1. [All templates](https://www.pandadoc.com/templates/)



1. [Proposals](https://www.pandadoc.com/business-proposal-templates/)

Request for Proposal

June 30, 2018

Issued by:

KEEP State Leadership Team

And

University of Kentucky/ University of Louisville/ Thomas More College

Kera Ackerman/Amy Lingo/ Christy Petroze

Please submit intent and completed RFP to:

Shannon.frey@louisville.edu

**Introduction & Background**

KEEP (Kentucky Excellence in Educator Preparation) is accepting proposals from Institutes of Higher Education (IHEs) who wish to forward the existing work of incorporating high leverage practices (HLPs) and evidence-based practices (EBPs) in educator preparation programs (EPPs).

Our goal is to:

1. Develop a common knowledge base and coherent language of EBPs at the state, district, and university/college levels.
2. Construct partnerships with districts to ensure that pre-service educators are provided intentional, high-quality field/clinical experience in diverse settings.
3. Utilize the innovation configurations provided by CEEDAR to build consensus regarding EBPs and HLPs among faculty and integrate EBPs and HLPs into all coursework across programs.

*Goal:*

The goal of this Request for Proposal is to identify IHEs that will develop and implement a blueprint to continue this effort within their own EPP.

**Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only IHEs that have education preparation programs are eligible to submit proposals.
2. Those who intend to submit a proposal should submit a Letter of Intent to Shannon Frey by July 20, 2018.
3. A completed proposal must be provided outlining the goals, objectives and budget of the project. The proposal should be no more than 2 single-spaced pages (approximately 1000 words). In addition, submit CVs of all key personnel performing the work.
4. Proposals must be signed by a representative that is authorized to commit IHE participation (e.g., Dean of College of Education).
5. Proposals must be received no later than July 31, 2018 to be considered.
6. KEEP anticipates selecting five IHEs to make awards of no more than $6000.00 for each EPP.
7. A webinar providing technical assistance regarding the RFP process will occur on: July 16, 2018, 1:00-2:00PM.
8. Key personnel (at least 2 representatives) must attend IHE Consortium Meeting work group meeting on September 28, 2018 9:00-3:00PM in Lexington, KY, location TBA.

**Format of Proposal- no more than 2 single spaced pages (1000 words).**

*Section 1- Purpose*: Please provide a narrative overview of the proposed blueprint. Successful proposals will address one or more of the following and will show evidence of the mission of the KEEP State Leadership Team.

1. HLPs and EBPs in reading, writing, mathematics, classroom behavior
2. Fieldwork and practice-based clinical experience strategies: observation guides, lesson study, tutoring, video analysis
3. Culturally responsive teaching, equity, and family engagement
4. District partnerships with teacher preparation
5. Recruitment and retention of high quality teachers
6. Accreditation and program improvement

*Section 2- Proposed Schedule and Milestones*: Please provide a proposed schedule for work completion. Successful proposals will include a specific timeline for each intended goal/milestone. These goals/milestones must be measurable and observable.

*Section 3- Budget*: Please provide a proposed budget up to $6000.00.

**RFP & Project Timelines**

The Request for Proposal timeline is as follows:

|  |  |
| --- | --- |
|  Webinar to offer technical assistance regarding application process: | July 16, 2018 |
| Letter of Intent due: | July 16, 2018 |
| Proposals due: | July 31, 2018 |
| Selection of IHEs / Notification to unsuccessful applicants:  | August 24, 2018 |
| Work meeting to begin formal blueprint development: | September 28, 2018 |

The need-date for project completion is May 31, 2019.

**Evaluation Factors**

*Criteria:* Proposals will be rated based on the following factors:

Possible Points:

4- Exceeds expectations of criteria

3- Strongly addresses criteria

2- Adequately addresses criteria

1- Substantial weaknesses in addressing criteria

0- Does not address criteria

|  |  |
| --- | --- |
| Criteria | Points |
| The proposal narrative clearly addresses a topic related to the mission of the KEEP State Leadership Team.  |  |
| The proposal includes a realistic timeline with measurable and observable goals/milestones.  |  |
| The proposal timeline and goals/milestones clearly relate to the narrative. |  |
| The proposal includes a budget. |  |
| CVs of key personnel are included and support special education and general education faculty commitment.  |  |
|  Total Points |  |