Summer IT Dual Enrollment: Request for Proposals

Note: Due date for applications is March 17th, 2021. See below for submission details.

Background and Purpose

DC Public School's (DCPS's) goal by 2022 is to double the percent of students, and triple the percentage of at-risk students of color, who are college and career ready. A key component to reaching this goal is the expansion of high-quality career-themed dual enrollment courses and internship opportunities tied to high demand/high wage careers.

The primary purpose of this RFP is to request proposals from accredited institutions of higher education to plan, coordinate, and deliver an summer IT themed dual enrollment program that provides an opportunity for DCPS rising 11th and 12th grade students to earn college credit, with an option to earn high school credit. Course credit should be eligible for transfer between community and four-year colleges and eligible to count towards an IT associated major as part of a baccalaureate program.

Accompanying the dual enrollment program, the institution of higher education should coordinate within their institution to provide an IT themed internship experience for 10 hours/week allowing student to transfer the knowledge and skills of their coursework in an applied setting. It is preferred for a higher education institution to offer the internship experience in house (i.e. with a college IT department, research project with IT faculty) to allow for easier coordination.

We are seeking a partner who is able to provide students with a rigorous course experience coinciding with an applied IT themed internship. Additionally, DCPS looks forward to reviewing applications for programs that:
- Display a commitment to supporting underrepresented students
- Have a clear plan to support the recruitment of applicants and successful completion of participants
- Outline a clear timeline for evaluating and selecting applicants
- Reflect an interest in building a long-term partnership, including the creation of course equivalency or articulation agreements with other courses
- Offer multiple course options in the areas of computer science, programming, networking and/or PC hardware/software
- Align with established DCPS IT pathways and OSSE CTE Course Standards (see attached)
- Support students with applying coursework to a meaningful internship experience
- Are at institutions whom have a track record of success in graduating DCPS graduates and/or Pell Grant recipients

Funding for this program is allocated through the Talent Ready Initiative, a partnership of DCPS, Education Strategy Group (ESG), and the Greater Washington Partnership (GWP), with generous support from JPMorgan Chase & Co. and Bloomberg Philanthropies. Additional annual request-for-proposals are anticipated, subject to availability of funds.

Eligible Applicants

Eligible applicants are regionally accredited public and private institutions of higher education. Higher education institutions should be able to provide DCPS high school students with dual credit; specifically, college courses of at least 3 credits, that simultaneously fulfil high school graduation requirements.

Higher education institutions can apply individually or as part of a consortium. A consortium, for the purposes of this RFP, must be minimally comprised of one lead campus and one, or more, additional higher education partners.

While a campus may only submit one individual or consortium proposal as the lead, it can be a secondary partner on consortium grants without limit. All partners to a consortium grant must sign a memorandum of understanding (MOU) outlining each partner's responsibilities.

DCPS Point of Contact

Name	Emily Carter-Maberry
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Project Components and Application Details

*Our expectation is this program will be done 100% virtually unless mutually agreed upon otherwise. We recommend designing a program that can be either virtual, in-person, or hybrid.

The following section outlines the different component of the program and are essential to a higher proposal rating. Applications should address each section and how their proposed program fits the below specifications. These elements are considered equal priorities and the order in which they are presented below is not intended to construe any emphasis or rank.

Dual Enrollment Course: DCPS offers Career & Technical Education (CTE) pathways in the areas of:
- Networking: The Networking program of study exposes students to the fundamentals of computer hardware and software, and how to install, configure, and troubleshoot network devices. When students complete the required courses, they will be able to configure an internet server and troubleshoot internet connectivity.
- Computer Maintenance: The Computer Maintenance Technician program provides students with knowledge and skills in the area of computer technologies, including advanced knowledge of electrical and electronic theory, computer principles, and components related to the installation, diagnosis, service, and repair of computer-based technology systems
- Computer Science: Students in the Computer Science program will learn computational thinking skills and exercise these skills in at least two different programming languages. Students will study cyber-security and explore computer and internet security issues from multiple perspectives.
- Digital Media: The Digital Media Program covers topics from typography to principles of design to web design. One of the focuses of the Digital Media Program is Web Technologies in which students will learn to make informed decisions and apply the decisions to the field of IT. Students will implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. The knowledge and skills acquired and practiced will enable students to

successfully perform and interact in a technology-driven society. Improved written and oral communication as well as critical thinking are embedded throughout the coursework.

Students enrolled in these programs at DCPS complete a three or four-year course sequence (in addition to their core high school classes) that includes preparation for industry-recognized certification exams and participation in work-based learning experiences, including internships, job shadowing, and industry field trips. Applicants can learn more about the course sequence on www.dcpscte.org or in the OSSE CTE Course Standards (see attached).

We are looking for applicants that can provide two or more courses to meet the needs of students in the above four pathways. We prefer applicants to identify at least one course in each of the follow areas:
Theme 1: Computer Science (for Computer Science and Digital Media students)
Theme 2: Networking and PC Hardware/Software

The courses should be tangential to the course sequence set by OSSE. The courses do not need to specifically align with the OSSE CTE Course Standards (see attached), but applicants should use the OSSE CTE Course Standards (see attached) to offers courses that complements DCPS's IT courses. Possible course topics could include, but are not limited to, cloud computing, programming, front end coding, web design, cyber security, networking, etc.

Additionally, we prefer applicants that offer courses that align to an industry recognized certification. These could include, but are not limited to, CompTIA, Cisco, etc. If there are not industry recognized certifications aligned with the course, applicants should note this in the application.

The course offering should be taught by a qualified higher education faculty member who has experience working with youth who are new to online learning. Courses should be eligible for transfer between community and four-year colleges and eligible to count towards an IT associated major as part of a Baccalaureate program. Upon completion of the program, students must be able to request transcripts from the higher education institution showing credit earned.

Internship: The DCPS Career Ready Internship Initiative places highly qualified applicants into competitive, paid internships aligned to their career field of study, based on the student's CTE pathway (see above for pathways). Students arrive at their internships having completed the Tenacity Employability Skills training and ready to work.

In conjunction with dual enrollment course, applicants should provide DCPS students with an applied IT themed internship for a maximum of 10 hours per week. We encourage higher education institutions to look within their own organizations for this opportunity as opposed to finding an external partner. We feel it is ideal for the student to have a seamless transition between coursework and an internship which lends itself to offering both within the same institution.

The internship should:
- have a direct connection to coursework and real-world application catered to student's individual interests and learning styles
- focus on industry-specific project deliverables
  - students receive weekly tasks from internship supervisor
  - weekly tasks build to a summative project and/or deliverable for the experience
  - project could involve research and/or certification preparation

- o students ideally complete an end-of-internship presentation
- assign a mentor/supervisor to each student who will:
  - o set clear objectives and goals
  - o provide feedback on work products
  - o check-in with students at least weekly
  - o submit weekly time reports to DCPS
- support students' professional skill development
- include a mid-point and end of internship evaluation component for student and supervisor to reflect on growth over the experience

To learn more about the Career Ready internship program, see the attachment: Career Ready Internship Initiative 2021 Welcome Packet or visit https://dcpsinternships.org/.

Applicants will not be required to complete the registration process for the Mayor Marion S. Barry's Summer Youth Employment Program.

Student Population: The student population taking the course are DCPS high school students who are rising 11th and 12th grade students in an IT themed pathway. The selected institution will determine the number of students who can be enrolled in the program.

Marketing and Communications: The selected institution is expected to lead, in collaboration with DCPS, the recruitment and selection of students. This includes the creation of marketing information (flyers, brochures, etc.) to disseminate to families and students. These materials should describe the program and allow for families and students to quickly assess if they are eligible to apply. DCPS will support in sharing program information with relevant school-based staff (administrators, teachers, counselors, etc.). Please include examples of these materials in the application.

Throughout the program, DCPS expects the selected institution to communicate with DCPS related to student progress. This includes, but is not limited to, reports on student attendance in scheduled classes; behavior while in attendance, summary reports of class observations and test scores, areas in which students may require supplemental assistance and overall growth or progress toward the accomplishment of the program objectives.

The selected institution will assign a point of contact for the program to support with planning.

Application and Selection: DCPS will notify students and families about the application materials and deadlines for the program. The selected instruction and DCPS will agree upon admissions requirements and a reasonable application deadline. Please include a statement on the institution admissions philosophy for the program

Student Supports: The selected institution should allow Dual Enrolled students access to the necessary campus resources, which could include on-campus tutoring, campus ID card, campus email, and other resources available to traditional college students.

Program Assessment: The selected institution should assess student satisfaction with the program and report to DCPS the assessment results upon completion.

Timeline: The selected institution should develop a timeline for the planning and implementation of the program in consultation with DCPS.

Program Period

DCPS hopes to select an institution in March 2021. Programs for Summer 2021 will be funded upon contract execution through August 30th, 2021. The length of the program should be at minimum 5 weeks but can extend for a longer period. Delays in the procurement process may result in a change to the anticipated start date, however this will not impact the length of the contract term being Summer 2021.

Submission of Proposal

Eligible applicants must submit one application with attachments to the attention of the College and Career Programs Division at DC Public Schools. The application should be formatted as a single PDF file. The application must be received no later than March 17th, 2021.

In your application, please address how your institution will be able to meet the specifications in the "Project Components and Application Details" section above. All applications should follow the outlined sections from the "Project Components and Application Details" section. Guidance on specific application components and elements can be found in the attached Application Checklist.

Formatting Guidelines:
- Paper size – 8.5 x 11 inches
- Margins – 1 inch
- Spacing – single
- Font – Times New Roman, 12 point
- Running title included in header
- Page number in lower right corner of footer

Please submit applications via email: Emily.Carter@k12.dc.gov

Budget

Applicants must submit a detailed budget including costs such as tuition, materials, activity fees, food, facilities, and other direct costs. In this budget, there should be a price per student. Justifications for all costs must be explicitly stated. Please include both a brief (200 words maximum) narrative as well as a table to indicate budget breakdown.

Students will not be responsible for tuition or any fees associated with the program. The vendor can only offer a program without additional fees.

DCPS will pay student wages for the duration of the program.

Questions

Questions and/or requests for clarification must be submitted to Emily.Carter@k12.dc.gov with the subject line IT Dual Enrollment 2021.

Revisions to the RFP

If it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum will become part of any contract awarded as a result of this RFP. There are no designated dates for release of addenda. Therefore, interested Vendors should check the posting website occasionally from the time of the RFP issuance through the proposal submission deadline. It is the sole responsibility of the Vendor to be knowledgeable of all addenda related to this procurement.

Attachments

OSSE CTE Course Standards
Career Ready Internship Initiative 2021 Welcome Packet
Application Checklist
Sample Dual Enrollment Agreement