYS EDUCATION DEPART

The estimated dollar amount of the agreement $_____

_____
Signature of Authorized Representative of M/WBE Firm

_____
Printed or Typed Name and Title of Authorized Representative

_____
Date

M/WBE 102

M/WBE CONTRACTOR UNAVAILABLE CERTIFICATION

REQUEST FOR WAIVER FORM

BIDDER/APPLICANT NAME:

TELEPHONE:
EMAIL:

ADDRESS:

FEDERAL ID NO.:

CITY, STATE, ZIPCODE:

RFP#/PROJECT NO.:

INSTRUCTIONS: By submitting this form and the required information, the bidder/applicant certifies that Good Faith Efforts have been taken to promote M/WBE participation pursuant to the M/WBE goals set forth under this RFP/Contract. Please see Page 2 for additional requirements and document submission instructions.

BIDDER/APPLICANT IS REQUESTING (check all that apply):	
... MBE Waiver - A waiver of the MBE goal for this procurement is requested. ... Total ... Partial _____%	... WBE Waiver - A waiver of the WBE goal for this procurement is requested. ... Total ... Partial _____%
... Waiver Pending ESD Certification (check here if subcontractor or supplier is not certified M/WBE, but an application for certification has been filed with Empire State Development) Subcontractor/Supplier Name: _____ Date of application filing: _____	

PREPARED BY (Signature): _____ DATE: _____

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/APPLICANT'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15 -A, 5 NYCRR PART 143,

REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

When completing the Request for Waiver Form, please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1-11, as listed below. If a Waiver Pending ESD Certification is requested, please see Item 11 below. Copies of the following information and all relevant supporting documentation must be submitted along with the request.

1. A statement setting forth your basis for requesting a partial or total waiver.

2. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals.

3. A list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.

4. A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified M/WBE participation levels.

5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified M/WBEs.

6. Provide copies of responses made by certified M/WBEs to your solicitations.

7. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.

8. Provide documentation of any negotiations between you, the Bidder/Applicant and the M/WBEs undertaken for purposes of complying with the certified M/WBE participations goals.

9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.

10. Provide the name, title, address, telephone number and email address of the Bidder/Applicant's representative authorized to discuss and negotiate this waiver request.

11. Copy of notice of application receipt issued by Empire State Development (ESD).
NOTE: Unless a Total Waiver has been granted, Bidder/Applicant will be required to submit all reports and documents pursuant to the provisions set forth in the procurement and/or contract, as deemed appropriate by NYSED, to determine M/WBE compliance.

EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN (Instructions on Page 2)

STAFFING PLAN INSTRUCTIONS

Appendix A
STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE.

such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES . In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
NYS M/WBE Directory

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than $1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW . If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING . To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS .
To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT . By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a