

**Nebraska Office of Special Education
Transition Summer Program
Release date: January 31, 2020
Submission deadline: March 16, 2020**

Purpose

The Nebraska Department of Education - Office of Special Education requests proposals for the development and implementation of innovative short-term programs to provide career exploration and personal development opportunities for transition students with disabilities during the summer of 2020. Funding is contingent upon the availability of federal dollars. The Office of Special Education intends to establish a cooperative agreement with a limited number of qualified applicants for a period of up to 4 months (May 2020 - August 2020) to provide supports through a summer project for students with disabilities, aged 14-21 years, to be enrolled in school during the 2020-2021 school year that would align with their post secondary goals and pre-employment transition services being offered throughout the school year.

Request for Proposal Schedule

Notice of Request for Proposals: January 31, 2020
Pre-proposal Meeting by Zoom: March 3, 2020
Proposal Due Date: March 16, 2020
Notification of Selected Proposals: April 15, 2020

Transition Summer Program Schedule

Summer program implementation: May 1, 2020- August 31, 2020
Final Report Due: September 30, 2020

A signed cooperative agreement will be required for all proposals before services can begin. All proposed services must be provided within the cooperative agreement dates. No expenses will be paid for outside of cooperative agreement dates including preparation costs.

Eligible Applicants

Any Nebraska agency, business or organization with either non-profit or for-profit status with experience in providing services to individuals with significant disabilities is eligible to submit a proposal. Applicants must demonstrate they are able to deliver community-based, culturally competent services in environments accessible to individuals with physical, mental, and/or sensory impairments.

Targeted Population, Service Area and Definition

The goal of the Transition Summer Program is to develop innovative programs across the state using best practices to provide opportunities for career exploration, employment preparation, and work experiences using such techniques as short-term internships, job shadowing, and hands-on learning activities for students with disabilities, to increase the likelihood of successfully transitioning to competitive integrated employment. According to the NDE, there were 14,048 students aged 14 to 21 years verified for special education services in 2018-19.

NDE intends to establish a cooperative agreement with several qualified applicants for a period, up to 4 months, to develop and implement Pre-Employment Transition Services for eligible students with disabilities, aged 14-21 years, to be enrolled in school during the 2020-2021 school year. The program budget cannot exceed \$30,000. The program budget per award is based upon available funds.

NDE is seeking proposals to provide one or more of the following pre-employment transition services for students with verified disabilities age 14-21 during the summer of 2020 during school vacation:

1. Job Exploration Counseling. Examples of eligible activities include job shadowing, workplace site visits, interest and/or career inventories, exploration of relevant career fields and potential jobs, and learning about career opportunities.
2. Work-based Learning Experiences. Examples of eligible activities include work opportunities, paid or unpaid internships, obtaining transferable skills, and summer employment provided in an integrated setting.
3. Workplace Readiness Training. Possible activities include training to develop interpersonal skills, independent living skills and leadership abilities. This could include managing disclosure and how to request accommodations, instruction in employability skills and transportation training.
4. Postsecondary Training/College Exploration, Preparation and Planning services. This includes postsecondary readiness training to develop social and independent living skills to facilitate transition of students with disabilities into post-secondary education to improve the likelihood of successful post-secondary education experience.
5. Instruction in Self Advocacy. Possible activities include training on how to identify positive supports, how to self advocate independently, as well as, in the presence of support.

These summer programs cannot replace extended school year services, therefore working on goals and activities specific to individual student IEPs is not allowed.

Proposals will be accepted that:

- A. Demonstrate a strong connection among Special Education, Nebraska Vocational Rehabilitation and Career and Technical Education transition partners.

- B. Develop and improve strategies for individuals with intellectual disabilities and individuals with significant disabilities to live independently and prepare to obtain and retain competitive integrated employment.

Application Requirements

Applicants must use the prescribed format. Applications are due on Friday, March 16, 2020 by 5:00 p.m. CT. Incomplete or late applications will not be considered for funding. Awarded applicants will be notified no later than April 15, 2020.

Successful applicants must provide final progress reports of project activities and outcomes. Final claims will be approved following receipt of the project Final Report.

Projects must submit accounting statements which are aligned with project activities for reimbursements. Claims for expenditures outside of approved activities will not be funded, unless an amendment to the project has been submitted and approved by NDE in advance. No expenditures before or after the project year (May 1, 2020 - August 31, 2020) will be allowed.

For more information, contact Theresa Hayes, Coordinator of State Transition Supports, theresa.hayes@nebraska.gov, 402-471-4304.

Required Forms

- Letter of Intent
- Project Narrative
- Budget Form and Attachment(s)
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters

**** Disregard reporting schedule in attached grant package. *Transition Summer Program Reports are due September 30, 2020.***

Review Criteria and Selection Process

Applicant proposals must meet or exceed requirements described in this RFP. Review team members will evaluate and score submitted proposals using the attached ***Transition Program RFP Scoring Sheet***. Questions about this RFP will be addressed at the pre-proposal meeting.

All proposals will be evaluated using the same criteria and scoring process. Nebraska Department of Education will evaluate proposals on a variety of quantitative criteria and reserves full discretion to determine the competence and responsibility, professionally and/or financially of all vendors. All assignment of points shall be at the sole discretion of the Nebraska Department of Education. The Nebraska Department of Education has the sole right to select

the successful vendor(s) for award, as a result of the RFP, after which a cooperative agreement will be executed.

Project Narrative Instructions

Applicant Proposals should present information in the following order:

1. Project Narrative: Brief summary description of the project:
 - If applicable, provide some historical context around the project.
 - What services/programs are proposed?
 - How will they be provided?
 - To whom will they be provided? (The number of students with disabilities to be provided services and proposed service area)
 - Include strategies to accomplish the project.
2. Why is project needed?
 - How does this project support Results Driven Accountability (RDA) by improving outcomes for children with disabilities?
 - What data supports the need?
3. Goals/Objectives: Include clear and realistic work plan with estimated timelines for all service development and implementation activities.
 - Provide goals/objectives that are specific, measureable, and attainable.
 - Include activities and timelines that support each of the goals and objectives listed.
4. Method(s) of evaluation to measure success of the goals and objectives:
 - Describe methods of evaluation for each goal and objective and include the intended annual result for each.
5. What supports are in place to ensure project sustainability?
6. Staff responsibilities and qualifications in relation to each goal and objective listed in the project are described.
 - Include a brief overview of the organization and the experience and qualifications of key personnel involved in the activity or service(s).
 - Describe the process for coordination with Nebraska VR and/or Career and Technical Education staff on student referral and progress reporting activities.

Budget Narrative and Budget Form Instructions

Describe an appropriate and realistic budget for all activities. Include clear and concise justifications for expenses for the full time period of the proposal. If funds from other sources will be leveraged, describe those partnerships or resources.

In addition to the budget narrative, provide a line item budget using the following categories (See Budget Form):

- Salaries (___FTE): Amounts paid to project staff

- Employee Benefits (include FICA, worker's comp., etc.)
- Purchased Services
- Supplies & Materials(list separately with itemized costs)
- Capital Outlay: Not Applicable
- Other and/or indirect expenses (printing, postage, etc.)
- Total amount requested

Project Funds May Not be Used for the Following

- To purchase equipment including computers
- Ongoing operating expenses
- Construction or renovation costs
- Direct IEP services for transition students
- Door prizes/drawings, incentives, reinforcer
- Food (unless related to curriculum delivery)
- Travel expenses for students
- 1:1 worksite skills trainer support for students involved in work based learning experiences

Submittal Instructions

- Submit an electronic copy with a signed cover letter via email with any supporting documentation by 5:00 pm Central Time on February 28, 2020 to Katherine Williamson, NDE at ndesped@nebraska.gov
- All proposals should be submitted under a subject title: NDE RFP 2020 Transition Summer Program
- Proposals should be written in 12 point font and double spaced with a maximum of 10 pages

Attachments

Grant Package

- Letter of Intent
- Project Narrative
- Budget Form and Attachment(s)
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- [Transition Summer Program RFP Scoring Sheet](#)

**** Disregard reporting schedule in attached grant package. Transition Summer Program Reports are due September 30, 2020.**