



DRAFT

Solicitation for Proposals

ADULT HIGH SCHOOL PILOT

Issue Date: July 10, 2017

Deadline for Submission:

Department of Labor, Licensing and
Regulation (DLLR)
1100 N. Eutaw Street
Baltimore, Maryland 21201

Maryland State Department of
Education (MSDE)
200 West Baltimore Street
Baltimore, Maryland 21201

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Program Description

Purpose of Adult High School Pilot:

Establish an alternative method for adults who did not graduate from high school to earn a high school diploma and potentially to earn postsecondary education credits and industry-recognized certification in an environment that meets the needs of the adult learner

Authorization:

House Bill 1381 (2017) *Adult High School Pilot* Program, Article – Education 16, Section 9.7–101 through 9.7–110, Annotated Code of Maryland

Number of Pilots: Up to six pilots may be approved

Priority:

Absolute priorities:

- Pilot located in a county or geographic area location within a county that has a high school attainment rate that is lower than the state average high school attainment rate
- One pilot in a rural area for each two pilots approved in urban areas

Priority considerations: Geographic diversity

Eligible Applicants:

A private nonprofit entity that establishes a pilot is required to:

- Be registered as a nonprofit organization in the state
- Have previous experience and measured success in providing education services to adult learners, including industry certification and job placement services
- Have previous experience providing education services or workforce development services to adult learners who have been limited by educational disadvantages, a disability, a criminal record, or similar barriers to employment opportunities
- Hire appropriately trained instructional personnel

Funding:

A pilot established under the program is not a public school for public financing purposes under Title 5 of the Education Article.

The operator must secure financing to develop or the capacity to secure financing for the development of a physical site for the pilot.

The operator or Advisory Board of a pilot may apply for and accept donations, grants or other financial assistance from a governmental entity or any nonprofit or other private organization.

Summary of Dates

Dissemination: July 10, 2017

Pre-Proposal Conference:

Deadline for Submission: 45 or 60 days from July 10

Award Notification: 60 days after submission

If six pilots are not awarded as a result of this solicitation, a second solicitation may be posted.

Proposal Submission Requirements

Proposals must contain the following information. *Incomplete proposals will not be reviewed.*

Adult High School Pilot Proposal Cover

Table of Contents

[Proposal Applicant Information Form](#)

Executive Summary

- A clear and concise outline of the Proposal that should not exceed one page

Adult High School Pilot Proposal

Section 1: Pilot Operator

- 1.1 Profile of Lead Operator and Founding Group
- 1.2 Explanation of the Operator's mission, years in operation, legal structure and how the organization is financed

Section 2: Pilot Program Description

- 2.1 Pilot's Mission and Philosophy
- 2.2 Pilot's Goals
- 2.3 **Pilot's Governance Plan**
 - 2.3.1 Administrative Structure
 - 2.3.2 Profile of School Leadership
 - 2.3.3 Pilot Management
 - 2.3.4 Advisory Board
- 2.4 Pilot's Key Personnel
 - 2.4.1 Staffing Plan
 - 2.4.2 Teacher Quality

2.5 Pilot's Plan for Student Recruitment and Retention

- 2.6 **Pilot's Plans for Remedial Instruction to Prepare Students for Secondary-level Academic Instruction, If Necessary**
- 2.7 **Pilot's Plans for Working with Students with Disabilities**
- 2.8 **Pilot's Plans for Working with English Learners**
- 2.9 **Pilot's Description of the Advisory and Coaching Services that Provide Support for Students to**
 - **establish career pathways in high need and growth industry sectors and**
 - **make effective transitions into postsecondary education and industry credentialing opportunities**
- 2.10 **Pilot's Description of any programs or partnerships with organizations or businesses for providing job skills, industry certifications, or higher education credits**

Section 3: Pilot's Curriculum

- 3.1 **Detailed description of curriculum** for each content area in COMAR 13A.03.02 *Graduation Requirements for Public High Schools in Maryland* aligned to **Maryland College and Career Ready Standards**
- 3.2 Description of curriculum for other content areas offered in the pilot
- 3.3 Scope and sequence, graduation plans, and/or sample student schedules

Section 4: Pilot's Performance Standards and Measurement

- 4.1 **Detailed description of data systems to measure student performance standards aligned to Maryland College and Career Ready Standards**
- 4.2 Description of measures to determine if students are **on track for completion**
- 4.3 Description of other measures to determine pilot's success

Section 5: Pilot's Student Assessment Procedures

- 5.1 **Initial student intake assessment procedures**
- 5.2 **Description of assessment instruments for measuring student progress and college and career readiness**

Section 6: Pilot's Wrap Around Services Offered

- 6.1 **Individualized services provided, such as child care, transportation, housing referrals, mental health, crisis intervention, substance abuse prevention or treatment, and legal aid**

Section 7: Budget

- 7.1 **Detailed budget for the initial 3-year operating period that demonstrates the pilot's financial self-sufficiency**
 - 7.1.1. Facilities

- 7.1.2. Finance
- 7.1.3. Budget Workbook

Section 8: Proposed Bylaws Adopted by the Pilot's Advisory Board

Section 9: Additional Supporting Documents

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Proposal Submission Procedure

Applicants must submit:

- One original with signatures and **five (5) copies of the proposal should be submitted in hard copy**, standard size (8½" x 11") paper of regular weight should be used
- One electronic copy of the Proposal should be submitted on a USB flash drive. To the extent possible, please provide stand alone electronic files for each section. The budget workbook should be submitted in Excel.
- Send proposals to:

Department of Labor, Licensing and Regulation (DLLR)
1100 N. Eutaw Street
Baltimore, MD 21201
Attention:

AND

Maryland State Department of Education (MSDE)
200 West Baltimore Street
Baltimore, MD 21201
Attention:

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Proposal Applicant Information Form

Name of Proposed Adult High School Pilot: [Click here to enter text.](#)

If applicable, affiliated **Management Organization:** [Click here to enter text.](#)

Designated Representative: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Names of all members of the founding group¹, including their affiliation with the proposed school:

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Proposed First Year of Academic Operation: [Click here to enter text.](#)

Relationship between the school and its employees:

Contract

At will

Applicants are invited to provide more information about this under Section 1, **Pilot Program Description**.

Proposed Location of School, if known (address or area(s) of city): [Click here to enter text.](#)

If applicable, list all schools that the Management Organization currently operates, has been approved to operate, or is currently applying to open:

School	Location	Year Opened	Grades Served (now and at capacity)	Number of students (now and at capacity)

¹ This list should include all core members of the applicant group.