



COLORADO
Department of Education

REQUEST FOR PROPOSAL

Proposals Due: Wednesday, September 16, 2015 by 11:59 p.m.

2015 - 2017 Quality Teacher Recruitment Program

Pursuant to: C.R.S. 22-94-102

With program questions, please contact:

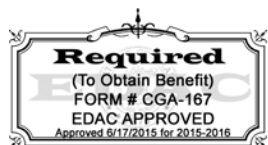
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With budget questions, please contact:

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Quality Teacher Recruitment Program REQUEST FOR PROPOSAL

Proposals Due: September 16, 2015

Introduction	<p>The Quality Teacher Recruitment Program supports efforts to recruit, select, train, and retain highly qualified teachers to teach in Colorado public schools and districts. Funding is available for providers to partner with one or more school districts or Board of Cooperative Services (BOCES) to place and support highly qualified teachers in areas of the state that demonstrate historic difficulty in recruiting and retaining highly qualified teachers. A third-party evaluator will also be selected to evaluate these efforts.</p>
Purpose	<p>Providers that are selected to receive funding will use grant funding to recruit, select, train, place, and retain highly qualified teachers to be placed in one or more districts or BOCES by the beginning of the 2016-17 academic school year.</p>
Eligible Applicants	<p>Applicants must apply in partnership with a single school district, multiple school districts, or a BOCES.</p> <p>Each applicant must meet the following eligibility requirements:</p> <ul style="list-style-type: none"> • Have a documented history of successfully recruiting, training, placing, and retaining highly qualified teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers; • Demonstrate that the teachers it has placed in public schools and districts in the past, either in Colorado or in other states, achieve high academic growth from their students based on state achievement data or independent studies; and • Have a documented history of providing professional development for teachers, including induction, training, on-going support, and evaluations. <p>Note: If the applicant intends to recruit individuals who are not yet highly qualified, the applicant must demonstrate that it has been approved as an educator preparation provider or must submit a plan for partnering with an educator preparation provider.</p> <p>Each applicant also must provide the following assurances:</p> <ul style="list-style-type: none"> • Commit to working with one or more school districts or a BOCES for at least two years to recruit and place highly qualified teachers; • Commit to placing only teachers who are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., the placed teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency); and • Commit to matching no less than 100 percent of any funds awarded

Eligible Applicants (Continued)	<p>through the Quality Teacher Recruitment Grant Program.*</p> <p>*The applicant must provide an award letter or award letters from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal at least the same amount that the applicant has requested from CDE in its budget proposal. Said award letter(s) must include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.</p>
Available Funds	<p>A total of \$2,940,000 is available for this grant program. CDE anticipates that it will select multiple grant recipients. In the event that only one grant recipient is selected, that recipient will be eligible for the full \$2,940,000. In the event that multiple grant recipients are selected, CDE may ask for grant recipients to make adjustments to their grant budgets in order to ensure an equitable distribution of funding. CDE maintains discretion on award amounts and may not award the full amount available.</p> <p>CDE may withhold a portion of grant funding until May 2016, until grant recipients are able to demonstrate that they have met targets identified in the contract between CDE and grant recipients. In the event that grant recipients are not able to substantially meet the targets and reporting obligations agreed to in the contract between CDE and the grant recipient, a portion or all of the funding may need to be repaid to CDE.</p>
Duration of Program & Required Activities	<p>This grant covers two years of program costs for use in recruitment, selection, placement, training and retention of highly qualified teachers over the 2015-16 and 2016-17 academic years. Funding may be used for salaries of program staff, but grant recipients may not use any grant funding for administrative services to operate their program.</p> <p>Highly qualified teachers must be placed in one or more districts or BOCES by the beginning of the 2016-17 academic school year. Continued funding in future years is contingent upon meeting all specified reporting requirements as outlined in the following section.</p>
Annual Evaluation & Reporting	<p>An applicant that enters into a contract pursuant to the Quality Teacher Recruitment Program must submit the information listed below in this section to CDE. Grant recipients are responsible for working with their partner districts to ensure that the data is collected and reported.</p> <p>By no later than May 15, 2016, each grant recipient must submit information concerning deliverables and performance outcomes agreed to in the contract between CDE and the grant recipient regarding recruitment, selection, placement, and training. This information will include the following:</p> <ul style="list-style-type: none"> • Information regarding the qualifications of the recruited, selected, and placed teachers; • Information regarding the process used to select teachers; • Information regarding the structure and general content of the training

<p>Annual Evaluation & Reporting (Continued)</p>	<p>provided to selected teachers;</p> <ul style="list-style-type: none"> • Information regarding the number of teachers recruited and selected by the grant recipient; and • If applicable, information related to the satisfaction of partner districts or BOCES. <p>By no later than May 15, 2017, each grant recipient must submit information concerning deliverables and performance outcomes agreed to in the contract between CDE and the grant recipient the training, support and outcomes for placed teachers. This information will include the following:</p> <ul style="list-style-type: none"> • The names of the public schools and districts or BOCES in which teachers are placed; • The subjects and grade levels taught by the teachers who are placed through the grant recipient's program; • The number of students who are taught by teachers who are placed in public schools and districts through the grant recipient's program; • The effectiveness ratings of the teachers who are placed through the grant recipient's program; and • The average length of time that teachers placed in districts or BOCES through the grant recipient's program remain in the district or BOCES in which they are placed. <p>In addition, grant recipients must provide data, including the information specified above, to the third-party evaluator, contracted by CDE pursuant to C.R.S. 22-94-103(2) to evaluate the progress of the grant recipient in its teacher recruitment, selection, training, placement, and retention efforts. Data collection by the evaluator may include participation in interviews and/or surveys.</p>
<p>Review Process</p>	<p>Applications will be reviewed by CDE staff to ensure that the applicants have met all eligibility and assurance requirements. In addition, a selection committee that includes CDE staff will evaluate applications based on the criteria outlined in the rubric at the end of this document. This funding opportunity is a competitive process – applicants must score at least 75 points out of the 105 possible points to be considered for funding. Applications that score below 75 points may be asked to submit revisions that would bring the application up to a level that would be considered for funding. There is no guarantee that submitting an application will result in award. All award decisions are final.</p>

Submission Process and Deadline

An **electronic copy** of the application must be received by **Wednesday, September 16, 2015 at 11:59 p.m.** Applications must be submitted to: CompetitiveGrants@cde.state.co.us. The electronic version should include all required elements of the application as one document. Please attach the electronic budget workbook as a separate document to the email. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us.

A complete application includes the following documents:

- Part I:** Applicant Information and Assurances Page
- Part II:** Partner Information and Assurances Page(s)
- Part III:** Application Narrative
 - Element I: Vision, mission, and overall goals of organization
 - Element II: Success in regions with historic difficulty
 - Element III: Selection of partner district(s) and/or BOCES
 - Element IV: Plan to recruit and place teachers
 - Element V: Plan to support and retain teachers
 - Element VI: Plan for progress monitoring and evaluation
 - Element VII: Excel Budget Workbook and Budget Narrative
- Part IV:** Award letter from each donor that has committed to provide matching funding for this grant program. The award letter should include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.

Application materials and budget template are available for download on the CDE Website at:
<http://www.cde.state.co.us/cdeprof/recruitgrant.htm>.

Proposals will be due **by 11:59 p.m.** on
Wednesday, September 16, 2015 to:
CompetitiveGrants@cde.state.co.us

Application Format

Applications should include only the responses for each of the elements listed above and any supplemental documents necessary for those responses. All pages must be numbered, on standard letter size, 8-1/2" x 11" using no smaller than **12 point Calibri** font and 1-inch margins, single-spaced. The application narrative including the elements above (I-VII) and all appendices cannot exceed 20 pages. The Excel Budget Workbook and signed assurance documents or award letters do not count toward the 20-page limit. Please submit one complete PDF document of all application materials, excluding the Excel Budget Workbook. The Excel Budget Workbook should be submitted with the PDF application as a separate file to CompetitiveGrants@cde.state.co.us.

QUALITY TEACHER RECRUITMENT PROGRAM

PART I: APPLICANT INFORMATION AND ASSURANCES

Please provide the applicant information requested in the boxes below. After careful review of each of the requisite assurances listed below, the applicant's authorized representative should place a check next to each assurance and sign and date the bottom of the document.

Name of Applicant:			
Mailing Address:			
Authorized Representative:			
Telephone:		E-mail:	

The applicant, _____, hereby accepts the conditions of the Quality Teacher Recruitment Program and agrees to the following assurances:

- _____ The applicant is committed to working with one or more school districts or a BOCES for at least two years to recruit and place highly qualified teachers;
- _____ The applicant is committed to placing only teachers who are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency) and whom the receiving school principal has consented to place;
- _____ The applicant agrees to comply with the reporting requirements and deadlines for this grant program;
- _____ The applicant is committed to matching no less than 100 percent of any funds awarded through the Quality Teacher Recruitment Grant Program, as demonstrated by the attached award letter(s) from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal to at least the same amount that the applicant has requested from CDE in its budget proposal. These award letters also include the date(s) by which the applicant will receive donor funding; and
- _____ In the event that the applicant is not able to substantially meet the targets and reporting requirements agreed to in the contract between CDE and the applicant, a portion or all of the funding may need to be repaid to CDE.

Name of Applicant's Authorized Representative

Signature of Applicant's Authorized Representative

Date

Quality Teacher Recruitment Program

PART II: PARTNER INFORMATION AND ASSURANCES

For each school district or BOCES that will partner with the applicant, please provide the information requested in the boxes below. (Copies of this page may be made if the applicant intends to partner with more than one school district or BOCES.) If the partner is a district, after careful review of each of the requisite assurances listed below, both the district's superintendent and local school board chair should place a check next to each assurance and sign and date the bottom of the document. If the partner is a BOCES, only the signature of the BOCES president is required.

Name of Partner:		
Mailing Address:		
Partner's Authorized Representative:		
Telephone:		E-mail:

In collaboration with the applicant, _____, the partner, _____, hereby accepts the conditions of the Quality Teacher Recruitment Program and agrees to the following assurances:

- _____ The partner is committed to working with the applicant for at least two years to recruit and place highly qualified teachers;
- _____ The partner is committed to placing teachers from the applicant's program only if they are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency) and if the receiving school principal has consented to their placement; and
- _____ The partner agrees to provide all data to the grant recipient that is necessary to comply with the reporting requirements and deadlines for this grant program.

Name of School District Superintendent or BOCES President	Signature	Date
Name of Local School Board Chair	Signature	Date

Quality Teacher Recruitment Program

PART III: APPLICATION AND RUBRIC

Part I:	Applicant Information and Assurances Page	No Points
Part II:	Partner Information and Assurances Page	No Points
Part III:	Application Narrative	
	Element I: Vision, mission, and overall goals of organization	/5
	Element II: Success in regions with historic difficulty	/20
	Element III: Selection of partner district(s) and/or BOCES	/15
	Element IV: Plan to recruit and place teachers	/25
	Element V: Plan to support and retain teachers	/20
	Element VI: Plan for progress monitoring and evaluation	10
	Element VII: Budget Form and Budget Narrative	/10
Part IV:	Award letter	No Points
Subtotal		/105
Bonus Points		/5
Total		

GENERAL COMMENTS: *Please indicate support for scoring by including overall strengths and weaknesses. These comments are used on feedback forms given to applicants.*

Strengths:

-
-

Weaknesses:

-
-

Required Changes:

-
-

Recommendation:

Funded: _____

Funded w/ Changes: _____

Not Funded: _____

Application Evaluation Rubric

The following criteria will be used by reviewers to evaluate the application as a whole. In order to be considered to receive funding, an application must address all required elements and must receive at least 75 points out of the points possible.

Please provide responses to each of the elements below. Appendices may be attached. Ensure that all narrative responses including the elements below and other appendices do not exceed 20 pages. The Excel Budget Workbook and signed assurance documents or award letters do not count toward the 20-page limit.

Element I: Vision, mission, and overall goals of organization	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Describe the organization's vision and mission. Clearly describe how your organization's overall goals align with the goals of this grant program to recruit and retain highly qualified teachers in regions with historic difficulty recruiting and retaining highly qualified teachers.	0	1	3	5
Reader Comments:				
Total Points				/5

Element II: Success in regions with historic difficulty	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Provide evidence of your organization's success in recruiting, training and retaining highly qualified teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers.	0	3	8	10
b) Demonstrate how the teachers you have placed in public schools have achieved high academic growth from their students based on state achievement data or independent studies. Be sure to include relevant data.	0	3	8	10
Reader Comments:				
Total Points				/20

Element III: Selection of partner district(s) and/or BOCES	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Provide a description of the analysis you conducted to identify areas of Colorado that have had historic difficulty in recruiting and retaining highly qualified teachers. This analysis must include, but not be limited to, analysis of the partner's turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support.	0	1	3	5
b) List the districts and/or BOCES with which you will partner. Demonstrate the need of your selected districts and/or BOCES using, at a minimum, the criteria listed above (analysis of the partner's turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support).	0	3	8	10
Reader Comments:				
Total Points				/15

Element IV: Plan to recruit and place teachers	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Describe your plan for using these grant funds to recruit and place highly qualified teachers with your partner district(s)/BOCES. Include the timelines that will be followed.	0	1	3	5
b) Provide measurable benchmarks and interim goals for your recruitment and placement processes.	0	1	3	5
b) Address how your organization's selection process will allow you to select teachers that can, or are likely to, demonstrate effectiveness in the state's Teacher Quality Standards , including achieving high academic growth for their students.	0	1	3	5
c) Provide information about the number of teachers that will be placed, the subjects and grade level they will be hired to teach, and the potential number of students that will be taught by these teachers. Explain how you have identified these numbers and subjects/grade levels and how they address a significant need for the partner organization(s).	0	3	8	10
Reader Comments:				
Total Points				/25

Element V: Plan to support and retain teachers	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Describe your organization's previous experience providing professional development for teachers, including induction, training, on-going support, and evaluations.	0	1	3	5
b) Describe your plan for supporting all of the teachers that will be placed through this program and activities that are likely to encourage teachers to remain in their placements. Include measurable goals and the timelines that will be followed.	0	3	8	10
c) Clearly address whether the organization: (1) will recruit only individuals who are already highly qualified; (2) has already been approved as an educator preparation provider; or (3) has a clear plan for partnering with an educator preparation provider.	0	1	3	5
Reader Comments:				
Total Points				/20

Element VI: Plan for progress monitoring and evaluation	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program.	0	1	3	5
b) Describe how the organization will implement improvements in process if goals are not being met.	0	1	3	5
Reader Comments:				
Total Points				/10

Element VII: Excel Budget Workbook and Budget Narrative	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
a) Provide a completed Excel Budget Workbook and include all tabs as separate pages in this section. (The budget does not count toward the narrative page limit.)	0	1	3	5
b) In a budget narrative, clearly describe how funds will be	0	1	3	5

spent to meet the goals of recruiting, selecting, and supporting teachers in your partner districts or BOCES. The budget narrative should align closely with your budget and explain all expenditures to ensure that the budget is reasonable and sufficient to fulfill requirements of the grant program.				
Reader Comments:				
Total Points				/10

Bonus: Sustaining efforts (<i>Optional</i>)	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
Provide a clear plan for supporting your partners to sustain improvements in recruiting, training and retaining highly qualified teachers beyond the terms of this grant project	0	1	3	5
Reader Comments:				
Total Points				/5