

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Grant Funding Opportunity

STEM Teacher Recruitment Grant Program

Who is Eligible to Apply?

Eligible applicants for the STEM Teacher Recruitment Grant Program are non-profit organizations that will develop or expand a program that recruits individuals into a STEM teaching pathway. Applicants that develop or expand STEM teaching pathways for public school districts in underserved areas with high populations of students that are disadvantaged, or high need shall be prioritized. Applicants must be able to demonstrate at least two years of successful efforts in teacher recruitment efforts.

Available Funding

A total of \$2,850,000 is available. It is expected that one, highly qualified recipient will be selected. The grant will be awarded on a one-time basis. Funds will be disbursed in two equal payments, one payment occurring by May 31, 2022, and the second payment occurring after demonstration of acceptable progress by approximately May 31, 2024.

Project Period and Other Requirements

Applications will be available on April 1, 2022. The project time period will begin on May 16, 2022 and concludes on April 30, 2026. Mandatory reporting requirements have been established and progress payments of grant funds are dependent on the grant recipient submitting necessary reports. Before any release of funds, the grant recipient must execute a Grant Agreement with the Office of Public School Construction.

Due Date for Receipt of Grant Application at the Department of General Services, Office of Public School Construction by Friday, April 29, 2022, by 2:00pm PST

Applications received after this date and time will not be accepted or considered.

Grant Applications must be submitted by email to: OPSCSTEM@dgs.ca.gov

Application Requirements and Information

Key Dates

Event	Date	Time (PT)
Grant Application available to prospective applicants	April 1, 2022	
Deadline for Final application Submission	April 29, 2022	2:00 p.m.
Award Announcement	May 9, 2022	

Any questions shall be submitted in writing to OPSCSTEM@dgs.ca.gov.

Application Content Requirements

General: Applicants seeking consideration must complete and return to the State a cover letter and all portions requiring Applicant(s) information by 2:00 PM PST on April 29, 2022. **Pages shall be numbered.**

Section 1: Cover Letter

A cover letter, which shall be signed by the individual(s) who is/are authorized to bind the Applicant contractually. This cover letter must indicate the signer is so authorized and must indicate the title or position which the signer holds in the Applicant's firm/organization. The letter shall also contain: the firm's name, address and telephone number; a statement expressing the Applicant's unequivocal commitment and ability to perform the services as described in this Grant Application as well as a statement as to the availability of the Lead Contact and other key professional(s) and support staff that will be assigned to the Grant and other required resources to perform all services described; a statement that the information contained in the proposal is accurate to the best of the Applicant's knowledge and belief.

Section 2: Non-Profit Status

A copy of documents verifying the Applicant's current and valid non-profit status. Acceptable documents include an IRS 501 (c)(3) determination letter or Articles of Incorporation showing the entity is organized as a California nonprofit public benefit corporation. If the Applicant has both types of documentation submit the IRS 501 (c)(3) letter.

Section 3: Background and Experience

A narrative description of the Applicant's relevant background and experience. The following information shall be included:

- a) Statements describing the Applicant's relevant and adequate experience with, or adequate knowledge of, effective teacher recruitment strategies with respect to the California K-12 Education system.
- b) Statements describing the Applicant's understanding of the challenges California faces with respect to recruitment of STEM (Science, Technology, Engineering, and Mathematics) teachers in California Public Schools.
- c) Statements describing the Applicant's experience in working to improve the STEM teacher shortage. This section shall include data that demonstrates the number of individuals the Applicant has previously assisted in entering a STEM teaching pathway and the timeframes for doing so.
- d) Statements describing the Applicant's capacity to effectively manage the administration, resources, relationships, and deliverables required as part of this Grant Application.

Section 4: Organizational Structure and Personnel Resources:

A narrative description is required describing how the Applicant plans to organize the resources necessary to complete the service deliverables. The content should demonstrate the Applicant's ability to provide the services set forth in this Grant Application. This section shall include:

- a) **Services and Activities:** Provide a description of the nature of the Applicant's services and activities as it relates to the STEM Teacher Recruitment Grant Program. Note when the applicant if a business, was established, its brief history and its location. List the location(s) of the office(s) from which the primary work on this contract would be performed. The Applicant must give evidence that it has at least one California office and will provide the majority of services through this location.
- b) **Project Manager (PM):** Identify one (1), or more individuals, on the Applicant's team, who will manage the work on this Grant and what their Full Time Equivalent (FTE) will be throughout the entire term of the Grant Funding. Describe the PM's overall experience in developing, implementing, and managing program activities, such as that described in the Methodology and Work Plan. Include any available example(s).
- c) **Key Personnel:** Specify the key personnel who will manage or conduct the work. Identify the role each person will serve, their title, where the individual is headquartered and the percentage of the Applicant's total effort that will be provided by the individual. "Key personnel" are defined as those people in conjunction with the PM who will exercise a major management and/or administrative role on behalf of the Applicant. "Key personnel" also includes individuals who are responsible for completing or assisting with the completion of

the deliverables described in the Methodology and Work Plan. “Key personnel” does not include clerical staff.

- d) Current resumes for the PM and key personnel: Include resumes describing education, experience and expertise with pertinent information demonstrating qualifications for this Grant. If specific positions are not yet filled, please include job descriptions and qualifications for those positions desired.

Section 5: Proposed Recruitment Methodology:

This section of the Application should contain a detailed, clearly written explanation of the methods and tasks that the proposer will follow to perform the services required to recruit STEM teachers. The written explanation should include the following for each component:

- a) Description of Methodology – describe in detail the methodology that the Applicant intends to follow in using the grant funds to improve recruitment of STEM teachers. Include the total number of teachers proposed to be recruited with the grant funds. The total number should be based on data from at least the past two years of experience with recruitment and the methodology must explain how the grant funds will increase the total number of teachers recruited when compared to the proposer’s current baseline results without the grant funding.
- b) Description of grant usage – describe in general how the grant funds will be allocated to the steps outlined in the Applicant’s methodology.
- c) Statements describing how the Applicant plans to address STEM teacher shortages in schools in underserved areas, and how the grant funds will be used to ensure that the recruited teachers are distributed in an equitable manner to districts that serve higher populations of disadvantaged or high need students.
- d) Statements describing *how* the Applicant demonstrates a strong capacity for achieving successful teacher recruitment outcomes and demonstrates a commitment to this work.

Section 6: Work Plan:

Provide as an attachment, a detailed proposed work plan for the estimated award term of May 16, 2022, through April 30, 2026. This section of the proposal should contain a list of strategies, phases, and major activities to establish or expand a STEM Teacher Recruitment program and should identify interim and final goals for number of teachers recruited with these funds. The workplan shall incorporate annual reporting to OPSC including detailed expenditure reports on use of funds, workplan milestones met, and number of teachers recruited. When reporting number of teachers recruited, the grant recipient shall indicate the status of the individual recruited with respect to pursuit of a teaching credential, the school district and school location of any placements, and other relevant information that will demonstrate a successful outcome. OPSC shall make available to grant recipients more detailed instructions for

the format for annual reporting requirements (including any templates as necessary) by December 31, 2022. Grant funds shall be split into 2 equal disbursements. One shall occur by May 31, 2022, the second shall occur by May 31, 2024, upon receipt of an acceptable second annual report that shows progress consistent with the proposed workplan. The workplan must be structured so that progress can be demonstrated and measured. Progress delays may result in the second disbursement being withheld by OPSC until a plan to address lack of progress is submitted by the grant recipient.

Section 7: Proposed Budget

Provide a projected budget. The proposed budget shall provide sufficient detail to describe how the funds will be used throughout the entire term of the Grant. The proposed budget shall reflect the methodology and work plan described in the application and account for key dates or milestones. Account for both direct and indirect costs. The budget shall also include a total cost per recruit calculation.

Application Evaluation Criteria

All applications that meet the Minimum Qualifications will be evaluated on the criteria herein. Grant award will be awarded to the Applicant whose proposal has the highest total points. In the event of a tie, the Applicant that demonstrates the ability to recruit the highest number of teachers with the grant funds consistent with the proposed methodology and work plan will be the winning Applicant.

Minimum Qualifications

1. Applicant is a non-profit entity.
Eligible applicants must be able to demonstrate non-profit status. Acceptable documents include an IRS 501 (c)(3) determination letter or Articles of Incorporation showing the entity is organized as a California nonprofit public benefit corporation.
2. Applicant is able to demonstrate at least two years of successful efforts in teacher recruitment efforts.
3. Applicants must do business in the State of California and operate the grant services from a California location.
4. Applicant's proposed methodology and work plan must serve more than one California public school district.

Evaluation

Applications that meet the minimum qualifications will undergo an evaluation by a team of reviewers selected by DGS. Team members will individually evaluate the Applicant's responses based on the "Factors to be considered in evaluating the Application" and score each proposal in accordance with the points allowed as indicated below. The average of the team members' scores will be used in calculating total points. Maximum total points are 100.

WRITTEN EVALUATION FACTORS

A	C	D
WRITTEN FACTORS FOR EVALUATION	POINTS POSSIBLE	SCORE
<p>1. Technical Approach (Methodology and Work Plan)</p> <p>Points will be awarded for this criterion based on the degree to which the application describes and demonstrates:</p> <ul style="list-style-type: none"> a. The technique, approach, and methods for accomplishing the goals of improving STEM teacher recruitment through use of the grant funds are reasonably expected to produce strong outcomes or provide innovative and scalable solutions to STEM teacher shortages. b. The Applicant’s ability to address factors critical for success, in addition to risks, barriers, and limitations (e.g., loss of key subcontractor). c. The proposed workplan is technically feasible and achievable within the proposed Schedule. d. The Applicant has provided examples of a minimum of two years of experience with K-12 teacher recruitment in the past, STEM teacher recruitment shall earn a higher score than other types of teacher recruitment. e. The Applicant has provided sufficient details to demonstrate an understanding of the STEM teacher shortage in California Schools. Understanding may be demonstrated by outlining and or describing how the Applicant would establish or expand a program to address the shortage. Statements that simply repeat claims of a STEM teacher shortage will not be considered an adequate response. f. The methodology and work plan specifically address how the applicant will develop or expand STEM teaching pathways for school districts in underserved areas with high populations of students that are disadvantaged, or high need. 	<p>45</p>	
<p>2. Team Qualifications, Capabilities, and Resources</p> <p>Points will be awarded for this criterion based on the degree to which the proposal describes and demonstrates:</p> <ul style="list-style-type: none"> a. The proposed team has appropriate qualifications, experience, and capability to complete the scope of work. b. The proposed team structure and how various tasks will be managed and coordinated is appropriate and consistent with the qualifications of the team. c. The facilities, infrastructure, and resources available that directly support the project are sufficient to accomplish the scope of work. 	<p>35</p>	

<ul style="list-style-type: none"> d. The team’s history of successfully completing projects in the past 10 years. e. The team’s demonstrated experience in recruiting teachers for school districts with high populations of disadvantaged or high needs students. f. The team’s demonstrated competency in successful recruitment of STEM teachers. g. The team’s demonstrated experience in creating program goals, measuring progress, reaching outcomes, and publishing results using both qualitative and quantitative data analysis techniques. 		
<p>3. Budget and Cost-Effectiveness</p> <p>Points will be awarded for this criterion based on the degree to which the application describes and demonstrates:</p> <ul style="list-style-type: none"> a. The reasonableness of the requested funds relative to the proposed approach to accomplishing the scope of work. b. The reasonableness of the requested funds relative to the number of individuals estimated to be recruited into the STEM field. c. The reasonableness of direct costs (e.g., labor, fringe benefits, equipment, materials & misc. travel, and subcontractors). d. The reasonableness of indirect costs (e.g., overhead, facility charges (e.g., rent, utilities), burdens, subcontractor profit, and other like costs). 	20	
TOTAL POINT SCORE	100	

Written Evaluation Criteria:

The written evaluation criteria will be scored using the scoring scale below.

SCORING SCALE

% OF POSSIBLE POINTS	INTERPRETATION	EXPLANATION FOR PERCENTAGE POINTS
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
75%	Between Adequate and Good	Response better than adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the proposer's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
85%	Between Good and Excellent	Response fully addresses the requirements being scored with a better than good degree of confidence in the Applicant's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the Applicant's response or proposed solution.

		Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.
95%	Between Excellent and Exceptional	Response fully addresses the requirements being scored with a better than excellent degree of confidence in the Applicant's response or proposed solution. Applicant offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	Response fully addresses the requirements being scored with a better than excellent degree of confidence in the proposer's response or proposed solution. Applicant offers multiple enhancing features, methods or approaches exceeding basic expectations.