



Request for Proposal

GEAR UP Mississippi Summer Enrichment Academies 2010

I. Introduction

In August 2008, the United States Department of Education awarded the State Board of Trustees of Institutions of Higher Learning a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant totaling \$18 million for a six year period. The grant is also supported by matched funding sources and is enhanced by the aligned In-Kind Match resources of other entities with similar vision for increasing the success of Mississippi's students.

GEAR UP Mississippi is aimed at improving the educational environment and broadening support for Mississippi students who live in economically limited communities and who represent areas with historically limited participation in post-secondary education opportunities. **The grant focuses on a cohort group of approximately 9,400 students who are currently in the eighth grade.** The grant will follow this group through high school. Currently, GEAR UP Mississippi serves 49 schools within 20 districts (See Appendix A).

GEAR UP Mississippi provides resources to the students and teachers in several key areas:

- Post-secondary Education Opportunities and Scholarship Sources
- Tutoring and Mentoring
- Parent and Community Outreach
- Professional Development for Teachers, Counselors, and Administrators
- College Entrance Assessments (ACT's EXPLORE Assessment for 8th graders, ACT's PLAN Assessment for 10th graders, ACT Test for 11th and 12th graders)

While increases in college-going rates are desirable, GEAR UP Mississippi has five primary goals and objectives:

- to increase enrollment in the college preparatory curriculum thus increase the high school graduation rate;
- to support an increase in the average ACT scores of the GEAR UP MS college-bound students;
- to provide an awareness of the availability of financial resources;
- to increase the number of students from school districts who actually enroll and graduate from higher education; and
- to increase the number of students who are prepared to enter college and the financial support needed to attend college.

For more information about the national GEAR UP program, please visit the United States Department of Education's website at www.ed.gov/gearup.

For more information on GEAR UP Mississippi visit www.gearupms.org. This 2010 Summer Academy Request for Proposal (RFP) is located on the GEAR UP Mississippi website.

II. Purpose

GEAR UP Mississippi is issuing this Request for Proposals (RFP) to fund summer academies during the summer of 2010 for GEAR UP Mississippi students who will be entering the ninth grade in fall 2010. GEAR UP Mississippi will consider imaginative academies that are guided by objectives of this program solicitation. Applicants are strongly encouraged to incorporate as many of the GEAR UP Mississippi goals and objectives (see page 1) into the academies as possible.

GEAR UP Mississippi participants in the summer academies will be selected only from the eighth grade cohort in the 49 GEAR UP Mississippi schools listed in Appendix A. **These students will be entering the ninth grade in the fall of 2010.**

III. Eligibility

Proposals may emanate from (1) any accredited public or private 2-year or 4-year degree-granting institution of higher education, including community colleges, (2) other learning sites in Mississippi such as research laboratories, museums, or science facilities. Collaboration among institutions of higher learning and other community partners is highly encouraged, as are joint proposals from two or more eligible institutions.

IV. Scope of GEAR UP Mississippi Summer Academies

The summer academies should be designed to serve a minimum of 50 students. The academies must be held for at least 8 to 10 days within the timeframe of May 24, 2010 to July 2, 2010. Applying organizations are asked to submit a proposal that will promote one of two instructional focus (Mathematics or Science) areas in order to serve GEAR UP MS districts located in the northern or southern region. These regions have been outlined in Appendix A.

GEAR UP Mississippi expects to fund a number of summer enrichment academies for GEAR UP MS students during the summer 2010. The maximum funding for each academy will be \$35,000.00. Funding recommendations will be made to the GEAR UP Mississippi office based on a review committee that will place projects in three categories — (1) Highly Recommended for Funding, (2) Recommended if Funds Are Available, and (3) Not Recommended for Funding.

V. General Guidelines

The 2010 Summer Academies will focus on two major components: Focus Area 1: **Mathematics** (Algebra I) and Focus Area 2: **Science** (Biology I). The specific curriculum offered at each site will include the competencies outlined below:

Focus Area 1: Mathematics Instructional Focus

The Mathematics Instructional Focus will include one competency taken from Algebra I of the 2007 Mississippi Mathematics Framework Revised. Students who have not passed Algebra I in eighth grade are eligible to attend. Other eligible students include those who have been enrolled in Pre-Algebra, Transition to Algebra and students who have taken Algebra I in eighth grade and were not successful. All academies designed to include the Mathematics component should

include the following competency: **Create and simplify algebraic expressions and solve linear equations and inequalities.**

The objectives should include; but should not be limited to the following:

- Convert word phrases or sentences and algebraic expressions.
- Simplify and/or evaluate numerical and algebraic expressions.
- Solve linear equations with and without manipulatives.
- Write and solve equations that represent problem-solving situations.
- Write corresponding real-life situations from an algebraic expression or expression.
- Graph simple linear equations with and without a calculator.

Focus Area 2: Science Instructional Focus

The Science Instructional Focus will include one competency taken from Biology I of the 2010 Mississippi Science Framework. This academy should focus on one of Biology I competencies. All academies designed to include the Biology I component should include the following competency: **Apply inquiry-based and problem-solving processes and skills to scientific investigations.**

The objectives should include; but should not be limited to the following:

- Conduct a scientific investigation demonstrating safe procedures and proper care of laboratory equipment (safety rules and symbols; proper use and care of the compound light microscope, slides, chemicals, etc., and accuracy and precision in using graduated cylinders, balances, beakers, thermometers, and rulers).
- Identify questions that can be answered through scientific investigations.
- Identify and apply components of scientific methods in classroom investigations (predicting, gathering data, drawing conclusions, recording outcomes and organizing data from a variety of sources (e.g., scientific articles, magazines, student experiments, etc.); and critically analyzing current investigations/problems using periodicals and scientific scenarios.
- Interpret and generate graphs (e.g., plotting points, labeling x-axis and y-axis, creating appropriate titles and legends for circle, bar, and line graphs).
- Analyze procedures and data to draw conclusions about the validity of research.
- Formulate and revise scientific explanations and models using logic and evidence (data analysis).
- Communicate effectively to present and explain scientific results, using appropriate terminology and graphics.

Additional Requirements:

Summer academies must also:

- (1) Provide stimulating and rigorous learning opportunities for students.
- (2) Develop and promote specific career and educational aspirations.

- (3) Promote early awareness about the need to plan for college both academically and financially.
- (4) Be open to students from **all** 49 GEAR UP Mississippi schools (see Appendix A).
- (5) Be residential and host a minimum of 8 to 10 days/nights of activities.
- (6) **MUST** incorporate an enrichment component. Enrichment components may include, but may not be limited to instruction in the following areas such as art, agriculture, medicine, music, leadership, social sciences, technology, theatre, etc. This list is not exclusive. Other educational academy experiences are strongly encouraged.
- (7) Fully expose students to the experience of living on a college campus and may include visits to other Mississippi learning sites such as research laboratories, team building excursions, museums, NASA and other science facilities.
- (8) Include recreational activities should be included as part of the design.

In the Event Your Proposal is Funded:

Awarded grantees will handle all student applications and selections to the academy. Students must have been previously identified and selected by school site employees and have a signed consent form from his or her parent or guardian. Grantees are sending each applicant an acceptance or rejection letter no later than April 15, 2010. Grantees must keep a detailed record of all applicants. Grantees will need to forward the list of accepted applicants along with those applicants who have received rejection letters to the GEAR UP Mississippi state office by April 22, 2010.

The promotional marketing brochure/flyer for the funded academy must be submitted to Dr. Mary Lee by February 5, 2010. Once approved, the marketing brochure or flyer will need to be mailed to each school within your region (See Appendix A) no later than **March 12, 2010.** Failure to do so will result in the proposed academy not being funded. A list of site coordinators and their contact information will be provided to awarded grantees once the proposal is funded. While awardees are responsible for all marketing and promotional material, GEAR UP Mississippi is willing to assist with the dissemination of information to GEAR UP Mississippi schools.

VI. Evaluation and Report Guidelines

Each summer academy must have a student evaluation and final report component. The report should include an overview of the academy that include the successes and challenges. **The student evaluation must include three components: a pre-test, post-test, and an overall evaluation of the academy which must accompany the final report.** The pre-test and post-test should be designed to evaluate the students content knowledge of the academy's instructional focus and enrichment activities that have been outlined in the approved RFP.

VII. Budgetary Guidelines

GEAR UP Mississippi funds will be awarded on a competitive basis. Maximum funding for a single academy is \$35,000.00. It is the intent of GEAR UP Mississippi to ensure that all summer academies are fully supported **without** any cost to students and parents. Proposal budgets should include items such as 8 to 10 days salary and fringes for key personnel, wages and fringes for support personnel, lodging and meals, materials and supplies, and field trips. You will find a description of the services below:

Salaries and Fringes for Key Personnel: Salaries and fringes for university and K-12 faculty as well as other instructional personnel should be based on their current salaries. Salaries may be based on their participation in the academy as well as some additional time for planning. Fringes may be included at the institution's approved rate. GEAR UP Mississippi reserves the right to request verification of current salaries. Faculty is to be selected with appropriate academic expertise to ensure program success. Faculty may be recruited from institutions of higher education and K-12 school districts. The academy may employ high school or college student-leaders as support personnel and mentors.

Wages and Fringes for Support Personnel: High school and college students may be employed for instructional support and supervisory assistance at a rate of \$10 per hour.

Academy Materials: Academy materials include written materials for participants, laboratory supplies, field trip expenses, etc.

Academy Supplies: Academy supplies include items necessary to advertise the academy, recruit participants, and conduct the academy. Items that may be included in this category are copying, phone calls, postage, etc. **Requests for equipment will not be approved.**

Participant Expenses: Any non-instructional items may be included in this line item. Appropriate items may include residential costs such as lodging and meals, transportation, incentives, etc. Incentives should not exceed \$10.00 per participant. GEAR UP MS funds cannot be used for admission to entertainment activities such as sporting events or concerts. Movies are allowed as long as they are rated PG and accompanied by the chaperones.

Matching Funds: GEAR UP Mississippi funds must be matched by the institution on a one to one basis. In-Kind Match is required. All proposed In-Kind Match should be reflected in Appendix E of the proposal.

VIII. Inquiries about the RFP

Inquires about the GEAR UP Mississippi summer academy RFP will be accepted until 4:00 p.m., October 16, 2009. Inquires should be emailed to Dr. Mary Lee, GEAR UP Mississippi Evaluation & Compliance Director at mglee@mississippi.edu. No inquires will be accepted after this date.

IX. Proposal Requirements and Format

Applicants are strongly urged to follow the suggested format. Proposal sections should be completed in accordance with the format outlined below.

- a. **Cover Page (See Appendix C)**
- b. **Academy Abstract (See Appendix D):** The abstract may contain a maximum of 250 words and must be in the format outlined. The project summary should be a clear, concise description of overarching goals and objectives, primary activities, contributing partners, and proposed outcomes. The academy summary should end with a statement that ensures that **“ALL”** identified activities have been planned for GEAR UP Mississippi students **ONLY.**

- c. **Table of Contents**
- d. **Narrative:** The narrative section of the proposal must be typed in Microsoft Word format and should follow an outline format which addresses the following key topic areas:
- I. Primary goals of the academy
 - II. Key academic and enrichment activities
 - A. Proposed academy dates (See section XIV of this document)
 - B. Daily academy schedule
 - III. Administrative plan for conducting the academy
 - A. Logistical information
 - B. Identification of key personnel
 - C. Brief statement of qualifications and responsibilities of key personnel
 - D. Plans for student supervision (day and night provisions and accommodations should be outlined)
 - IV. Evaluation of academy
 - A. Effectiveness
 - B. Program outcomes
 - C. Pre-test questionnaire, post test questionnaire, and an overall academy evaluation
- e. **Budget Summary and Narrative (see Appendix E):** A detailed expenditure budget organized by identified line items must be submitted with the proposal. Requested budget amounts **must** reflect costs associated with proposed activities. The budget is to be submitted on the provided Budget Form. **Budgets should not exceed the \$35,000.00.**
- f. All **awarded** academies are required to provide documentation and verification of the following insurance policies: third party liability coverage, automobile liability, medical or accident, and health.
- g. All **awarded** academies are required to provide documentation to verify the utilization of an employee verification system and/or procedure. This documentation should demonstrate that a protocol is in place to verify that all academy personnel can perform assigned functions and that the employed individuals do not have issues and/or circumstances that might prevent them from working with school-aged children.

X. Submission Requirements

TO BE ELIGIBLE FOR CONSIDERATION, PROPOSALS MUST BE RECEIVED BY Mail or delivered no later than 4:00 P.M. on Friday, November 20, 2009. Each applicant should submit one original and four copies of their proposal to the GEAR UP Mississippi office. All original must be signed in blue ink only.

Submit Proposals To:

**Dr. Mary Lee, Evaluation and Compliance Director
GEAR UP Mississippi
3825 Ridgewood Road, Suite 334
Jackson, Mississippi 39211**

An email confirmation will be sent to acknowledge receipt of your proposal. If you have not received confirmation by November 30, 2009, please contact Dr. Mary Lee at 601-432-6958.

XI. Review Process

A review committee will evaluate and assess proposals using the Rating Form included in Appendix "B." **Institutions will be informed of awards on or before January 11, 2010.**

XII. Interest Meeting: An Interest Meeting will be held at the *GEAR UP 2009: Southeastern Regional Conference* on October 7, 2009, at the Jackson Hilton in Amphitheatre II from 10:00 a.m. to 11:45 a.m.

XIII. Summer Academies Timeline of events.

September 25, 2009	RFP issued
October 7, 2009	Interest meeting held at the Jackson Hilton
October 16, 2009	Deadline to submit inquiries and requests for clarification
November 20, 2009	Deadline for submission of proposals
November 30, 2009- December 4, 2009	Proposals transmitted to review committee
December 4, 2009	Reports and recommendations due from review committee
January 11, 2010	Notification of awards
February 5, 2010	Deadline for initial submission of marketing materials
March 12, 2010	Deadline for mail out of marketing materials to 49 schools
May 24 - July 2, 2010	Summer Academies hosted
April 15, 2010	Acceptance or rejection letters mailed to students
April 22, 2010	Lists of students who have received mailed acceptance letters and rejection letters to the GEAR UP MS office
July 2, 2010	All academy activities completed
July 23, 2010	Final date to submit student evaluations and final report
July 30, 2010	Final date to request reimbursement using the Invoice Form. The required matching documentation must accompany this form.

Appendices

APPENDIX A
LIST OF GEAR UP MISSISSIPPI Districts and Schools by Regions

Northern Region	Southern Region
District: Grenada School District School: Grenada Middle School	District: Biloxi School District School: Biloxi Junior High
District: South Panola School: Batesville Junior High	District: George County School: George County Middle
District: Tate County Schools: Coldwater Middle Independence Middle Strayhorn Middle	District: Moss Point School: Magnolia
District: Greenwood School: Greenwood Middle	District: Pascagoula Schools: Colmer Middle Gautier Middle
District: Leake County Schools: Carthage Junior High South Leake Middle Thomastown	District: Harrison County Schools: D'Iberville Middle North Gulfport North Woolmarket Middle West Wortham Middle
District: <i>Cleveland</i> Schools: Margaret Green Middle D.M. Smith Middle	District: Meridian Schools: Carver Middle Northwest Middle Magnolia Middle
District: Indianola School: Merritt Middle	District: Jackson Public Schools Schools: Blackburn Middle Brinkley Middle Chastain Middle Hardy Middle Northwest Middle Peeples Middle Powell Middle Rowan Middle

	Siwell Middle Whitten Middle
District: Sunflower	District: Scott County
Schools: Inverness Moorhead Ruleville Middle	Schools: Lake Middle Scott Central Sebastopol
District: Yazoo County	District: Yazoo County
School: Yazoo County Junior High	School: Yazoo County Junior High
District: South Tippah	District: Simpson County
Schools: Ripley Middle Blue Mountain Pine Grove	Schools: Betty Mae Jack Magee Middle Mendenhall Middle Simpson County Middle
District: Tupelo	District: Leake County
School: Tupelo Middle	Schools: Carthage Junior High South Leake Middle Thomastown
District: Meridian	
Schools: Carver Middle Northwest Middle Magnolia Middle	
District: Jackson Public Schools	
Schools: Blackburn Middle Brinkley Middle Chastain Middle Hardy Middle Northwest Middle Peeples Middle Powell Middle Rowan Middle Siwell Middle Whitten Middle	
District: Scott County	
Schools: Lake Middle Scott Central Sebastopol	

APPENDIX B

**RATING OUTLINE FOR GEAR UP MISSISSIPPI
SUMMER ACADEMY PROPOSAL 2010**

INSTRUCTIONS: The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. Use the space provided to explain ratings, especially on items given low scores. Attach additional pages as necessary.

Submitting Institution: _____
Academy Theme/Title: _____
Academy Dates: _____

PRIMARY GOAL –Total of 5 points

- A.1 Is the goal of the academy clearly stated and consistent with the objectives of the program solicitation?

Comments:

KEY ACADEMIC AND ENRICHMENT ACTIVITIES —Total of 30 points

- B.1 To what extent does the program address student achievement and aspirations?
Does the proposal include a schedule of meaningful academic and enrichment activities?
- B.2 Are proposed dates for the academy included?
To what extent is the daily schedule well-paced and likely to lead to challenging and rewarding experiences?
- B.3 Is this academy appropriate for targeted GEAR UP Mississippi students?

Comments:

ADMINISTRATIVE PLAN—Total of 30 points

- C.1 To what extent have adequate facilities been arranged to accommodate both instruction and lodging?
To what extent does the proposed plan provide for adequate supervision of students?

- C.2 Have key personnel been specifically identified?
Have their qualifications been included?
Is there adequate expertise (higher education faculty, K-12 teachers, and high school/college students) available to support the activities being proposed?

Comments:

PROJECT EVALUATION—Total of 30 points

- E.1 To what extent is the assessment of outcomes of the proposed project sound and clearly identified?

- E.2 To what extent are the methods and timelines for data collection, program review, and dissemination clearly specified?

Comments:

BUDGET—Total of 5 points

F.1 To what extent is the budget aligned with the program and appropriate for the scope of the project? Was there a 1-to-1 match?

Comments:

TOTAL SCORE: _____ of 100 points

ADDITIONAL COMMENTS:

=====

I agree to maintain in confidence any information, documentation and material of any kind (herein referred to as “Material”) included in this proposal. I further agree not to disclose, divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said “Material” without the written permission of the principal investigator. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer’s Signature: _____ Date: _____

APPENDIX C

**GEAR UP MISSISSIPPI SUMMER ACADEMY 2010
COVER PAGE**

1. Name of Submitting Institution (Include Branch/Campus/Other Components)			
2. Address of Submitting Institution (Include Dept./Unit, Street Address/P.O. Box Number, City, State, Zip Code)			
3. Academy Dates:	4. Total GEAR UP MS Funds Requested:	5. Total Matching Funds:	
	\$	\$	
By signing and submitting this proposal, the signatories are certifying that (1) the institution and the proposed project are in compliance with all applicable Federal and State laws and regulations.			
Name/Title (typed) Institution (if different from #2 above)	Telephone Number	E-Mail	
Principal Investigator (s)			
Campus Head/Authorized Campus Representative		Authorized Fiscal Agent	
Name/Title (typed)		Name/Title (typed)	
Signature		Signature	
Date:	Telephone Number:	Date:	Telephone Number:

APPENDIX D

**GEAR UP MISSISSIPPI SUMMER ACADEMY 2010
ABSTRACT**

Name of Institution (Include Branch/Campus and School or Division)
Address (Include Department)
Principal Investigator(s)
Title of Project
Number of Students
Project Summary (Maximum number of words 250)

APPENDIX E

**GEAR UP MISSISSIPPI SUMMER ACADEMY 2010
BUDGET**

Principal Investigator: _____

Submitting Institution: _____

	GEAR UP MS Funds Requested	Institutional Match
A. Key and Support Personnel (including fringes)		
B. Contractual Services (e.g., Field trip expenses, Advertisements, Phone Calls, Postage, Participant Travel Costs, etc.)		
C. Commodities and Supplies (e.g., Instructional materials, Lab supplies, Copying / Printing, Participant Supply Costs, etc.) NOTE: Participant Expenses—Identify (e.g., Residential Costs such as lodging and meals; Transportation; Incentives; Other)		
1.		
2.		
3.		
4.		
5.		
F. TOTAL COSTS (A-C)		

BUDGET JUSTIFICATION

Please provide adequate justification for each budget amount being requested. Include details about how each amount was figured.