REQUEST FOR PROPOSALS

Indiana Higher Education Institution
Supporting Student Persistence

Deadline for applications:
Friday, January 23, 2015 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

Through this RFP, Indiana Institutions of Higher Education are invited to develop student support programming that is research-based and designed to ensure entering state financial aid recipients (Frank O'Bannon and 21st Century Scholars, specifically) persist and complete.

APPLICATION TIMELINE

January 12, 2015	RFP released and posted
January 12 – 21, 2015	Question-and-answer period (questions can be submitted via email to knelson@che.in.gov)
January 23, 2015	Submission of completed grant applications (applications must be RECEIVED by 4:30 p.m. EST)
January 23 – January 30, 2015	Application review and scoring process
January 30, 2015	Award announcement
February 2, 2015	Contract discussions between ICHE and awardees

APPLICANT ASSISTANCE

► Who may apply?
Public and private higher education institutions in Indiana may apply. Campuses are encouraged to promote collaboration across departments for one submission, therefore only one application from each campus will be considered.

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

**BECAUSE OF THE POSSIBILITY OF FACSIMILE FAILURE,
FAXED APPLICATIONS WILL NOT BE ACCEPTED**

PROGRAM BACKGROUND

► **What is the funding source for the services sought through this RFP?**

Funding for the services sought through this RFP is available through Indiana's 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.). The 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.

SERVICES SOUGHT

► **What services are sought through this RFP?**

Through this RFP, Indiana Institutions of Higher Education are invited to develop student support programming that is research-based and designed to ensure entering state financial aid recipients (Frank O'Bannon and 21st Century Scholars, specifically) persist and complete.

Applicants must implement all areas of student support outlined below for all entering state financial aid recipients beginning with the 2015-16 academic year or articulate a detailed plan to scale these services by the 2016-17 academic year. Priority consideration will be given to institutions that commit to scaling these students supports during the 2015-16 academic year.

- **College Transition Support:** Applicants must design or develop programming that provides first-year students with a strong transition-to-college experience in the form of a required Summer Bridge Program _OR_ a First-Semester/First-Year Experience Program.

- **Academic/Social Support:** Applicants must design or develop required programming that provides first-year students with a strong understanding of academic supports and social opportunities available on campus in the form of a Learning Community _OR_ a Mentoring Program.

- **Career Preparation Support:** Applicants must offer first-year students relevant career development experiences that include required completion of a career interest assessment _AND_ workplace exposure (e.g., job shadowing, informational interview, etc.) aligned to a student's program of study.

- **Financial Planning Support:** Applicants must design or develop required programming that provides first-year students with a strong understanding of financial aid packages and borrowing, short- and long-term financial planning and assistance/resources available through a required Financial Literacy Course _OR_ Financial Workshop Series.

Applicants must also agree to incorporate a variety of state-developed materials across all programming outlined above. Specific expectations include integration/promotion of state-supported print and online resources provided through Learn More Indiana and Indiana's 21st Century Scholars program.

RESPONSE REQUIREMENTS
► What is required in the application?
Proposals must address each section outlined below. Proposals that do not comply with these requirements will not be reviewed or considered for funding.

1. Cover Page and Table of Contents
Each application must include a cover page that identifies: the institution, the area(s) responsible for programming, and a single point of contact for the application. Following the cover page, applications should contain a table of contents with page numbers corresponding to each component.

2. Program Abstract *(points possible: 0 – 4)*
Provide a one-page summary briefly describing the program (e.g., vision, goals, activities, key features, etc.) and expected benefits of the work.

3. Assessment of Need *(points possible: 0 – 4)*
Demonstrate the institution's need for student support programming (e.g., data related to first-year experience, evidence of insufficient programming, etc.).

4. Proof of Commitment *(points possible: 0 – 4)*
Describe the institution's commitment to similar efforts, either previous efforts or those underway.

5. Scope of Work *(points possible assigned to each subcomponent, totaling 16 points)*
- Provide a description of how each of the four types of student support programming will be designed and implemented. Note that the four types of student programming are described in the "Services Sought" section. *(points possible: 0 – 4)*
- Clarify how the state-developed materials will be integrated and promoted. For more information on the materials, visit the Learn More Indiana website: in.gov/learnmoreindiana and the 21st Century Scholars website: in.gov/21stcenturyscholars. *(points possible: 0 – 4)*
- Designate roles and responsibilities of departments/offices involved. Provide a timeline that highlights the milestones involved in achieving the work. *(points possible: 0 – 4)*
- Describe how information learned from the four types of student support could be shared with other institutions. *(points possible: 0 – 4)*

6. Description of Scalability *(points possible: 0 – 4)*
Explain how the institution will implement all areas of student support for all entering state financial aid recipients beginning with the 2015-16 academic year *OR* articulate a detailed plan to scale these services by the 2016-17 academic year. Priority consideration will be given to institutions that commit to scaling these students supports during the 2015-16 academic year.

7. Budget and Budget Narrative *(points possible: 0 – 4)*
The Budget should be broken down into specific line items (e.g., salaries, benefits, travel, supplies, etc.). The Budget Narrative should reflect the scope of work; detail how funds will be spent in each category; and describe the basis for determining the amounts in the budget.)

8. Appendices

Include a description of the departments and/or offices as well as a brief résumé of the single point of contact responsible for carrying out the Scope of Work.

SCORING CRITERIA

► **How will each application be scored?**

A team of three will review each application. The team will be comprised of individuals with a background in higher education, state financial aid, and related student support programming. Scoring will be based on the components required in the application using the rubric below for each section noted in the response requirements:

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.

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).