

## Form 1: Proposal Response

### *Adult Education Services – Skills for Life (AES) RFP*

#### Section 1: Program Summary

**Applicant Proposes to Provide the Following Programs** (*Select all that apply*)

Adult Basic Education	Adult Education	HSD Completion	General Education Development
<b>Program Name</b>			
<b>Location of Program</b>			
	Address	City, State	Zip Code

**Summary Experience** (*past 3 years*).

- a. Provide summary that outlines background/history of your organization and services provided. Also provide the number of years of experience providing educational services adult learners with barriers to employment (e.g., low-income, lack stable transportation and childcare, limited work experience, etc.).
- b. Describe experience effectively teaching adult learners who are employed full or part-time.
- c. For each program type identified above, describe length of time applicant's proposed program has been in operation?

#### Section 2: Program Detail

**Describe Intensity of Proposed Programs**

a. <b>Direct Instruction</b>	# Weekly Hours	# Days per Week
b. <b>Non-Direct Instructional Activities</b>	# Weekly Hours	# Days per Week
c. <b>Minimum Requirements for Enrollment</b>	Reading Grade Level:	Math Grade Level

<b>d. Identify additional program details</b>		
1) Teacher <b>to</b> Student Ratio:  <b>to</b>	2) # Planned Weekly Hours of In-Person Instruction:	3) # Planned Weekly Hours of Remote Instruction:
<b>e. Briefly describe the education and experience of key staff providing instruction.</b> <i>Provide as attachments resumes for key staff. Also provide professional licenses, as appropriate.</i>		
<b>f. Program Activities and Instructional Methods</b>		
1) For each program, briefly describe the proposed program(s). <i>Provide as attachment(s) curriculum or syllabus for each proposed program.</i>		
2) Briefly describe education and related activities. Describe evidence-based and other effective methods for teaching adults, (e.g. differentiated instruction, project-based learning, hands-on learning, hybrid virtual, in-person and homework., etc.)		
<b>g. Non-Direct Instruction Activities.</b>		
1) Briefly describe the approach to non-direct instruction activities including homework, asynchronous lessons, recorded lecture/instruction, or other methods.		
2) Describe applicant's approach to ensure participant time spent on non-direct instructional activities are recorded and accounted for accurately.		

h. **Other Requirements.** Describe how accessible services to program participants who face barriers, including but not limited to childcare, transportation, and digital access/literacy be provided?

i. **Expected Outcomes.** Describe any challenges you anticipate in achieving expected outcomes.

### Section 3: Applicant Capacity

#### Organizational Capacity.

a. **Attach** Organizational Chart

b. **Describe** capability of staff responsible for fiscal management and monitoring of funding.

c. **Describe** staff resources assigned to data collection and reporting.

#### Data Collection and Reporting.

d. **Describe** how trainee progress and outcomes will be documented (e.g., attendance, course completion, attainment of credential, initial employment)?

e.		<b>Describe</b> staff responsible for managing data collection and how frequently will collection occur.
f.		<b>Briefly describe</b> applicant's implementation, proficiency/skill with business software; applications and hardware technology used to manage programmatic data and activities.
<b>Documentation of the business structure.</b>		
g.		Attach documentation registered to conduct business. (e.g. corporation., LLC, sole proprietor, partnership, etc.) Include 501 (c) 3 papers (if applicable)
<b>Section 4: Past Performance</b>		
<b>Enrollment Measures</b>		
a.		Number Started Education (between 01/01/2019 - 12/01/2021)
b.		Number Still in Education as of 12/01/2021
<b>EFL Gain</b>		
c.		Number of Students who gained at least 2 grade levels
d.		Number of Students who gained between 1 and 2 grade levels
e.		Number of Students who began below 5th grade level and achieved 6th or higher
f.		For students starting below 5th grade, Average number of months to achieve 2 EFL growth
<b>Credential Attainment</b>		
g.		Number of Students at starting grade level of 6.0 - 8.9 who attained HSD/GED within 6 months of start date
h.		Number of Students at starting grade level of 6.0 - 8.9 who attain HSD/GED 12+ months after start date
i.		For students at starting grade level of 6.0 - 8.9, Average number months after start date to attain HSD/GED

j. Number of Students at starting grade level of 9+ who attain HSD/GED within 12 months of start date	
k. Number of Students at starting grade level of 9+ who attain HSD/GED more than 12 months after start date	
l. For students at starting grade level of 9+, Average number months after start date to attain HSD/GED	
<b>Section 5: Price Proposal</b>	
<p>Applicants are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed to terms and conditions.</p> <p><b>Applicants should provide a per Instructor FTE fee inclusive of all costs (e.g. books, materials and related costs, etc.) required to provided education and instruction for services described in the scope of work.</b> The detailed price proposal shall include:</p> <p>If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services and equipment and may not exceed the prices quoted in the proposal.</p>	
a. <b>Provide</b> the Number of students Applicant is proposing to train.	
b. <b>Provide</b> Cost/Fee per Instructor FTE.	

**The Following Attachments are included with Form A**

**Curriculum or syllabus in response to Item 2F1 above**

**Resumes in response to Item 2E above**

**Documentation registered to conduct business in response to Item 2G above**

**Organizational Chart in response to Item 3A above**