



Solicitation for Proposals Third Release

ADULT HIGH SCHOOL PROGRAM

Issue Date: June 3, 2019

Notice of Intent to Apply Deadline: June 21, 2019

Technical Assistance Briefing: June 27, 2019

Proposal Submission Deadline: September 9, 2019

Maryland Department of Labor
1100 N. Eutaw Street
Baltimore, Maryland 21201

Maryland State Department of
Education
200 West Baltimore Street
Baltimore, Maryland 21201

Table of Contents

Introduction	2
Definitions	3
Program Description	4
Reporting Requirements.....	5
Summary of Dates	6
Notice of Intent to Apply	6
Technical Assistance Briefing.....	6
Proposal Approval Basis	6
Proposal Submission Format.....	7
Proposal Submission Procedure	7
Proposal Content Requirements	8
Proposal Evaluation.....	10
Resources	11
Proposal Applicant Information Form.....	13

Introduction

Adult education serves as a cornerstone for workforce development, career advancement, and postsecondary attainment by providing secondary education, high school credentialing, English language acquisition, and a strong foundation of competencies promoting successful transitions to employment and postsecondary education and training.

According to the 2016 U.S. Census, 485,880 Maryland adult residents 18 years and older did not have a high school diploma. Furthermore, only 36% of the 2016 population had some college or earned a college degree.¹ By 2020, 31% of jobs in Maryland will require a high school diploma or less whereas 69% of Maryland jobs will require some type of postsecondary education or training.² Postsecondary education and training has an essential role in preparing an effective 21st century workforce.

Through successful completion of the GED® test and the National External Diploma Program, 6,967 adults earned a Maryland High School Diploma in 2016 and 2017 combined. However, an additional pathway to high school attainment is needed to accommodate the demand for adult secondary education. Furthermore, many adult learners face challenges in pursuing secondary education (as well as postsecondary education and training) that hinder or delay the achievement of their academic and/or career goals. As a result, learners may need intensive academic support and other intervention services to hurdle challenges in an environment that is conducive to success.

The Adult High School Program (AHSP) will contribute to addressing the needs of this population to improve their quality of life by providing

- Academic services that lead to a high school diploma;
- Postsecondary education and training opportunities;
- Industry recognized credentialing opportunities; and
- Wraparound services to address challenges to success

that will provide learners' with the necessary tools and skills to meet their current and future academic and career aspirations.

¹ U.S. Census, American Community Survey, Education Attainment, 2012-2016 ACS 5-Year Estimate, <https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk>

² *Recovery: Job Growth and Education Requirements through 2020*. www.cew.georgetown.edu. Georgetown Center on Education and the Workforce, 2013

Definitions

For the purposes of the Solicitation for Proposals, the following abbreviations or terms have the meaning indicated below:

- a) **Industry-recognized certification** – certifications developed or supported by businesses and industries to verify mastery of technical skills and competencies in an occupation area that is awarded by an approved provider
- b) **Operator** – a private nonprofit entity that establishes an Adult High School under the Program
- c) **Pilot** – an adult high school established by an operator under the Program
- d) **Postsecondary education credit** – credit awarded by an accredited community college, 4-year college or university, or an approved private career school and other approved training providers
- e) **Program** – the Adult High School Program
- f) **Wraparound Services** – individualized services, excluding regular school programs and services, that are provided to the student and the student's family

Program Description

Purpose of Adult High School Program:

The purpose of this Solicitation for Proposals is to establish an alternative method for adults, 21 years and older, who did not graduate from high school to earn a high school diploma through credit-based courses based on the Maryland High School Graduation requirements. In addition, learners will potentially be able 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.

The Adult High School Program is under the authority of the Maryland State Department of Education and the Maryland Department of Labor.

Number of Schools:

A maximum of four adult high schools may be approved through this solicitation. If the maximum number of adult high schools allowed by law are not approved as a result of this solicitation, a third solicitation may be posted in the future.

Priority:

The absolute priorities considered:

- An adult high school 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 adult high school in a rural area for each two schools approved in urban areas

A priority consideration:

- Geographic diversity

Eligible Applicants:

An eligible applicant is a private nonprofit entity and is required to:

- Be registered as a nonprofit organization in the state of Maryland.
- Have previous experience and measured success in providing education services, including industry certification and job placement services, to adult learners.
- 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.

- Employ appropriately trained instructional personnel.
- Operate from a physical location.

A partnership of two or more organizations that meet the above qualifications are eligible to submit a proposal.

Funding:

An adult high school 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 have the capacity to secure financing for the development of a physical site for the adult high school. The applicant must present a detailed 3-year budget with the proposal to demonstrate financial sufficiency.

The operator or advisory board of the adult high school may apply for and accept donations, grants or other financial assistance from a governmental entity, any nonprofit or other private organizations.

Limited funding may be available in the future for adult high schools established in a Maryland Opportunity Zone. (See *Resources* for the link to Maryland Opportunity Zones)

Reporting Requirements

The Operator of the adult high school must conduct an annual evaluation of the school to submit to the Maryland State Department of Education and the Maryland Department of Labor. Progress of the school will be measure against the outcomes and goals defined by the Operator in the proposal and the following items listed below.

- Demographic information on students enrolled in the school
- Academic and career progress of each student enrolled in the school
 - Academic levels of the students at the time of enrollment in the school
 - Students enrolled in the school are on track for completion.
 - Academic progress of students as measured by intake assessment
 - Number of credits students completed
 - Number of students who completed and graduated from the school
 - Graduation rate
 - Number of postsecondary education credits earned, and the types of credits sought
 - Number of industry credential earned and the types of industry credentials
 - Post-graduation employment
- Fiscal year financial report

Summary of Dates

Dissemination of Solicitation for Proposal: June 3, 2019

Notice of Intent to Apply Deadline: June 21, 2019

Technical Assistance Briefing: June 27, 2019

Proposal Submission Deadline: Proposals must be received no later than **3 p.m. on September 9, 2019** in order to be considered.

Decision Notification: The applicant will be notified within 60 days after submission if the curriculum submitted is approved. If the curriculum is approved, the applicant will be notified within 60 days of the curriculum approval date the decision outcome of the narrative proposal.

Notice of Intent to Apply

All organizations that plan to submit a proposal to establish an Adult High School are requested to complete the electronic [Notice of Intent to Apply](#) form by **June 21, 2019**. Click on the link to access the [Notice of Intent to Apply](#) form.

Technical Assistance Briefing

The Technical Assistance Briefing will be a web conference on Thursday, June 27, 2019. Access information and the time of the briefing will be posted on the Maryland State Department of Education and the Maryland Department of Labor websites.

Questions regarding the Adult High School Program and the Solicitation for Proposals will be accepted prior to the TA briefing. The responses to the questions will be provided during the TA briefing only and not before. Submit questions to Lynnette.Demby@maryland.gov with the subject line ***FY20 AHS TA Briefing Questions***.

Proposal Approval Basis

Final approval for each proposal shall be determined by the Maryland State Superintendent of Schools and the Maryland Secretary of the Department of Labor based on the recommendations of the Review Committee.

Proposal Submission Format

- All pages of the Proposal Narrative must use one-inch margins
- Each section of the Proposal Narrative must be clearly labelled.
- Proposal Narrative must use line spacing of at least 1.5 and 12-point font. Charts may use single spacing and 10-point font.
- Each page must contain a header with the lead organization's name. Include page numbers in the bottom right corner of the footer.
- The Cover Page must be the first page of the proposal.

Proposal Submission Procedure

Applicants must submit:

- One original with signatures and one **(1) copy of the proposal must be submitted in hard copy**. Standard-sized (8½" x 11") paper of regular weight should be used.
- Two (2) electronic copies of the proposal should be submitted on two separate USB flash drives. To the extent possible, please provide standalone electronic files for each section. The budget workbook should be submitted in Excel.
- Send proposals to the following location to be collaboratively reviewed by the Maryland Department of Labor and the Maryland State Department of Education:

Maryland Department of Labor
Office of Adult Education & Literacy Services
Adult High School Program
Attn: Lynnette Demby
1100 N. Eutaw Street, Room 120
Baltimore, MD 21201

Proposals must be received at the address above no later than 3 p.m. on September 9, 2019 in order to be considered.

Proposal Content Requirements

Respond to each item clearly and thoroughly. **Proposals must be detailed and contain all of the following information.** *Incomplete proposals will not be reviewed.*

Proposal Cover Sheet

- Every proposal must have an *Adult High School Program Proposal Cover Sheet*. No other page may cover the proposal cover sheet. Subsequent information must be clearly stated in the following order:
 - Name of applicant
 - Title of proposal
 - The words “Adult High School Program”
 - Name of contact person
 - Telephone and email address of contact person

Proposal Applicant Information Form (See page 13)

Table of Contents

- Include a table of contents

Executive Summary

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

Section 1: School 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: School Program Description

- 2.1 State the mission and philosophy that will guide the School.
- 2.2 State the School’s measurable goals that are to be accomplished.
- 2.3 State the School’s governance plan, including
 - 2.3.1 Administrative structure
 - 2.3.2 Profile of school leadership
 - 2.3.3 School management
 - 2.3.4 Advisory board (the Advisory Board must contain 11 – 25 members. Note: Two members are appointed if the School is approved. One member will be appointed by the Maryland Department of Labor and one member will be appointed by the Maryland State Department of Education)
- 2.4 Indicate all of the School’s key personnel, including
 - 2.4.1 Staffing plan
 - 2.4.2 Teacher quality and qualifications

(may also include position descriptions for key personnel and instructional staff)

- 2.5 Describe the School's plan for professional learning for staff
- 2.6 Describe the School's plan for student recruitment and retention
- 2.7 Describe the School's plans for remedial instruction to prepare students for secondary-level academic instruction, if necessary
- 2.8 Describe how the School will work with students with disabilities to ensure access
- 2.9 Describe how the School will work with English learners to improve skills in English
- 2.10 Describe the School's 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
- 2.11 Describe the School's programs or partnerships with organizations or businesses for providing job skills, industry certifications, or higher education credits

Section 3: School's Curriculum

- 3.1 Provide the 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 Provide the curriculum for other content areas offered in the school
- 3.3 Submit detailed scope and sequence, graduation plans, and/or sample student schedules
- 3.4 Describe how students will complete the student service requirement in COMAR 13A.03.02.05 *Graduation Requirements for Public High Schools in Maryland*
- 3.5 Describe how students will complete the program of instruction in personal financial literacy in COMAR 13A.04.06 *Program of Instruction in Personal Financial Literacy*

Section 4: School's Performance Standards and Measurement

- 4.1 Describe in detail the data systems to measure and track student performance standards aligned to Maryland College and Career Ready Standards
- 4.2 Describe the measures to determine if students are on track for completion/graduation.

4.3 Describe of other measures that will be used determine school's success

Section 5: School's Student Assessment Procedures

5.1 Describe the initial student intake assessment procedures

5.2 Describe the assessment instruments to be used for measuring student progress and college and career readiness

Section 6: School's Wraparound Services Offered

6.1 Describe in detail the individualized services that will be provided, such as child care, transportation, housing referrals, mental health care, crisis intervention, substance abuse prevention or treatment, and legal aid

Section 7: Budget

7.1 Provide a detailed budget for the initial three-year operating period that demonstrates the school's financial self-sufficiency, including:

7.1.1. Facilities description

7.1.2. Finance

7.1.3. Budget workbook

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

Provide the proposed bylaws that will govern the school

Section 9: Additional Supporting Documents

Provide any additional documentation that will support the proposal

Proposal Evaluation

All proposals will undergo an initial screening to ensure that submission requirements were met and all required sections were included. Proposals not meeting all screening requirements will not be reviewed. Preference will be given to proposals that offer geographic diversity.

Proposals will be evaluated by a Review Committee established by the Maryland State Department of Education and the Maryland Department of Labor. The Review Committee will be composed of representatives from the Maryland State Department of Education and the Maryland Department of Labor and may include reviewers from other State or stakeholder agencies. If necessary, an oral presentation of the proposal may be required.

Final approval for each proposal shall be determined by the Maryland State Superintendent of Schools and the Maryland Secretary of the Department of Labor based on the recommendations of the Review Committee.

Resources

Research and Best Practices

Adult Learning Resource Center www.thecenterweb.org

Coalition on Adult Basic Education www.coabe.org

Framework for 21st Century Learning www.p21.org/about-us/p21-framework

International Society for Technology in Education <https://www.iste.org/standards>

Learning Disabilities Association of America <https://ldaamerica.org/>

Learning to Achieve <https://lincs.ed.gov/state-resources/federal-initiatives/learning-to-achieve>

Literacy Information and Communication System (LINCS) www.lincs.ed.gov

Maryland Higher Education Commission www.mhec.maryland.gov

National Coalition for Literacy www.national-coalition-literacy.org

National College Transition Network www.collegetransition.org

National Skills Coalition www.nationalskillscoalition.org

Office of Career, Technology and Adult Education www2.ed.gov

ProLiteracy www.proliteracy.org

TESOL International Association www.tesol.org

World Education <https://www.worlded.org/WEIInternet/resources/index.cfm>

Data

American Fact Finder <https://factfinder.census.gov>

Maryland State Data Center <http://planning.maryland.gov/msdc>

National Center for Education Statistics www.nces.ed.gov/naal

U.S. Bureau of Labor Statistics www.bls.gov

U.S. Census www.census.gov

Maryland State Resources

Maryland High School Graduation Requirements

<http://www.marylandpublicschools.org/programs/Documents/Testing/GraduationsRequirements2018.pdf>

Maryland Opportunity Zones

<https://dhcd.maryland.gov/Pages/OZ/OpportunityZones.aspx>

Maryland Report Card <http://reportcard.msde.maryland.gov/>

Maryland State Department of Education www.marylandpublicschools.org

Maryland State Department of Education - Division of Curriculum, Instructional Improvement, and Professional Learning

<http://marylandpublicschools.org/about/Pages/DCAA/index.aspx>

Maryland Department of Labor www.dllr.maryland.gov

Proposal Applicant Information Form

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

Affiliated Lead Organization (if applicable): [Click here to enter text.](#)

Contact Person: [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 group³, 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 2, School 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 lead 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)

³ This list should include all core members of the applicant group.