



Request for Proposals

Advancing Network Uses

**Proposals Due:
August 13, 2010
5:00pm**

Mail the original and 3 copies of the proposal to:

**California K-12 High Speed Network
Imperial County Office of Education
1398 Sperber Road
El Centro, CA 92243**

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1.0 - Program Information

This program is funded through the California K-12 High Speed Network (K12HSN). The Imperial County Office of Education is the LEA responsible for the California K-12 High Speed Network.

The purpose of the Advancing Network Uses Grant Program is to support the development and dissemination of demonstration applications and content that meet critical needs of California schools to make good use of the benefits of the K12HSN, and to make these applications and content available to California public schools at no cost. **In particular, K12HSN seeks proposals that will improve access to online courses for all students in California, enhance the transfer of 21st Century skills to K-12 students, and support staff development opportunities to improve the preparedness of teachers and other staff to support student learning in online environments.**

The Advancing Network Uses Grant Program provides funding to support the development, redesign for scaling purposes or enhancement of applications or content that can be utilized by California public schools. The funding may be utilized to develop a new resource or to augment an existing resource for statewide delivery. All resources funded through this program must be made available to all California public schools in perpetuity and at no cost. Applicants may include free resources or sets of resources, while also retaining rights to other complementary sets of resources that have not been developed or retooled for statewide deployment using grant funds. Resources developed using funds from the Advancing Network Uses Grant should be available to users and fully functional in a relatively short timeframe. Proposers shall delineate what resources developed or retooled using grant resources will be available for deployment by November 30, 2010, as well as provide a timeline for when the balance of the proposed resources will be available for use. This funding is available to address critical needs of public schools.

The purpose of this Request for Proposal (RFP) is to solicit proposals from school districts, charter schools and county offices of education or consortia which include a K-12 Local Education Agency (LEA) acting as the fiscal and program agent under the Advancing Network Uses Grant Program. Applicants may also partner with vendors with the understanding that resources developed or retooled for statewide deployment using Advancing Network Uses grant program funding will be units that “stand alone” and do not need for-fee components to be complete or self-contained. These resources developed or retooled using grant funding will be provided free in perpetuity to K-12 users in California.

Applicants may submit more than one proposal, however each proposal must be for a unique project. Applicants may not submit multiple proposals for the same project.

Since limited funding is available, applicants should apply for the minimum necessary funding to support their project. It is a priority to fund as many applications as possible to provide varied uses of the Network. Projects are anticipated to be in the \$40,000 to \$75,000 range, but there is no minimum or maximum award amount per application.

Depending upon the proposal received and the findings of the reviewers, the K12HSN may seek to adjust the funds awarded to support the maximum number of quality proposals.

Applicants receiving this funding agree to make the resource developed, redesigned, or enhanced by this proposal available to all California public schools at no cost for the usable life of the resource. All projects funded by K12HSN under this RFP should produce complete and stand-alone resources to be shared across the state.

In order to maximize the availability and value of the resources developed with funds awarded through this RFP, all such resources will be provided to K12HSN with the understanding that the resource(s) will be deposited, displayed, and accessed via all K12HSN content projects. K12HSN content projects include Galaxy, Brokers of Expertise, and any subsequently-developed outlets, or repositories.

K12HSN hopes to receive a broad range of project ideas in response to this RFP. Examples of projects could include:

- Video presentations of exemplary lessons showcasing dynamic teaching methods that are coupled with supporting teacher lessons and student handouts.
- English language development support resources built in alignment with adopted materials or other programs.
- Resources targeting effective strategies for college readiness.
- Resources demonstrating the effective application of innovative instructional programs.

2.0 - Eligibility Criteria

1. Public School Districts, County Offices of Education, and direct funded Charter Schools or consortia in which a Public School District, County Office of Education or direct funded Charter serves as the fiscal and program LEA are eligible to apply.

2. Vendors are eligible to partner with an eligible LEA, with the understanding that all materials, resources and licensing provided under the grant will be free in perpetuity and continually accessible for California schools through the K-12 High Speed Network. Full, self-contained sets of tools must be available through the grant-funded resources.

3.0 - Selection Process

All proposals will be screened initially to determine if they are complete. Any proposal found incomplete may result in the proposal being disqualified and excluded from consideration at the sole discretion of K12HSN.

Proposals will be reviewed by readers selected by K12HSN staff. Review team members may include members of the Network Implementation Committee, members of the Applications Coordination Committee, and other volunteers from the K-12 community as they are needed. Readers will review the proposal and evaluate it using the Proposal Evaluation Rubric in Appendix B.

The scores of all proposals from readers will be tabulated. The proposals will then be ranked from highest score to lowest score. K12HSN will use this rank list to identify projects that best combine into a rich collection of resources to complement existing and future K12HSN initiatives. Final selection of awarded grants shall be at the sole discretion of K12HSN. There is no process for appeal. Awards are contingent upon the availability of program funding.

Applicants are encouraged to apply for the minimum amount required to support their project.

Award letters will be sent to successful applicants. Additionally, letters will be sent to applicants that submitted proposals but were not funded.

Funding will be released to the applicant on the following schedule:

- 90% payment upon award of the grant.
- 10% payment upon receipt of the final grant report which must be submitted on or before May 31, 2011.

4.0 - Evaluation Criteria

Proposals will be evaluated using common, identified criteria as stated in the scoring rubric. The Proposal Evaluation Rubric is included as Appendix B in this Request for Proposal. *All six topics in the Proposal Evaluation Rubric may not apply to all applications.*

5.0 - Completing the Application

All proposals must include Form A – Proposal Cover, Form B – Narrative Description of Resource, Form C – Budget Object of Expenditures, and Form D - Budget Narrative.

5.1 – Form A - Proposal Cover

Enter the information for the sponsoring local education agency. Enter the contact information for those responsible for implementation of the program. If this proposal is from a consortium, list consortium members included in the proposal on the second page.

5.2– Form B - Narrative Description of Resource

Critical points to be addressed may include as many of the following as apply to the specific resource the applicant is seeking to develop or enhance with grant funds from K12HSN.

- Briefly describe the proposed resource or professional development solution or data management tool, including any target populations (particularly low performing schools and districts and diverse student populations) to be served. Include how and to what extent the project is dependent on the K12HSN.
- Briefly describe how this solution would support specific standards from the California Academic Content Standards.
- Briefly describe how the solution meets school and district needs (particularly low performing schools and districts) and is related to student learning and achievement.
- Briefly describe the quality of the content being provided by the solution. Include how it models the California Curriculum standards and highly qualified teacher requirements.
- Briefly describe the extent of the impact this solution would have on the classroom learning environment. Include information related to where the solution is already in use and data that has been collected to demonstrate its effectiveness.
- Briefly describe the outreach plan that will be utilized to make certain that those educators who could be served by this resource know about its availability, value and impact. It should include a description of the end-user or administrator documentation and the means by which professional development can be provided.

5.3 – Form C - Budget Object of Expenditures

Describe the nature of the proposed expenditures by object code.

5.4 – Form D - Budget Narrative

Describe in narrative form details regarding how the expenditures will be used to support the project. The narrative must include sufficient detail to allow the reviewers to determine that the budget is reasonable and adequate to implement the project. Individual items of expenditure in excess of \$1,000 should be listed separately.

Expenditures for personnel costs should include position titles and FTE assignment. Numbers of items to be acquired should be included along with per item prices.

6.0 – Proposal Submission Instructions

6.1 – Submission Sequence

The submitted proposal should be assembled in the following order.

1. Form A – Proposal Cover Page
2. Form B – Narrative Description of Resource
3. Form C – Budget Object of Expenditures
4. Form D – Budget Narrative
5. Timeline – Narrative or Graphical Report of what resources will be available by November 30, 2010 and when any remaining resources will be available.
6. Any additional attachments, up to 8 pages, that the applicant feels are necessary for the reviewer to understand the project such as diagrams, price quotations, screen captures, etc., may be attached at the back of the application.

If the application is from a consortium which includes a vendor providing a portion of the proposed services, a copy of the contract or agreement between the LEA and that vendor should be attached to the application.

6.2 – Submitting the Proposal

To submit, mail the original, signed proposal and three copies to:

**California K-12 High Speed Network
Imperial County Office of Education
1398 Sperber Rd
El Centro, CA 92243**

The original should be unbound. The three copies may be bound. All copies must include all required forms and attachments. **Proposals may not be submitted electronically via fax or email.**

Proposals must be received by 5:00 p.m. on August 13, 2010.

7.0 – Grant Evaluation

The K12HSN will work with grant recipients to ensure that funds are used as originally intended.

Successful applicants will be required to complete a final report due no later than May 31, 2011. Receipt of the final report will trigger the release of the final 10% of the grant funding.

In the final report, the applicant will report expenditures of funds that occur during the reporting period.

The final report will include applicant analysis of the utilization trends, progress toward goals, and assess the impact of the resource's availability to California schools.

7.1 – Project Implementation Timeline

The applicant will submit an implementation timeline for making the resource available to all public schools in the state as part of the grant application. The timeline must indicate the resources which will be ready for deployment into a K12HSN content repository and available to all California K-12 schools by November 30, 2010. The timeline should also report the dates on which the balance of the developed resources will be ready for full deployment.

8.0 - Important Dates

- May 24, 2010 – RFA Released
- August 13, 2010 – Applications Due
- September 10, 2010 – *Projected* Notification of Successful Applicants
- October 8, 2010 – *Projected* Initial Funding Release
- May 31, 2011 – Final Grant Report Due

9.0 - Contact Information

Any additional questions regarding the Request for Proposal should be directed to:

Teri Sanders
K12HSN
Phone: (760) 312-6512
Fax: (760) 353-8756
Email: tsanders@icoe.org

Appendix A – Proposal Forms

Form A – Proposal Cover

Form B – Narrative Description of Resource

Form C – Budget Object of Expenditures

Form D – Budget Narrative

Form A - Proposal Cover Page

Local Education Agency:		
Name:		CDS Code (if applicable):
Mailing Address:		
City:		Zip:
Administrative Contact:		
Name:		Title:
Email:	Telephone:	Fax:
Mailing Address:		
City:		Zip:
Fiscal Contact:		
Name:		Title:
Email:	Telephone:	Fax:
Mailing Address:		
City:		Zip:
Technical Contact:		
Name:		Title:
Email:	Telephone:	Fax:
Mailing Address:		
City:		Zip:

Funding Amount Requested: \$

Certification: I hereby certify that all applicable state and federal laws, rules, regulations, eligibility criteria and program assurances will be observed and met. To the best of my knowledge, the information contained within this application, forms and appendices is correct and complete.	
Printed Name and Title of Authorized Signer:	Telephone:
Signature of Authorized Signer:	Date:

Form B – Narrative Description of Resource

Instructions: In 10 pages or less, please respond to the following. Attach narrative pages after this page in your application response.

Points Available: A maximum of 10 points will be available for each of the following sections. Points will be appropriated based on the attached Proposal Evaluation Rubric (Appendix B). Applicants are NOT required to write to each of the sections. However, all applicants are encouraged to respond to each area.

1. Briefly describe the proposed resource or professional development solution or data management tool, including any target populations (particularly low performing schools and districts and diverse student populations) to be served. Include how and to what extent the project is dependent on the K12HSN.
2. Briefly describe how this solution would support specific standards from the California Academic Content Standards.
3. Briefly describe how the solution meets school and district needs (particularly low performing schools and districts) and is related to student learning and achievement.
4. Briefly describe the quality of the content being provided by the solution. Include how it models the California Curriculum standards and highly qualified teacher requirements.
5. Briefly describe the extent of the impact this solution would have on the classroom-learning environment. Include information related to where the solution is already in use and data that has been collected to demonstrate its effectiveness.
6. Briefly describe the outreach plan that will be utilized to make certain that those educators who could be served by this resource know about its availability, value and impact. It should include a description of the end-user or administrator documentation and the means by which professional development will be provided.

Form C – Budget Object of Expenditures

Object Category	Description	Costs	Total
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
Indirect Costs (excluding 6000s)			
6000 Capital Outlay			
Total Project Costs			

Form D – Budget Narrative

Object Category	Description of Costs
1000 Certificated Salaries	
2000 Classified Salaries	
3000 Benefits	
4000 Books and Supplies	
5000 Services and Other Operating Expenses	
6000 Capital Outlay	

Appendix B – Application Evaluation Rubric

Narrative Areas	Points	Meets Requirements (8-10 points)	Emerging (5-7 points)	Needs Improvement (0-4 points)
Resource Narrative – Form B				
<p>1. Briefly describe the proposed resource or professional development solution or data management tool, including any target populations (particularly low performing schools and districts and diverse student populations) to be served. Include how and to what extent the project is dependent on the K12HSN.</p>		<p>This section clearly describes an application rich in media that will only work or is most effective on a high-speed network. The target population is clearly described. How the resource meets the needs of low-performing schools and districts and diverse student populations is described.</p>	<p>Some detail is provided but it is difficult for the reader to determine the quality of the resource or the high-speed requirement. The target population may not be clear. How the resource meets the needs of low-performing schools and districts and diverse student populations is included but lacks significant detail.</p>	<p>The resource doesn't require the high-speed network. Information about the quality of the application or the target population is either not given or minimal. It is unclear if the resource addresses the needs of low-performing schools and districts and diverse student populations.</p>
<p>2. Briefly describe how this solution would support specific standards from the California Academic Content Standards.</p>		<p>The application is aligned or supports adopted content standards. It is clear which content standards are supported.</p>	<p>It is not clear if the application is aligned or supports adopted content standards.</p>	<p>The application demonstrates no alignment or support for the content standards.</p>
<p>3. Briefly describe how the solution meets school and district needs (particularly low performing schools and districts) and is related to student learning and achievement.</p>		<p>There is a clear description of the relationship between the solution and identified need. It is clearly related to student learning and achievement.</p>	<p>Some detail is provided but missing information makes it difficult for the reader to determine the relationship between the solution and the need. The relationship to student learning and achievement is not clear.</p>	<p>Little or no detail is included regarding the relationship between the solution and the need. The relationship to student learning and achievement is not defined.</p>
<p>4. Briefly describe the quality of the content being provided by the solution. Include how it models the California Curriculum standards and highly qualified teacher requirements.</p>		<p>There is clear evidence of quality content being provided by the solution. It clearly models the California Curriculum standards and highly qualified teacher requirements.</p>	<p>Some detail is provided but it is not clear if quality content is being provided by the solution. Details are missing to determine if the solution models the California Curriculum standards and highly qualified teacher requirements.</p>	<p>Quality content does not appear to be provided by the solution. The solution does not model the California Curriculum standards and highly qualified teacher requirements.</p>

<p>5. Briefly describe the extent of the impact this solution would have on the classroom-learning environment. Include information related to where the solution is already in use and data that has been collected to demonstrate its effectiveness.</p>		<p>The application clearly impacts the classroom learning environment. Adequate data has been collected and shared to demonstrate its effectiveness.</p>	<p>Some detail is provided but it is difficult for the reader to determine impact and effectiveness. Although the LEA reports having data, limited data is provided or the data is unclear.</p>	<p>Details provided are not sufficient for the reader to determine the impact of the application within the classroom environment. No data is included (or explanation for why it is not available) for determining effectiveness.</p>
<p>6. Briefly describe the outreach plan that will be utilized to make certain that those educators who could be served by this resource know about its availability, value and impact. It should include a description of the end-user or administrator documentation and the means by which professional development will be provided.</p>		<p>The application incorporates an outreach plan that clearly explains how the project will inform schools of the resource. Information about the end user and administrator documentation is included. Significant professional development is available and is described. The documentation and professional development is of high quality.</p>	<p>Minimal information about outreach and end user information is included. It is difficult to determine if a professional development component is in place. Information provided suggests that the documentation and/or professional development may not be sufficient or of high quality.</p>	<p>The application outreach plan is missing or there is so little detail that it is impossible for the reader to determine if the plan can be implemented.</p>