

Guidelines for Request for Application (RFA) on Teacher Recruitment

PURPOSE OF THIS REQUEST FOR APPLICATION (RFA)

This RFA is designed to promote innovation in the critical area of teacher recruitment. Up to **fifty-seven thousand** (\$57,000.00) in competitive grants are available to educator preparation programs (EPPs) and New Mexico School Districts to:

- 1) Develop a plan to recruit recent college graduates and professionals who have demonstrated a record of achievement to teach in low-income public schools.
- 2) Construct a rubric or evaluation tool to determine how the EPP will decide if the potential recruit has earned a "record of achievement."
- 3) Explain how the applicant will provide support to recruits.
- 4) Describe how the applicant will ensure a developed school partnerships with schools in which at least 60% of the enrolled students are eligible for free or reduced lunch and prioritize schools with at least 85% students eligible for free and reduced lunch.

NEW MEXICO PUBLIC EDUCATION DEPARTMENT (NMPED) VISION

Provide a culturally, linguistically responsive education to ALL students in New Mexico to prepare them socially, emotionally and academically for success in college and career.

LEVEL OF FUNDING

Funding shall not exceed fifty-seven thousand dollars (\$57,000.00) for fiscal year 2020. NMPED intends to award the full amount to either a single applicant or a combination of multiple applicants, ideally to support each or a combination of the project. Any funds not expended by June 30, 2020 shall be reverted to NMPED and shall not be permitted to carry over to subsequent years. Current and continued funding for this project is dependent upon annual legislative appropriations.

LENGTH OF FUNDING

The resulting contract shall begin upon execution of an Intergovernmental Agreement (IGA) between NMPED and winning applicants and continue through June 30, 2020. NMPED reserves the right to terminate any award that does not meet the requirements as defined by the guidelines governing the program or does not demonstrate substantial progress toward meeting the objectives set forth in its approved application.

ELIGIBLE ENTITIES

Eligible entities are NMPED school districts, approved educator preparation programs (EPPs) and alternative licensure pathways.

PROGRAM OVERSIGHT AND MANAGEMENT

NMPED has assigned three individuals to oversee and manage the progress of the projects/programs, listed below:

Dr. Gwendolyn Perea Warniment, Deputy Cabinet Secretary Teaching, Learning & Assessment
Gwen.Warniment@state.nm.us

Director Seana Flanagan, Educator Quality Division
Seana.Flanagan@state.nm.us

Dr. Becky Kappus, Educator Preparation Program Manager
Becky.Kappus@state.nm.us

SCORING GUIDELINES

Each application will be scored across five (5) application sections:

- I. Roles and Responsibilities (Clear organizational chart establishing roles and responsibilities for plan components) (10 points)
- II. Project Narrative (Detailed narrative illustrating intended goals, scope, partners, timeline, and any evidence-based justification) (15 points)
- III. Project Budget (Budget overview detailing the requested funding by category through June 30, 2020) (10 points)
- IV. Project Timeline (Timeline detailing expected program progress through at least June 30, 2020) (10 points)
- V. Support Documents (Document of support from Dean of the School of Education or leader of approved alternative preparation program and any other related departments or external partners) (5 points)

Additionally, applications will be scored across five rubric areas ranging from “Complete, coherent, convincing” to “Section not included in application, or is conspicuously incomplete”. **Either a score of ‘0’ or ‘no submission’ of any of the components of the application will result in a disqualification of the application.**

TIMELINE

Program managers will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
Discuss RFA with Deans +Directors	NMPED	June 14, 2019
Issue RFA	NMPED	June 14,2019
Deadline to submit questions	Potential applicants	August 2, 2019
Response to questions	NMPED	August 8, 2019
Submission of applications	Potential applicants	August 14, 2019
Evaluation of applications	Review Panel	August 15- August 23, 2019
Selection of grantees	Review Panel	August 26, 2019
Finalize contractual agreements	NMPED/Grantee(s)	August 26 - September 20th, 2019
Contract awards	NMPED/Grantee(s)	September 30, 2019

EXPLANATION OF EVENTS

Issuance of RFA

This RFA is being issued on behalf of the New Mexico Public Education Department on the date specified in the above timeline.

Discuss RFA

Pursuant to the issuance of the RFA, officials from NMPED will join deans and directors of educator preparation programs to discuss the intention of the RFA and go over the guidelines as stipulated in this document.

Deadline to Submit Questions

Potential grantees may submit questions to Becky Kappus at Becky.Kappus@state.nm.us to the intent or clarity of the RFA until 4:00pm MST on August 2, 2019 as indicated in the timeline above. Questions shall be clearly labeled and shall cite the relevant sections of the RFA or any other attending document.

Response to Questions

Responses to questions will be distributed as indicated in the timeline above and according to order in which the questions were received.

Submission of Application

All applications must be received for review and evaluation by Dr. Becky Kappus (Becky.Kappus@state.nm.us) no later than **5:00pm MST on August 14, 2019**. Applications received after this time will not be accepted. The date and time of receipt of application will be noted on the application itself.

Evaluation of Applications

The Evaluation Committee will perform the evaluation of applications. The process will take place as indicated in the timeline above depending on the number of applications received. During this time, Dr. Becky Kappus may initiate discussions with Applicants who submit applications requiring clarification. Discussions may not be initiated by Applicants.

Selection of Grantees

The Evaluation Committee will notify all Applicants of the decision on their application by or earlier. Feedback and final application score will be distributed to Applicants not selected for funding. Each application will be scored by the panelists individually and then discussed at a meeting of the entire panel in order to arrive at final scores for each component. For more detail on the scoring guidelines, see “Scoring Guidelines” section above.

Finalize Contractual Agreements

During the window of time stipulated in the timeline above, NMPED will work directly with successful grantees to establish contract terms leading to execution of an Intergovernmental Agreement (IGA).

Contract Awards

After review of the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement Office will award as per the schedule in the timeline above. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement Office. The contract(s) shall be awarded to the Applicants whose proposals are most advantageous to the State of New Mexico and the Public Education Department, taking into consideration the evaluation factors set forth in this RFA. The award is subject to appropriate Department and State approval, and both entities reserve the right to not fund any of the applications, if none are judged to be advantageous and/or do not score sufficiently.

REPORTING

Successful grantees will work together with NMPED to establish a reporting schedule focused on progress to goals and project budgeting aligned to milestones.

EVALUATION COMMITTEE COMPOSITION

The committee tasked with the evaluation of applications has a broad level of experience with educator preparation collectively, representing a variety of perspectives and seniority in the field. Members are highly familiar with the educator and school leader preparation landscape in New Mexico.