

Form 1: Proposal Response

Adult Education Services Instructor (AESI) – Learn to Earn RFP

Section 1: Program Summary

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

General Education Diploma (GED)

Adult Education

HSD Completion

Program Name

Location of Program

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. **Direct Instruction**

Weekly Hours

Days per Week

b. **Non-Direct Instructional Activities**

Weekly Hours

Days per Week

c. **Minimum Requirements for Enrollment**

Reading Grade Level:

Math Grade Level

d. Provide Teacher to Student Ratio.
to
e. Briefly describe the education and experience of key staff providing instruction. <i>Provide as attachments resumes for key staff. Also provide professional licenses, as appropriate.</i>
f. Program Activities and Instructional Methods
1) For each program, briefly describe the proposed program(s). <i>Attach curriculum or syllabus for each 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.)
g. Non-Direct Instruction Activities.
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. **Describe** capability of staff responsible for managing data collection, providing student outcomes and progress reports. **Attach** Resume.

f. **Briefly describe** applicant's implementation, proficiency/skill with business software; applications and hardware technology used to manage programmatic data and activities.

Documentation of the business structure.

g. Attach documentation registered to conduct business. (e.g. corporation., LLC, sole proprietor, partnership, etc.) Include 501 (c) 3 papers (if applicable)

Section 4: Past Performance

Enrollment Measures

a. Number Started Education (between 01/01/2019 - 12/01/2021)

b. Number Still in Education as of 12/01/2021

EFL Gain

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

Credential Attainment

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	

Section 5: Price Proposal

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.

Applicants should provide an all inclusive hourly rate for Instructor services. Rate should include all costs (e.g. books, materials and related costs, etc.) required to provide education and instruction for services described in the scope of work. If a contract is entered into as a result of this RFP, it will be a vendor contract to provide all requested services, materials/ equipment and may not exceed the rate quoted in the proposal.

a. Provide the Number of students Applicant is proposing to train.

b. Provide Instructor hourly rate:

Section 6: English as Second Language Inquiry

(Response to this section is related to DESC's desire to provide ESL services)

- | | | | |
|---|-------|----|---|
| a. Applicant has capability to provide desired ESL Instruction | Yes | No | <i>if Yes, please respond to 6b and 6c.</i> |
| b. Years providing ESL Instruction: | Years | | |
| c. Applicant would like to be considered for ESL opportunity if awarded a contract | Yes | No | |

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

Resume in response to Item 3e above (Data collection)