



**Science of Reading Student Teacher Placement
Request for Proposals (RFP)
Release Date: November 16, 2023
Submission Date: January 5, 2024**

I. Program Purpose

Literacy forms the foundation of learning, and in Ohio more than half of all entering kindergarteners are not meeting the benchmarks in language and literacy, and at least 40% of all 3rd grade students are unable to demonstrate proficiency in reading. Ohio is committed to increasing the number of students that are proficient readers and is supporting multiple efforts including ensuring teachers are prepared to meet the needs of all learners through their teacher preparation programs.

To ensure that Ohio's teacher preparation programs are preparing their candidates to support every learner in their reading development, the Ohio Department of Higher Education (ODHE) welcomes proposals from educator preparation programs seeking assistance to place student teachers with cooperating teachers who:

- (a) Received instruction in evidenced-based strategies aligned to the science of reading;
- (b) Use high quality instructional materials aligned to the science of reading; and
- (c) Implement a structured literacy approach in their classrooms.

II. Eligible Applicants

Proposals may be submitted by Ohio's four-year public and private colleges and universities that have Chancellor approved educator preparation programs. Eligible applicants may choose to partner with public community colleges, if desired, if doing so will strengthen and enhance their proposal.

III. Anticipated Awards

\$250,000 in each of fiscal years 2024 and 2025 will be awarded through a single competitive review of eligible proposals. Individual institutions of higher education may apply for up to \$10,000 for each fiscal year to support the placement of their student teachers with qualified cooperating teachers who:

- (a) Received instruction in evidenced-based strategies aligned to the science of reading;
- (b) Use high quality instructional materials aligned to the science of reading; and
- (c) Implement a structured literacy approach in their classrooms.

Selected institutions must enter into an award agreement with ODHE to receive the funds.

IV. Eligible Expenses

Each proposal must include a proposed budget (see Proposal requirements below). Funds awarded under the program are to be expended on eligible costs only, no indirect costs are allowed. Eligible costs include:

- Stipend to district or school building to support placement of student teacher with qualified cooperating teachers.
- Materials for cooperating teachers' classrooms.
- Administrative costs to verify cooperating teachers' qualifications.

V. Project Term:

The work covered by the award will begin upon execution of the Award Agreement and continue until June 30, 2025.

VI. Proposal Review Process and Timeline

The schedule below may be revised by the Ohio Department of Higher Education due to unforeseen circumstances and any changes will be communicated to applicants.

Request for Proposals (RFP) Release Date:	November 16, 2023
Proposal Questions from Interested Parties:	November 16 – November 27, 2023
Proposals Submission Window:	November 16 – January 5, 2024
Proposal Review Begins:	January 8, 2024
Notification of Awarded Proposals:	February 2, 2024

The ODHE will provide information to interested parties and provide assistance to potential applicants by responding to questions submitted via e-mail to: EdPrep@highered.ohio.gov by the deadline.

Questions must be submitted by November 27, 2023, to ensure an answer by December 4, 2023.

Responses will be posted at <https://rfp.ohiohighered.org>

The Chancellor's staff will initially screen proposals for completeness and eligibility. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff. While all proposals will receive consideration, submission of a complete proposal does not guarantee funding.

If the applicant is selected for an award under this RFP, ODHE will provide an award notification letter to the institution, which will include the total awarded amount. ODHE and the applicant will enter into an agreement prior to funding being disbursed.

VII. Proposal Submission

Applicants are responsible for submissions of proposals within the time period set by the Chancellor. Proposals must include the address for the institution where awarded funds may be sent. This address needs to be registered in the Ohio Pays system. Proposals must be received no later than 12:00 p.m. on January 5, 2024, and must be submitted in the following manner:

- One electronic PDF file that includes: the cover letter, executive summary, project narrative, itemized budget and budget narrative. The PDF file must be uploaded to <https://rfp.ohiohighered.org>

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

VIII. Proposal Requirements

A. Format

Proposals must be submitted in Arial 10-point font or larger, there is an exception for tables and images. Please see below for page allocations and directions for each section of the proposal. Please clearly label each of the following sections within the proposal submission. Only complete proposals will go through official scoring.

1. **Cover Letter (one page):** Institution(s) name(s); title of project; identify the primary institutional contact by name, title, address, phone number, and email address.
2. **Executive Summary (one page):** Provide a description of the project to be supported by grant funds, including school or school district partnerships that will play a key role.
3. **Project Narrative (one to three pages):** The project narrative should address the project Criteria in order (see section C, below).
4. **Budget and Budget Narrative (one page):** Provide an itemized list of expenses with the rationale for each.

B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria.

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| • Project Plan | 30 points |
| • Project metrics | 10 points |
| • Budget & Budget Narrative | 10 points |

C. Proposal Criteria

The Project Narrative is required to address the following criteria:

1. **Project Plan:** This section will provide a clear description and timeline for activities to be undertaken.
 - a. Outline the roles and responsibilities of key partners.
 - b. Describe the strategy for placing student teachers with qualified cooperating teachers.
 - c. Address the plan for ensuring cooperating teachers are qualified:
 - i. Received instruction in evidenced-based strategies aligned to the science of reading;
 - ii. Use high quality instructional materials aligned to the science of reading; and
 - iii. Implement a structured literacy approach in their classrooms.
2. **Project Metrics:** Please include the number of student teachers expected to be impacted by this grant. Include:
 - a. The number of candidates who are seeking licenses that will make them responsible for the teaching of reading who are expected to complete student teaching during each fiscal year.
 - b. Include the applicable teaching license(s) being sought and the aggregate demographics associated per applicable license.
 - c. The number of these student teachers you expect to place with qualified cooperating teachers.
 - d. An explanation in the event the numbers in a. and c. are different.
3. **Budget and Budget Narrative:** Provide an itemized list of expenses and include the rationale for each. Please note:
 - a. The amounts for each budget line activity must be documented and justified in the budget narrative.
 - b. The narrative should include an estimate as to the timing of expenditures in relation to the project plan. The budget/timeline should cover the time frame of February 2024 through June 30, 2025.

IX. Reporting Requirements

A final report will be required from all awardees through a standard reporting template to include the number and percentage of student teachers impacted and lessons learned for the development of best practices. The reporting deadlines will be set forth in the award agreement.

X. Legal Notices

The applicant understands that if its proposal is accepted by the state, the applicant shall enter into an agreement with the state governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

The state reserves the right to fund any proposal in full or in part, to request additional information to assist in the review process, to require new proposals from interested parties, to reject any or all proposals responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the state to making any awards. The state reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The state reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of proposal preparation.

The funding decisions are final. Applicants will be notified of the outcome of their proposal(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the state's knowledge, the information provided is accurate. However, the state does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. The state retains the right to modify or withdraw this solicitation at any time. By submitting a proposal, applicants expressly agree to these terms.

XI. Trade Secrets

All information submitted in response to this RFP becomes property of ODHE and is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act, as defined in Section 149.43 of the Ohio Revised Code: All applicants are strongly discouraged from including in a proposal any information that it considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code. The applicant asserting trade secret bears the responsibility to take formal action if necessary and defend such assertion. Otherwise, public records laws may require disclosure.