# Workforce Diploma Pilot Program Request for Qualifications

**Due by Monday, September 20, 2021, 11:59 p.m. MT**

# Part IA: Cover Page – Eligible Provider Information

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| **Eligible Provider Information** | | | | | | | |
| **Entity Name** | |  | | | | **DUNS # (if applicable)** |  |
| **Mailing Address** | |  | | | | **LEA/BOCES Code (if applicable)** |  |
| **Website** | |  | | | | | |
| **Entity Type** | | | | | | | |
| School District  Board of Cooperative Services  Private School  Charter School (if qualified, the authorizer will be the fiscal agent)  Charter Management Organization  Community College  Technical College  Public College or University  Private College or University  Community-Based, Nonprofit Agency or Organization  Library or Library System  Literacy Council or Other Literacy Institute  Volunteer Literacy Organization  Private Company Offering Education Services  Business or Business Association  Local Work Force Board  One-Stop Partner | | | | | | | |
| **Primary Contact Information** | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **Telephone** |  | | | **E-mail** |  | | |
| **Signature** |  | | | | | | |
| **Secondary Contact Information** | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **Telephone** |  | | | **E-mail** |  | | |
| **Signature** |  | | | | | | |
| **Fiscal Contact Information** | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **Telephone** |  | | | **E-mail** |  | | |
| **Signature** |  | | | | | | |
| **Credentials/Outcomes Eligible Provider May Request Reimbursement For** | | | | | | | |
| High School Diplomas  High School Half-Credits  Employability Skills Certificates  Industry-Recognized Credentials – Up to 50 Hours of Training  Industry-Recognized Credentials – 51 – 100 Hours of Training  Industry-Recognized Credentials – More than 100 Hours of Training | | | | | | | |
| **Content for the CDE Website Qualified Provider List**  ***If qualified, the following information will be posted on the*** [***WDPP webpage***](http://www.cde.state.co.us/cdeadult/wdpp)***.*** | | | | | | | |
| **Webpage** | | |  | | | | |
| **Contact Email** | | |  | | | | |
| **Contact Phone Number** | | |  | | | | |
| **Physical Location(s) of the Services**  ***If there are multiple locations, provide information about each of the locations,***  ***in particular the services offered at each location.***  ***If there are no physical locations, describe the service area(s) the provider will accept students from.*** | | | | | | | |
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| **Provider and Services Description**  ***Brief (2-3 sentences) description of the provider and services offered.*** | | | | | | | |
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**Note:** If the provider is deemed qualified, reimbursements will not be distributed until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Part IB: Assurances Form

The appropriate Authorized Representative(s) must sign below to indicate their approval of the responses included in this Request for Qualifications, and the receipt of reimbursements for Workforce Diploma Pilot Program outcomes.

1. The provider will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
2. The provider will annually provide the Colorado Department of Education the required reporting information.
3. The provider will maintain appropriate fiscal and program records. The provider will provide any additional fiscal and/or program records as requested by CDE to confirm the accuracy of reported data.
4. If any findings of misuse of these reimbursement funds are discovered and/or intentional data manipulation, reimbursement funds will be returned to CDE.
5. The provider will maintain sole responsibility for the services even though subcontractors may be used to perform certain services.
6. Funds will only be used to support eligible students as defined in this Request for Qualifications.
7. The provider will not collect any kind of tuition or fees from students or on behalf of individual students for reimbursable service outcomes; this includes not collecting tuition or fees from or on behalf of a student if the student does not attain anticipated outcomes.
8. Provider must disclosed any and all affiliated partnerships.
9. The provider may be requested to sign an updated assurances form provided by the Colorado Department of Education at the start of each fiscal year.

The Colorado Department of Education shall place a qualified provider that does not meet the program performance standards established in C.R.S. § 22-10.3-103(7) on probationary status for the remainder of the state fiscal year. The department shall remove a qualified provider from the list of qualified providers if the provider does not meet the performance standards for two consecutive years.

If the provider is approved, funding may not be disbursed until all signatures are in place. Please attempt to obtain all signatures before submitting the Request for Qualifications. Signatures may be original, electronic or with attached email approval.

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| Name of Organization/Business Authorized Representative  (if applicable) |  | Signature |
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| Name of School Board President/BOCES President  (if applicable) |  | Signature |
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| Name of District Superintendent or  Charter School/BOCES Executive Director (if applicable) |  | Signature |
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| Name of Charter School Board President  (if applicable) |  | Signature |
|  |  |  |
| Name of Charter School Institute Authorized Representative  (if applicable) |  | Signature |

# Part IC: Proposed Reimbursement Table

Enter the proposed reimbursement by outcome type and calculate the total proposed reimbursement amounts for Thursday, November 11, 2021 – June 30, 2022 in the chart below. Per C.R.S. § 22-10.3-103(4)(3), a qualified provider is eligible for program payments for outcomes achieved thirty or more days after CDE publishes an updated list of qualified providers.

Eligible providers, once qualified providers, will not be held to the proposed reimbursements in the table below, nor will specific funding amounts be allocated to qualified providers based on this table. This table will simply be used to inform the extent of the need in Colorado.

Per C.R.S. § 22-10.3-103(6)(a), qualified providers shall submit requests for reimbursement on an ongoing basis to the Department for payments for student completion or attainment of goals outlined below. If available appropriations are insufficient to satisfy all invoices received by a given submission date, the department shall reduce all payments by the same percentage until the money is exhausted. Note that, if the available appropriations for a given fiscal year are exhausted, outcomes earned in that fiscal year may not be claimed for reimbursement in the next fiscal year.

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| **Outcome Type** | **Proposed Number of Reimbursements**  **in 2021-22** | **Reimbursement Amount** | **Total Proposed Reimbursement Amount** |
| Completion of an Accredited High School Diploma |  | $1,000 | $ |
| Completion of a High School Half-Credit |  | $250 | $ |
| Completion of an Employability Skills Certification Program Equal to at Least One Carnegie Unit |  | $250 | $ |
| Attainment of an Industry-Recognized Credential Requiring Up to 50 Hours of Training |  | $250 | $ |
| Attainment of an Industry-Recognized Credential Requiring 51-100 Hours of Training |  | $500 | $ |
| Attainment of an Industry-Recognized Credential Requiring More Than 100 Hours of Training |  | $750 | $ |
| **Total Proposed Reimbursement for 2021-22** | | | **$** |
| Total Anticipated Learners to be served (unduplicated) | | |  |

# Part ID: Course Credits Table

This table is related to criterion D. of the Qualification Criteria Narrative. If course credits are required for graduation, complete this table showing the total number of credits in each content area. Note that there are no specific courses, or numbers of courses, required by the [state’s graduation guidelines](http://www.cde.state.co.us/postsecondary/graduationguidelines), and there are no legislated course requirements other than one course in Civics: “History and civil government of the United States and of the state of Colorado,” pursuant to C.R.S. § 22-1-104(3)(a):

*The history and civil government of the state of Colorado shall be taught in all the public schools of this state. In addition, the history and civil government of the United States, which includes the history, culture, and contributions of minorities, including, but not limited to, the American Indians, the Hispanic Americans, and the African Americans, shall be taught in all the public schools of the state. Satisfactory completion of a course on the civil government of the United States and the state of Colorado…shall be a condition of high school graduation in the public schools of the state.*

Should the application be approved, the numbers and types of credits shown in this table will be posted with the approved provider’s contact information on the [WDPP webpage](http://www.cde.state.co.us/cdeadult/wdpp).

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| **English** | **Math (includes Economics)** | **Science** | **Social Studies (includes History, Civics, Geography, Government)** | **Health / Physical Education** | **Career and Technical Education** | **Art** | **Financial Literacy** | **Educational Technology** | **Electives (General)** | **Total Credits Required** |
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