Nevada Department of Education

Office of Career Readiness, Adult Learning, and Education Options

Request for Proposals (RFP)

Workforce Innovation and Opportunity Act, Title II
Adult Education and Family Literacy Act
Professional Development
Spring 2017

Grant Period: July 1, 2017 – June 30, 2020

Professional Development Services to Adult Education and Family Literacy Act (AEFLA) Service Providers

Proposals Due: Friday, April 28, 2017 by 5:00 p.m.

Grant Information Webinar: Tuesday, March 21, 2017, 2:00 p.m.

Webinar Registration Required (nvedu.org/1z)

 Archived at Nevada Department of Education (nvedu.org/rfp)
State of Nevada

DEPARTMENT OF EDUCATION

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(775) 687-9200

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# TABLE OF CONTENTS

REQUEST FOR PROPOSALS FOR PROFESSIONAL DEVELOPMENT SERVICES ................................................. 4  
PURPOSE ................................................................................................................................................... 4  
BACKGROUND ........................................................................................................................................... 4  
PROGRAM INFORMATION ........................................................................................................................ 4  
WIOA Title II SEC. 223. STATE LEADERSHIP ACTIVITIES ........................................................................ 5  
  (1) REQUIRED ACTIVITIES ................................................................................................................... 5  
  (2) PERMISSIBLE ACTIVITIES ................................................................................................................ 5  
SCOPE OF WORK: PROFESSIONAL DEVELOPMENT PLANNING AND IMPLEMENTATION ...................... 7  
SECTION 1 - COVER PAGE ........................................................................................................................... 9  
SECTION 2 – EXECUTIVE SUMMARY .......................................................................................................... 10  
SECTION 3 – PROPOSAL NARRATIVE ......................................................................................................... 11  
SECTION 4 - CAPABILITIES AND QUALIFICATIONS OF THE APPLYING ORGANIZATION ..................... 12  
SECTION 5 – BUDGET NARRATIVE AND COST PROPOSAL .................................................................... 13  
PROPOSAL FORMAT AND PROCESS ......................................................................................................... 14  
APPENDIX 1 - ASSURANCES .................................................................................................................... 15
REQUEST FOR PROPOSALS FOR PROFESSIONAL DEVELOPMENT SERVICES
Adult Education and Family Literacy Act (AEFLA)

PURPOSE
The Nevada Department of Education, Office of Career Readiness, Adult Learning, and Education Options (NDE) is seeking qualified applicants within the State of Nevada to develop and deliver a statewide, multi-faceted professional development (PD) system throughout Nevada and to manage Workforce Innovation and Opportunity Act (WIOA) Adult Education and Family Literacy Act (AEFLA) Leadership funds. The primary functions of the successful applicant(s) funded by this RFP will be to provide consistent, research-based, and best practices training and technical support to AEFLA providers to drive program improvement; and to assist and support NDE staff in carrying out the remaining required and permissible activities under WIOA Title II, Section 223. NDE seeks to establish an effectively managed PD system that responds to national and state requirements and guidelines. The selected applicant will be current with established and emerging evidenced-based best practices.

BACKGROUND
AEFLA programs provide services which are primarily geared toward adult basic education (ABE), English language learning (ELL), high school equivalency (HSE) preparation, career pathways, and transitioning to postsecondary education and are available to qualifying adults, as specified in WIOA Section 211. Presently over 75% of the adult students in these programs are English language learners. Nevada's AEFLA System is currently comprised of seven programs in community and faith-based organizations and community colleges. AEFLA-funded programs, which served nearly 10,000 adult learners in FY 2015-2016, is an integral component in the state's educational system, effectively responding to the needs of adult learners. More information is located at nevadaadulteducation.org.

PROGRAM INFORMATION
NDE declares the availability of up to $550,000 in funding to support Adult Education state leadership activities, including up to $60,000 to support Integrated English Literacy and Civics Education (IELCE) professional development training initiatives. The successful applicant(s) will offer a three-year PD system plan. The time period for the grant awarded under this RFP is for three years from the grant start date of July 1, 2017 with a renewal application the second and third year at the NDE’s discretion. In considering such a renewal, the NDE will take into account performance progress toward expected outcomes, expenditures, and the submissions of annual continuation plans. If the renewal(s) are granted, NDE will provide funding for the maintenance and continuation of the program.

The applicant(s) awarded a grant under this RFP shall comply with all federal and state regulation, as well as the following requirements:

- Hire or designate appropriate full-time staff, such as, Project Manager and/or Training Coordinator to effectively and efficiently provide services to northern and southern AEFLA Providers.
- Plan, implement, and evaluate all PD services in coordination with the NDE.
- Coordinate with the NDE concerning distribution of communications to AEFLA Providers or other stakeholders.
- Coordinate activities funded under this RFP with related activities funded directly by AEFLA providers.
- Directly employ trainers, or contract with other organizations to employ trainers, in coordination with the NDE.
- Schedule training opportunities and maintain a Calendar of Events.
• Provide quarterly and cumulative annual training reports for all activities performed and related expenditures.

WIOA TITLE II SEC. 223. STATE LEADERSHIP ACTIVITIES
Public Law 133-128, The Workforce Innovation and Opportunity Act, requires states receiving AEFLA funds to establish high-quality PD programs and deliver program support activities that improve instruction and program performance. The required and permissible activities for State Leadership activities follow. The full text of WIOA can be found at the USDOE Website: https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/wioa-reauthorization.html.

(a) ACTIVITIES —

(1) REQUIRED ACTIVITIES — Each eligible agency shall use funds made available under section 222(a)(2) for the following adult education and literacy activities to develop or enhance the adult education system of the State or outlying area:

(A) The alignment of adult education and literacy activities with other core programs and one-stop partners, including eligible providers, to implement the strategy identified in the unified State plan under section 102 or the combined State plan under section 103, including the development of career pathways to provide access to employment and training services for individuals in adult education and literacy activities.

(B) The establishment or operation of high quality professional development programs to improve the instruction provided pursuant to local activities required under section 231(b), including instruction incorporating the essential components of reading instruction as such components relate to adults, instruction related to the specific needs of adult learners, instruction provided by volunteers or by personnel of a State or outlying area, and dissemination of information about models and promising practices related to such programs.

(C) The provision of technical assistance to eligible providers of adult education and literacy activities receiving funds under this title, including—

(i) the development and dissemination of instructional and programmatic practices based on the most rigorous or scientifically valid research available and appropriate, in reading, writing, speaking, mathematics, English language acquisition programs, distance education, and staff training;

(ii) the role of eligible providers as a one-stop partner to provide access to employment, education, and training services; and

(iii) assistance in the use of technology, including for staff training, to eligible providers, especially the use of technology to improve system efficiencies.

(D) The monitoring and evaluation of the quality of, and the improvement in, adult education and literacy activities and the dissemination of information about models and proven or promising practices within the State.

(2) PERMISSIBLE ACTIVITIES — Each eligible agency may use funds made available under section 222(a)(2) for 1 or more of the following adult education and literacy activities:

(A) The support of State or regional networks of literacy resource centers.
(B) The development and implementation of technology applications, translation technology, or distance education, including professional development to support the use of instructional technology.

(C) Developing and disseminating curricula, including curricula incorporating the essential components of reading instruction as such components relate to adults.

(D) Developing content and models for integrated education and training and career pathways.

(E) The provision of assistance to eligible providers in developing and implementing programs that achieve the objectives of this title and in measuring the progress of those programs in achieving such objectives, including meeting the State adjusted levels of performance described in section 116(b)(3).

(F) The development and implementation of a system to assist in the transition from adult education to postsecondary education, including linkages with postsecondary educational institutions or institutions of higher education.

(G) Integration of literacy and English language instruction with occupational skill training, including promoting linkages with employers.

(H) Activities to promote workplace adult education and literacy activities.

(I) Identifying curriculum frameworks and aligning rigorous content standards that—

   (i) specify what adult learners should know and be able to do in the areas of reading and language arts, mathematics, and English language acquisition; and

   (ii) take into consideration the following: (I) State adopted academic standards. (II) The current adult skills and literacy assessments used in the State or outlying area. (III) The primary indicators of performance described in section 116. (IV) Standards and academic requirements for enrollment in non-remedial, for-credit courses in postsecondary educational institutions or institutions of higher education supported by the State or outlying area. (V) Where appropriate, the content of occupational and industry skill standards widely used by business and industry in the State or outlying area.

(J) Developing and piloting of strategies for improving teacher quality and retention.

(K) The development and implementation of programs and services to meet the needs of adult learners with learning disabilities or English language learners, which may include new and promising assessment tools and strategies that are based on scientifically valid research, where appropriate, and identify the needs and capture the gains of such students at the lowest achievement levels.

(L) Outreach to instructors, students, and employers.

(M) Other activities of statewide significance that promote the purpose of this title.
SCOPE OF WORK: PROFESSIONAL DEVELOPMENT PLANNING AND IMPLEMENTATION

This section outlines activities to be completed pursuant to this grant application. In Section 3 applicants should specifically address the planning approach, activities, delivery methods, and evaluation process they will use to develop and conduct a statewide professional development system which includes the WIOA State Leadership Activities. Furthermore, the applicant should explain the type of support they will provide to the NDE to fulfill the Required State Leadership Activities under WIOA. Additionally, the applicant should address the WIOA State Leadership “permissible activities” listed above in *italics*.

PD system planning, development, implementation and evaluation shall include:

- A data-driven needs analyses employing research-based approaches that are designed to improve local program performance and strengthen the quality of the AEFLA system services
- Establishment of a process for evaluation PD initiatives, including identification of measurable outcomes;
- Monitoring PD efforts conducted by local programs to ensure they support state priorities and are evaluated for effectiveness
- Management of training documents including sign-in sheets, evaluations, certificates of completion, and other records as required by NDE
- Logistic management, event promotion and marketing, registration, and provision of supplies for all PD conducted
- Recruitment and support of qualified trainers to effectively deliver PD content on a statewide basis
- Use of a variety of interactive media to deliver PD including face-to-face, online, site visits to other programs, and website content.,
- Technical assistance provided to local programs.
- Supporting continued incorporation of the College and Career Readiness Standards (CCRS) into instruction which provide the framework for the scope and content of adult education services and activities. ([nvedu.org/ccrs](http://nvedu.org/ccrs))
- Hosting, domain names, and maintenance of the Nevadaadulteducation.org website
- Designing, delivering and/or facilitating a wide range of PD services to AEFLA providers (administrators and teachers), which may include, but is not limited to, the following topic areas:
  - Leadership and Program Management (e.g. WIOA, performance, managed enrollment, level gains, student persistence, etc.)
  - Classroom Management
  - Literacy and Reading Instruction
  - Mathematics
  - English Language Acquisition
  - Integrated English Literacy and Civics Education
  - Integrated Education and Training
  - Career Pathways
  - Transition to Postsecondary Education and Training
- Educational Technology
- Intake, Assessment and Reporting (e.g., National Reporting System, LACES)
- New Teacher Orientation and Mentoring
# SECTION 1 - COVER PAGE

Nevada Adult Education and Family Literacy Act (AEFLA) Leadership Grant Program, July 1, 2017 – June 30, 2020

**Applicant Entity Name:**

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<thead>
<tr>
<th>Mailing Address:</th>
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<tbody>
<tr>
<td>Telephone:</td>
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<tr>
<td>Website:</td>
<td></td>
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</tbody>
</table>

**Program Director/Manager (Must be employed by the applicant):**

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<tr>
<th>Mailing Address:</th>
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<tbody>
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<td>Telephone:</td>
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<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Current Role with Organization:</td>
<td></td>
</tr>
</tbody>
</table>

**Program Fiscal Manager: (if different than Program Director/Manager):**

| Telephone: |  |
| E-mail:    |  |

**Type of Organization (Select the type of agency that describes the applicant organization):**

- [ ] Local Education Agency (LEA)
- [ ] Public or Private Nonprofit Agency
- [ ] Community or Faith-based Organization
- [ ] Library
- [ ] Volunteer Literacy Organization
- [ ] Public Housing Authority
- [ ] Institution of Higher Education
- [ ] A nonprofit institution that is not previously described
- [ ] Consortium of Eligible Organizations
- [ ] Other (describe below)
- [ ] A partnership between an employer and an entity previously listed

Further describe organization if necessary: ________________________________________________________

**Amount Requested:** *Indicate the amount of funds being requested. (2017-18)*$________________

*Per 2CFR Chapter I Part 25 and the Office of Management and Budget guidance on FFATA Subaward and Executive Compensation Reporting issued on August 27, 2010, as amended at 79 FR 75879, Dec. 19, 2014, subawards can only be made to entities with a unique identifier (DUNS numbers). To be eligible for award, entities must register for and/or provide their DUNS number to the Nevada Department of Education as part of their application. Entities may register or request their current DUNS number by visiting the federal website at http://fedgov.dnb.com/webform or by calling 866-705-5711. (F)*
SECTION 2 – EXECUTIVE SUMMARY

Section 2:
Provide a brief overview of the proposed project. Limit to 2 pages single-spaced with a 12 point font
SECTION 3 – PROPOSAL NARRATIVE

Section 3:
Limit to 10 pages single-spaced with a 12 point font.

Describe the operational structure, training methods, and technical assistance approach for establishing a high quality professional development system.

Describe how the applicant will complete the scope of work, including detailed descriptions of the approach to overall planning, timelines, measurable outcomes, etc. Describe the proposed design including delivery and evaluation approaches for each of the listed topic areas.
SECTION 4 - CAPABILITIES AND QUALIFICATIONS OF THE APPLYING ORGANIZATION

Section 4:
Limit 5 pages single-spaced with 12 point font.

Include and confirm that the applicant will comply with the required tasks listed under Program Information. The applicant should also describe the level of intended support of the project from its organization and the applicant’s role in the organization. A detailed description of staffing is required.

Organizational characteristics

- Prior related organizational knowledge and experience of federal and state laws, regulations and guidelines pertaining to adult education delivery (specifically WIOA Title II)
- Ability to provide adequate and qualified staffing for all initiatives described in proposal. Include staff bios. (Applicant(s) are encouraged to have staff located in northern and southern Nevada areas for comprehensive and cost effective state coverage)
- Ability to provide organizational support for facilities and resources for adult education PD
- Ability to provide fiscal management and oversight of leadership funds using acceptable accounting methods and documentation.
- Ability to use technology in planning, conducting, and evaluating training
- Please describe what technology the organization currently uses.

Characteristics of Program Director/Manager experience

- Prior experience in program or professional development
- Expertise in adult learning theory as it applies to professional development
- Understanding of and ability to train on the roles and responsibilities of programs delivering adult education and related services
SECTION 5 – BUDGET NARRATIVE AND COST PROPOSAL

The total proposal bid amount must include all labor costs, travel, overhead or indirect costs related to the tasks specified in the Scope of Work, including work done by subcontractors.

Explain how the costs are reasonable, allowable and the budget is sufficient to implement the proposed activities.

Please detail the expected budget by category using the AEFLA Leadership RFP Budget Expenditure Summary Form and the AEFLA Leadership RFP Budget Detail Form.

Prioritize the planned budget expenditures using the RFP Leadership Budget Priorities Form.
PROPOSAL FORMAT AND PROCESS

Proposals must be received by NDE by 5 p.m. on Friday, April 28, 2017.

All pages of the proposal must be numbered, on standard letter size (8-1/2” x 11”) paper, single-spaced, and in 12-point font. Proposals submitted in response to this RFP must address all activities and requirements set forth and must contain sections corresponding to each activity and all related responsibilities identified in this RFP. Each applicant must comply with all requirements set forth in this RFP. Grantees must comply with all relevant laws and regulations in the performance of work in furtherance of the Grantor.

NDE will fund one or more proposals. A proposal may be withdrawn at any time prior to the selection announcement date by emailing Nancy Olsen, Adult Education Programs Supervisor, at nolsen@doe.nv.gov. Unless specifically requested by NDE, material submitted after the proposal submission deadline will not be considered.

Six copies of the proposal should be sent to:
Nancy Olsen
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701.

The proposal must also be submitted electronically to nolsen@doe.nv.gov.

EVALUATION PROCESS and Criteria
Sections 2 through 5 of the application will be evaluated and scored by a review panel consisting of both NDE and non-NDE staff with expertise in areas related to adult education and family literacy.

The procedure for evaluating the proposals against the set criteria will be as follows:

- Proposals will be evaluated based upon the ability of the applicant to satisfy the requirements of the RFP in a cost-effective manner.
- Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Each proposal will be evaluated based on Sections 2 through 5.
- The proposal/s determined to be the most advantageous to the State, considering all evaluation factors, may be selected by NDE for further action, such as contract negotiations. If, however, NDE decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs.
APPENDIX 1 - ASSURANCES

2017-20 Adult Education and Family Literacy Act (AEFLA) Leadership Grant Program

Note: (F) = Federal Requirement, (S) = State Requirement

The Head of Agency/Organization and Fiscal Agent’s Authorized Representative must sign below to indicate their approval of the contents of the application, and requesting receipt of program funds.

On ___________________ 2017, ______________________________________________
(date) (applicant)

hereby applies for and, if awarded, accepts the federal funds requested in this application. In consideration of the receipt of these grant funds, the institution agrees that all federally-required Certifications*, the program-specific assurances for the AEFLA Leadership grant and the terms therein are specifically incorporated by reference in this application; and that all program and administrative requirements will be met including the following conditions of Adult Education and Family Literacy Act (AEFLA) Leadership Grant Program funding:

1. Projects, services, and activities included in this application will be operated in accordance with the provisions of the Workforce Innovation and Opportunity Act of 2014, Title II, Adult Education and Family Literacy Act, and regulations pertaining thereto, the provisions of the Nevada WIOA Unified State Plan for Adult Basic Education and any revisions approved thereafter. (F/S)

2. The applicant will submit all necessary reports to the Nevada Office of Adult Education in accordance with the due dates and guidance provided by the State. (S)

3. The applicant will comply with all state policies and requirements. (S)

4. The applicant understands and accepts that the professional development project must demonstrate effectiveness to be funded for Years 2 and 3. (S)

5. The applicant understands and accepts that the professional development project must support and contribute to Nevada’s performance goals as negotiated with the US Department of Education. (F/S)

6. The applicant understands and accepts that funds made available for activities under this subtitle shall supplement and not supplant other state or local public funds expended for adult education professional development activities and all expenditures must be allowable within federal requirements. (F)

7. The applicant will ensure that the program staff has adequate time and resources to meet the expectations and fulfill the responsibilities of the management of the AEFLA Leadership grant-funded project. (S)

8. The applicant will participate in annual project evaluation. (S)

9. The applicant will retain sole responsibility for the project even though subcontractors may be used to perform certain services. (S)

10. The applicant must retain copies of all fiscal documents for the project. (F/S)
11. The applicant understands that funds received under this Act must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant can be requested or paid. Grant reimbursements are contingent upon satisfactory completion and submittal of all project deliverables. (S)

_____________________________________   _____________________________________________
Name of Head of Agency/Organization   Signature of Head of Agency/Organization

_____________________________________  _____________________________________________
Name of Fiscal Agent’s Authorized Representative   Signature of Fiscal Agent’s Authorized Representative
(for Consortia applications)   (for Consortia applications)

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Cover Transactions and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace Requirements must be signed by agency personnel and included with the program application.

The certification documents, as well as all required documents and forms, are available at the [NDE AEFLA RFP Website](nvedu.org/rfp)