

Alberto M. Carvalho, Associate Superintendent
Office of Intergovernmental Affairs and Grants Administration

SUBJECT: REQUEST AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR THE DELIVERY OF SUPPLEMENTARY INSTRUCTIONAL SERVICES TO TITLE I ELIGIBLE STUDENTS ENROLLED IN NON-PUBLIC SCHOOLS AND TO APPROVE THE SELECTION COMMITTEE

COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT

The United States Supreme Court has confirmed that local school districts are required to provide Title I funded instructional services to eligible students who attend religiously-affiliated non-public schools. The No Child Left Behind Act of 2001 allows for the Local Educational Agency to provide supplementary instructional services to Title I eligible students that attend non-public schools, directly or through contracts with public and private agencies, organizations, and institutions.

The purpose of this Request for Proposal (RFP) is to select a provider(s) to deliver supplementary instructional services in the areas of reading, writing, and mathematics to Title I eligible students enrolled in non-public schools. All responsive proposals must include a single cost for services, materials, supplies, and equipment necessary to deliver remedial basic skills instruction to students failing or at risk of failing. A proposer who is awarded the contract must be able to customize the instructional services to meet the needs of eligible students.

Eligibility for Title I funding is based upon the number of students from low-income families who attend non-public schools. The tentative budget for this program is estimated at \$1,800,000. Each non-public school's allocation is determined each year based upon the Miami-Dade County Public Schools' Title I allocation formula and the number of eligible students at the non-public school.

Services will be provided over the period of one school year from August 2005 through June 2006. The contract for these services may be renewed annually for up to 3 additional years, subject to funding availability and maintenance of Federal Requirements, and satisfactory performance for preceding years.

C-10

The selection committee will consist of the following:

- one administrator from the Office of Intergovernmental Affairs;
- one administrator from Title I Administration;
- one administrator from Grants Administration;
- a representative from one of the participating non-public schools funded by Title I;
- an administrator from the Office of Curriculum Development and Instructional Support Services;
- an administrator from the Minority/Women Business Enterprise and Related Services;
- an administrator from the Office of Program Evaluation; and
- an administrator from the Office of Procurement Management Services.

The estimated timeline for implementation is as follows:

- | | |
|---------------------------------------------------------------------------|------------------|
| • Procurement Contract Review Committee | January 13, 2005 |
| • Request Board approval to issue RFP and approval of Selection Committee | January 19, 2005 |
| • Mailing of RFP | January 24, 2005 |
| • Opening of Proposals | March 3, 2005 |
| • Evaluations completed by Selection Committee | March 14, 2005 |
| • Contract Award Recommendations | May 18, 2005 |

A copy of the RFP will be transmitted to Board Members under separate cover, and is available for inspection by the public in the Office of Board Recording Secretary, Room 924 and the Citizen Information Center, Room 158, 1450 NE Second Avenue, Miami, Florida 33132.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. issue a Request for Proposal for the delivery of supplementary instructional services in the areas of writing, reading and mathematics to Title I eligible students enrolled in participating non-public schools for the period of August 2005 through June 2006, renewable annually for up to 3 additional years and;
2. approve the Selection Committee.

**REQUEST FOR PROPOSAL
TITLE I EDUCATIONAL SERVICES FOR NON-PUBLIC SCHOOL STUDENTS**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

The School Board of Miami-Dade County, Florida
Title I Administration
1450 N. E. Second Avenue, Suite 500
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to select a provider(s) to deliver supplementary instructional services in the areas of reading, writing, and mathematics to Title I eligible students enrolled in non-public schools. All responsive proposals must include a single cost for services, materials, supplies, and equipment necessary to deliver remedial basic skills instruction to students failing or at risk of failing. A proposer who is awarded the contract must be able to customize the instructional services to meet the needs of eligible students.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Ten copies of the proposal must be received by February 16, 2005.

The School Board of Miami-Dade County, Florida
Bid Clerk, Department of Procurement Management
1450 N.E. Second Avenue, Room 352
Miami, Florida 33132

The proposal must be submitted in a sealed envelope or box marked "PROPOSAL TITLE I EDUCATIONAL SERVICES FOR PARTICIPATION OF TITLE I ELIGIBLE STUDENTS ENROLLED IN PARTICIPATING NON-PUBLIC SCHOOLS." It is anticipated that a proposal(s) will be presented to the School Board for acceptance on or about May 18, 2005. If accepted, notification to the successful proposer(s) will be provided on or after May 18, 2005. The School Board reserves the right to reject any and all proposals.

IV. DESCRIPTION OF THE PROGRAM

The United States Supreme Court has confirmed that local school districts are required to provide Title I funded instructional services to eligible students who attend religiously-affiliated non-public schools. The *No Child Left Behind Act of 2001* (NCLB) allows for the Local Educational Agency (LEA) to provide supplementary instructional services, to Title I eligible students that attend non-public schools, directly or through contracts with public and private agencies, organizations, and institutions.

As a result of conferences between representatives of Miami-Dade County Public Schools, (M-DCPS) Title I Administration, and representatives of participating non-public schools, it was mutually agreed that Title I instructional services should be provided by a Third Party Contractor who will provide all equipment, materials, supplies, as well as professional development and parental involvement activities necessary in order to deliver remedial basic skills instruction to students failing or at risk of failing as required under Title I regulations. A strong and effective instructional support program should be customized to meet the needs of eligible students attending non-public schools in the areas of reading, mathematics, and writing. Additionally, the program should allow periodic adjustments in the instructional program through ongoing feedback between the teachers, participating schools, M-DCPS, and the Third Party Contractor.

Eligibility for Title I fundings based upon the number of students from low-income families who attend non-public schools. The tentative budget for this program is estimated at \$1,800,000. Each non-public school's allocation is determined each year based upon the M-DCPS Title I allocation formula and the number of eligible students at the non-public school. Services will be provided over the period of one school year from August 2005 through June 2006. The contract for these services may be renewed annually for up to 3 additional years, subject to funding availability and maintenance of Federal Requirements, and satisfactory performance for preceding years.

The names of the non-public schools estimated to receive Title I supplementary instructional services, along with the estimated number of students per school are listed below:

<u>SCHOOL</u>	<u>NUMBER</u>
1. Corpus Christi	235
2. Divine Providence	23
3. Holy Family	87
4. Holy Rosary	115
5. Immaculate Conception	45
6. Lourdes Elementary	8
7. Monsignor Pace High School	3
8. Our Lady of Fatima	5
9. Our Lady of Lourdes Elementary	5
10. Sacred Heart	103
11. Saint Patrick School	11
12. Saint Agatha	2
13. Saint Francis Xavier	105
14. Saint Hugh	11
15. Saint James	146
16. Saint John the Apostle	97
17. Saint Joseph School	17
18. Saint Lawrence	19
19. Saint Mary's Cathedral	195
20. Saint Michael the Archangel	63

21. Saint Monica	374
22. Saint Rose of Lima	35
23. Saint Timothy Parish	3
24. Saints Peter and Paul	53
25. Beth Jacob	57
26. Landow Yeshiva	74
27. Mechina High School	14
28. RASG Hebrew Academy	94
29. Samuel Scheck Hillel	89
30. Toras Emes Academy	159
31. Yeshiva Elementary	52
32. Yeshiva Toras Chaim	20
33. Aventura Learning Center	4
34. Beacon Hill	26
35. Berkshire School	206
36. Champagnat	112
37. Christ Crusade Academy	2
38. Christ-Mar School	76
39. El Shaddai School	57
40. First Assembly Christian	69
41. Grace Lutheran Learning Center	2
42. Heritage Schools of Florida	82
43. House of Prayer Academy	48
44. Jacobs Athletic Science Center	79
45. Kids Learning Center	5
46. Lincoln-Marti Schools	1080
47. Miami Christian Academy	28
48. Miami Union Academy	62
49. Opa-Locka Academy	30
50. Recapturing the Vision Academy	22
51. Revelation Christian Academy	10
52. Spirit of Christ Development Center	33
53. Sunflowers Academy	113
54. Three Flags Academy	10

TOTAL **4,475**

V. **REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER**

1. Vendor must provide documentation of 3 – 5 years experience providing similar services to school districts, preferably in Florida. Also, vendor must supply the names and addresses of three school districts where they have delivered or are delivering similar services.
2. Vendor must possess a license to do business in Florida.
3. Vendor must establish an office in the Miami-Dade County area.
4. Vendor must submit the names and resumes of administrative staff that will oversee the project.
5. Vendor must demonstrate knowledge of Title I and experience in providing services since the Agostini v. Felton ruling.
6. Vendor must provide a detailed description of the instructional services that will be made available to each school site.
7. Vendor must provide customized services in the areas of reading, mathematics and writing to each school site for eligible Title I participants.
8. Vendor must provide a description of staff development and parental involvement activities that comply with Title I regulations.

VI. **TERMS OF CONTRACT**

The purpose of this proposal is to establish a contract to deliver instructional services to students enrolled in non-public schools who generate Title I funding and are failing or at risk of failing. The term of the contract shall be from the date of award through June 2006, and may, by mutual agreement between the School Board and the awardee, upon final School Board approval, be renewable annually for up to 3 additional years and, if needed, 90 days beyond the expiration date of the final renewal period. The Board, through the Office of Procurement and Management Services, may, if considering renewal, request a letter of intent to renew from the awardee prior to the end of the current contract period. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing its proposal.

The School Board of Miami-Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined by the School Board.

Payment for services will be made in monthly installments upon receipt by the School Board of Miami-Dade County Accounts Payable Department of a properly documented invoice listing the amount of contractual hours delivered and the number of students served.

The contractor shall perform the following tasks:

1. Provide a teacher at the proposed sites with the responsibility of planning, administering, and assessing an individualized supplementary instructional program in reading, writing, and/or mathematics for Title I students. All services will be delivered at student's school. The Title I funded teachers cannot engage in team teaching or other cooperative instructional activities with non-public school personnel, and they cannot introduce any religious matter into their teaching or become involved in the religious activities of the non-public school.
2. Establish instructional approach and goals, program evaluation, teacher consultation, encourage parental involvement, and follow-up procedures to students in grade 1 through grade 8 who meet Title I program eligibility.
3. Provide equipment, textbooks, and other instructional materials used in the program that is current and appropriate for the instructional levels and academic needs of participating students, and the inventories of these materials are accessible and available upon request.
4. Provide parental communications in English, Spanish, and Haitian Creole.
5. Provide quarterly parent training and parental involvement activities.
6. Ensure a teacher/student ratio of no greater than 1:15.
7. Provide substitute teachers as needed.
8. Provide M-DCPS with the names, addresses, and related educational needs assessment data for all participating students.
9. Provide the principal of each school with written notification as well a formal visit introducing the teacher assigned.
10. Maintain thorough, efficient, and current records of program operations, student progress and attendance, as required by Title I regulations, and M-DCPS.
11. The Contract representative(s) shall sign-in and sign-out at the school location where services are performed.
12. The contractor will obtain monthly sign-offs by the principal at the school location where services are performed of the instructional hours delivered.

13. The contractor shall notify the M-DCPS Contract Manager and school principal within an hour of occurrence of services performed later than the original scheduled time for services.
14. The contractor shall include in its proposal the number of teachers who will be hired to provide services; number of students to be served; and the total weekly instructional contact hours with students.

VI.A Non-Performance Clause

The following items will result in the immediate termination of all District responsibilities and funding to the contractor as it pertains to the contractor and District agreement:

1. Failure to provide services as set forth in the contractual specifications after the expiration of a fifteen (15) day period after written notice of default is given to the contractor.
2. In the event that the NCLB or its reauthorization act is changed by congressional and/or judicial action to prohibit the expenditure of Title I funds on remedial education of non-public school students in any form this contract becomes null and void. In this event the contractor will cease activities and receive no further compensation. However, the contractor will be compensated, pursuant to the agreement for its services rendered up to the effective date of cessation of funding.
3. If an audit of activities covered under this contract results in adverse findings against this District that are as a result of error on the part of the contractor, the contractor will be responsible for reimbursement to the District for any penalty or fine assessed against this District.

VI.B Itemized Costs

For the purposes of determining itemized costs, the contract will consist of two parts:

1. **Instructional Services:** Instructional services are those services that occur at individual school sites. They may include, but are not limited to, teacher salaries and fringe benefits, cost of new instructional computers and software, classroom materials and supplies, etc. The amount of funds that can be expended annually for instructional services is determined by the funds attributable to the enrollment of Title I eligible students at each participating non-public school. Funds are generated according to District formula. From this total amount, 1% must be expended on parental involvement.
2. **Administrative Support:** Administrative support are those costs that occur in support of the instructional services portion of the program. They may include,

but are not limited to, coordinator's salary and fringe benefits, cost of replacement equipment, furniture, leases, permits, utilities, office space, clerical assistance, travel, etc.

VI.C Payment Schedule

The District will make one (1) payment schedule each month for ten (10) months to the contractor. This figure will be paid for all months in which services are rendered to students. The monthly payment will represent 1/10th of the total contract price, under the following conditions:

1. The first payment will be made upon acceptance of the program as being fully operational at all sites and all pertinent specifications have been met, and the release of funds to the District has been secured from the State Education Agency.
2. If services are not initiated by the last school day in August of the current school year, the District will pay the contractor on a pro-rated basis. This basis will be computed by dividing the current yearly cost by the number of instructional hours contracted. The pro-rated compensation will be this figure multiplied by the number of instructional hours not rendered.

VII. EVALUATION OF PROPOSAL

The evaluation of proposals will be made on or about March 14, 2005 by a committee on the basis of qualifications, knowledge of Title I, proposed instructional services in the subject areas of reading, mathematics and writing, and the fees specified. Title I educational services for non-public school students proposals will be evaluated on the basis of their effectiveness as it is applied directly to student achievement.

The following specific criteria will be evaluated:

1. Appropriateness of instructional services for students to be served in grades K-12;
2. Appropriateness of customized instructional program for participating students;
3. Availability, viability, and cost of the instructional delivery;
4. Understanding the purpose, regulations, and policies of Title I;
5. Compliance with Title I regulations;
6. Meaningful and timely staff development;
7. Meaningful and timely parental involvement activities;
8. Contractor's experience in providing similar services in non-public schools; and

9. Contractor's personnel qualifications, including training and educational experience for teachers, supervisory, and administrative staff associated with the project (presented in resume format).

The selection committee will consist of the following:

- one administrator from the Office of Intergovernmental Affairs;
- one administrator from Title I Administration;
- one administrator from Grants Administration;
- an administrator from one of the participating non-public schools funded by Title I;
- an administrator from the Office of Curriculum Development and Instructional Support;
- a representative from the Division of Minority Business Enterprises and Related Services Program Evaluation;
- a representative from the Office of Educational Accountability; and
- an administrator from the Bureau of Procurement Management.

The planned schedule for dissemination and reviewing the RFP's is as follows:

- Procurement Contract Review Committee - January 13, 2005
- Request Board approval to issue RFP and approval of Selection Committee - January 19, 2005
- Mailing of RFP - January 24, 2005
- Opening of Proposals - March 3, 2005
- Evaluation completed by Selection Committee - March 14, 2005
- Contract Award Recommendations - May 18, 2005