REQUEST FOR PROPOSALS

Research and Statewide Inventory of Best Practices and Programming For Student Persistence and Success in Postsecondary Education

09/23/2014

Deadline for Applications:
Tuesday, September 30, 2014 by 4:30 P.M. Eastern Standard Time

Deliver application by mail <u>and</u> email to:
Kelly Nelson
Indiana Commission for Higher Education
101 West Ohio Street
Indianapolis, Indiana 46204
(317) 464-4400
knelson@che.in.gov

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APPLICATION OVERVIEW

The purpose of this Request for Proposal (RFP) issued by the Indiana Commission for Higher Education is to award funds to an organization to complete two core deliverables to support student persistence in postsecondary education, funded by Indiana's College Access Challenge Grant (CACG):

1) A review of national and state best practices for retaining low-income and first-generation students in college that includes clear recommendations in these areas: academic support, financial support and social support; and

2) An inventory of existing programming on Indiana's postsecondary campuses that falls into the same three categories noted above and existing programming and/or protocol for students who opt to withdraw from college.

APPLICATION TIMELINE

September 23, 2014	Grant application released and posted
September 23 – 26, 2014	Questions can be submitted via email to knelson@che.in.gov
September 30, 2014	All completed grant applications must be RECEIVED by 4:30 p.m. (EST)
September 30 – October 2, 2014	Application review and scoring process
October 2, 2014	Award announced
October 7, 2014	ICHE/Awardee conference call to confirm work plan

APPLICANT ASSISTANCE

Whom do we contact for assistance?
For additional assistance related to this RFP, please contact Kelly Nelson, knelson@che.in.gov.

How do we submit a completed grant application?
► Send one electronic copy of the completed application to Kelly Nelson via the email address noted above.
► Send one hard copy of the completed application to the attention of Kelly Nelson via the mailing address listed below.

Indiana Commission for Higher Education
Attention: Kelly Nelson
101 West Ohio Street, Suite 550
Indianapolis, Indiana 46204

PROGRAM BACKGROUND

► What is the College Access Challenge Grant?
The College Access Challenge Grant Program (CACG) is authorized under The Higher Education Opportunity Act (Public Law 110-315), which was enacted on August 14, 2008 to reauthorize and extend the Higher Education Act of 1965. The enabling statute is found in Title VII, Sec. 801, Part E (20 U.S.C. 1133 et seq.). CACG is a federally-funded formula grant program designed to foster partnerships among federal, state, and local government entities and philanthropic organizations through matching challenge grants that are aimed at increasing the number of low income students who are prepared to enter and succeed in postsecondary education.

► How does this RFP support the goal of CACG?
As noted, CACG funds are intended to support best practices and programming that promote student success in postsecondary education—specifically for low-income and first-generation students. Data show that these students complete postsecondary credentials at lower rates than other students, and through this RFP, the Indiana Commission for Higher Education (ICHE) seeks specific recommendations based on national and state research that have been proven to support student persistence in postsecondary education. Additionally, ICHE seeks a statewide summary of existing programming that focuses on supporting student persistence on college campuses and a summary of programming and/or protocol campuses currently use when students opt to withdraw from college.

SERVICES SOUGHT

► What services are sought for the best practices and programming to support student persistence in postsecondary education component?
Services are expected to include the following:
- A robust review of national and state research of proven practices and programming to support student persistence in postsecondary education. Findings **must** be organized by three core topics: Academic Support, Financial Support, and Social Support. Within these categories, findings **must also** be arranged by type of support: in print, online and in person; and
- Specific recommendations of practices and programming that have sustained positive impact, can be implemented on Indiana campuses (public, private and proprietary), and have measurable outcomes—also organized as stated previously.

NOTE: The robust review and recommendations must be completed by Friday, October 31, 2014.

► What services are sought for the inventory of existing practices and programming component?
- A robust review of state practices and programming designed to support student persistence in postsecondary education. Findings **must** be organized by the three topics and types of support stated previously and by institution (public, private and proprietary).
- A robust review of current programming and/or protocol used by Indiana campuses when students opt to withdraw from school. Findings **must** be organized by the three topics and types of support stated previously and by institution (public, private and proprietary).

NOTE: The robust review and inventory must be completed by Friday, December 19, 2014.

RESPONSE REQUIREMENTS

► What is required in the application?
Each application is expected to complete the following sections for review:
1. History of company or organization, services, and experience in this type of work;
2. Personnel qualifications, including resumes of individuals who will work on the project;
3. Explanation of similar work performed;
4. Specific explanation of how the services sought will be managed, completed and presented;
5. Itemized price estimate for services; and
6. References upon request.

SCORING CRITERIA

► How will each application be scored?
A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in higher education—specifically with low-income and first-generation students. Scoring will be based on the six components required in the application. Each of the six components will be based on Rubric 1 with the exception of "4. Specific explanation of how the services sought will be completed and organized," which will follow Rubric 2.

Rubric 1. Components 1, 2, 3, 5, and 6.

0	**None of the criteria are addressed.**
1	**Some of the criteria are met but many areas are incomplete or underdeveloped.**
2	**Most** of the criteria are met but some areas are incomplete or underdeveloped.
3	**Meets** criteria.
4	**Exceeds** criteria.

Rubric 2. Component 4 only.

0	**None of the criteria are addressed.**
4	**Some of the criteria are met but many areas are incomplete or underdeveloped.**
6	**Most** of the criteria are met but some areas are incomplete or underdeveloped.
8	**Meets** criteria.
10	**Exceeds** criteria.

TERMS

► If awarded, what are the terms of the contract?
Funding for this project will come from state funds. Vendors must be able to agree to the terms and conditions of the Commission's standard Professional Services Agreement (sample appended to this document). Vendors must be registered with the Indiana Secretary of State's Office (vendors may do so at http://www.in.gov/sos/business/3648.htm). All payments will be 35 days in arrears and via ACH/electronic deposit from the Indiana Auditor of State's Office. Invoices must detail expenses and charges; total payment shall not exceed the accepted bid amount. Any and all travel reimbursed via this contract will be subject to the reimbursement rates of Financial Management Circular 2003-1 (vendors should review at http://www.in.gov/sba/files/fmc_2003-1.pdf).