Collegiate Science & Technology Entry Program

Request for Proposals (RFP) GC#15-004
Fiscal Years 2015-2016 through 2019-2020

Important Dates

- **Questions regarding this RFP** must be e-mailed by **January 30, 2015** to CSTEPRFP@nysed.gov

- **Questions and Answers Summary** will be posted no later than **February 13, 2015** to the following website: http://www.highered.nysed.gov/kiap/colldev/CollegiateScienceandTechnologyEntryProgram.htm

- **Applications Due: Postmarked by March 6, 2015**

- **Anticipated Notification of Awards:** April 30, 2015 (Pending an approved state budget and approval from Division of Budget).

- **CSTEP Period:** Programs may begin as early as July 1, 2015 and must be completed by June 30, 2020.

Background & Purpose

☐ In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP).

☐ According to § 6455 of the Education Law, CSTEP is "for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields."

Funding Projections

- During the 2014-2015 program year, $8.6 million was awarded to 49 projects. Future awards depend on annual legislative appropriation, but it is anticipated that funding will continue at the same approximate levels.

- This RFP covers a five year funding cycle from July 1, 2015, through June 30, 2020.

- **There is a 25% match required for each year of funding from any combination of institutional and/or other non-NY state funds.**

General Eligibility

- According to § 145-6.6(b) of the Commissioner's Regulations, eligible applicant means **"a degree-granting postsecondary institution, or a consortium of such institutions, which offers an approved undergraduate program of study and/or an approved graduate level program of study."**
  - Programs must serve full-time, matriculated students who are working toward an approved degree.

- Therefore, in order for a proposal to be reviewed, **the degree-granting institution or lead institution of a consortium of such institutions must be the applicant/fiscal agent.** A third party or other entity may not serve as the applicant/fiscal agent.

Prequalification Requirement

☐ The State of New York has implemented a statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors.

☐ **All not-for-profit vendors are required to pre-qualify by the grant application deadline in order to be eligible for this grant.** This includes all currently funded not-for-profit institutions that may have previously received an award and are in the middle of the program cycle.

    ▣ http://www.grantsreform.ny.gov/Grantees

Some New Definitions of Frequently Used Terms (More Included in the RFP)

- **Approved Program:** is an undergraduate level program of study and/or graduate level program registered by the State Education Department and offered in New York State which either: has been designated by the Commissioner as **licensure qualifying in the particular profession**; in the case of the profession of law, meets the requirements contained in section 520.3 of the Rules of the Court of Appeals (22 NYCRR 520.3) pertaining to the study of law; **or prepares students for employment in scientific, technical, health and health-related fields**.

- **Consortium:** For the purposes of this RFP, a consortium is defined as an association or grouping of institutions set up for a common purpose that would be beyond the capabilities of a single member of the group. **A consortium must meet all requirements established in NYSED's Consortium Policy for State and Federal Discretionary Grant Programs found in Section XII of this RFP.**

- **CSTEP Student:** A matriculated and active member of a participating CSTEP project. Active shall be defined as having applied for and been accepted for CSTEP at the institution and **participation in CSTEP activities**. Participation in a number of activities per semester will be defined by the CSTEP institution.

Some New Definitions of Frequently Used Terms (More Included in the RFP) (Continued)

- **Domicile:** For the purposes of NYS residency determination for CSTEP, a permanent residence or domicile shall mean **the person's legal home**. A person may have more than one residence; however they will have one domicile or permanent residence. The permanent residence or domicile (rather than the temporary residence) controls the jurisdiction for taxation and for the exercise of legal rights.

- **Headcount:** Refers to the number **of unduplicated, full-time student participants** enrolled and receiving services in a program during any given fiscal year.

- **Program Year: July 1 through June 30** constitutes a program year.

- **Licensed Profession:** For the purposes of participation in CSTEP, academic programs leading to licensed professions would be deemed acceptable for participation in CSTEP grant. Go to the following website to see a list of professions that are licensed, registered, or certified by the Board of Regents. New York State Licensed Professions: http://www.op.nysed.gov/prof/. (The **profession of law** meets the requirements contained in section 520.3 of the Rules of the Court of Appeals (22 NYCRR 520.3).)

Some New Definitions of Frequently Used Terms (More Included in the RFP) (Continued)

- **Scientific Field:** For the purposes of CSTEP participation under § 6455 of the Education Law, scientific field shall include those fields in the **natural sciences** (i.e. physical and life sciences), and those fields in the **decision sciences** (i.e. decision theory, logic, mathematics, statistics, systems theory, theoretical computer science) **or** where 70% of the registered program credits are in the mathematical and/or scientific departments.

- **Technical Field:** For the purposes of participation in CSTEP under § 6455 of the Education Law, technical fields are those fields in the **applied sciences** (i.e. medical support fields, engineering support fields, computer science, information science, etc.) **or** in which the academic program at the baccalaureate level requires at least two semesters of calculus or statistics, and both a full year introductory science course and science courses at above the introductory level. **Not all majors with the word "technology" in the name will qualify as a technical field.**

Eligible Participant (Student)

- To be eligible for undergraduate Collegiate Science and Technology Entry Program support, a student must be a **resident of New York** who is **either economically disadvantaged or from a minority group historically underrepresented** in the scientific, technical, health and health-related professions, and who demonstrates interest in and a potential for a professional career if provided special services. Eligible students must be in good academic standing, enrolled full-time in an approved program of study, as defined by the Regents (http://www.nysed.gov/heds/IRPSL1.html).

- The student is a resident of the State if any of the following apply:
  - He/she now resides in New York State and will be an undergraduate and has lived in New York State for the last year of high school; or
  - He/she was a resident when the student entered military service, VISTA, or the Peace Corps and re-established New York State residency within six months after release from service; or
  - He/she has resided in New York State for at least 12 months immediately preceding the first term for which the applicant is enrolled as an undergraduate or graduate student in CSTEP and has established domicile (permanent residence) in New York State.

Historically Under-represented

- According to § 145-6.6(b) of the Commissioner's Regulations, **minorities historically underrepresented in the scientific, technical, health and health-related professions means** residents of New York State or permanent resident aliens residing in New York State who are **Black, Hispanic, American Indian or Alaskan native**.

Economically Disadvantaged

- For the purpose of CSTEP, a student who is **economically disadvantaged** means a student who meets the criteria set forth in section 27-1.1 of the Rules of the Board of Regents. The Income eligibility criteria will be published annually by CSTEP-SED for the 2015-2020 funding cycle. The eligibility standards set forth apply only at the time of admission as a first-time student to a CSTEP program. Once admitted, a student may continue to receive supportive services as needed, even if the family income rises above the current eligibility standards.

- Additional documentation of household income need not be collected if the student falls into one of the following categories, and documentation is available to demonstrate:

  - the student's family is the recipient of family assistance program aid or safety net assistance through the New York State Office of Temporary and Disability Assistance or a county department of social services; or is the recipient of family day-care payments through the New York State Office of Children and Family Services or a county department of social services;

  - the student is living with foster parents who do not provide support for college, and no monies are provided from the natural parents; or

  - the student is a ward of the State or a county.

Program Priorities

- This program, designed specifically for economically disadvantaged and historically under-represented students, must be an integral part of the college academic community. It must not be a peripheral activity segregated from other college programs. **For this funding cycle each Collegiate Science and Technology Entry Program shall address each of the following priorities**:

  - **A.** Increase the recruitment, enrollment and retention of eligible students at your institution pursuing registered academic programs in severe regional or statewide scientific and technical career shortage areas.

  - **B.** Increase the recruitment, enrollment and retention of eligible students that are most in need at your institution.

Program Requirements

- **Provide instructional support in "gateway courses"** (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels, and tutoring for higher level courses at the junior and senior levels.

- **Provide services to enhance and increase student involvement in research and/or internship opportunities**, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation.

- **Provide student professional development opportunities**: workshops, poster presentations, publications in professional/research that promote access to careers in math, science, technology, health-related fields, and the licensed professions.

- **Provide program services and activities** that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.

- **Plan, implement, and assess Day of Service** participation by CSTEP students in their local community or the local community of the institution.

Program Requirements (Continued)

- Provide evidence of **Statewide & Regional collaboration**.

- Must prepare **internal evaluation** plans for their CSTEP activities to ensure that the academic needs of CSTEP students are being met.

- Contribute at least **25 percent matching funds** from institutional, governmental (other than New York State) and/or other in-kind sources.

- Must adhere to the **Generally Accepted Accounting Principles** and reflect CSTEP and institutional money by line item.

Funding Limitations

- **The maximum request for any CSTEP project will be $400,000 per year.** The maximum amount of funding that may be requested in any one application will be determined by the minimum number of student participants (headcount) the project commits to serve contractually on an annual basis.

- The project may propose a budget that reflects a lower funding amount if the project deems it suitable for the scope of their services or their ability to meet the required 25% match.

- **Each institution may submit more than one proposal only if the institution has two or more geographically separate campuses.**

- **The minimum number of students (headcount) that must be served annually in a CSTEP project is 30 participants.**

Funding Limitations (Continued)

- Projects that serve between **30 and 99** students per year may request a maximum of **$2,000 for each student** contracted to serve.

- For example, the annual budget for a project contracted to serve 30 students per year may not exceed $60,000; the annual budget for a project contracted to serve 99 students per year may not exceed $198,000.

Funding Limitations (Continued)

- Projects that serve between **100 and 199 students** per year may request a maximum of **$1,500 for each student contracted to serve above 99.**

- For example, the annual budget for a project contracted to serve 100 students per year may not exceed $199,500 (i.e., $198,000(base)+$1,500(per additional student)); the annual budget for a project contracted to serve 199 students per year may not exceed $348,000 (i.e., $198,000(base)+$150,000).

Funding Limitations (Continued)

- Projects that serve **200 or more students** per year may request a maximum of **$1,000 for each student contracted to serve above 199, up to a cap of $400,000 per project, per year.**

- For example, the annual budget for a project contracted to serve 200 students per year may not exceed $349,000 (i.e., $348,000(base)+$1,000(per additional student)). The maximum request for any CSTEP project will be $400,000 per year.

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
30	$60,000	59	$118,000	88	$176,000	117	$225,000	146	$268,500
31	$62,000	60	$120,000	89	$178,000	118	$226,500	147	$270,000
32	$64,000	61	$122,000	90	$180,000	119	$228,000	148	$271,500
33	$66,000	62	$124,000	91	$182,000	120	$229,500	149	$273,000
34	$68,000	63	$126,000	92	$184,000	121	$231,000	150	$274,500
35	$70,000	64	$128,000	93	$186,000	122	$232,500	151	$276,000
36	$72,000	65	$130,000	94	$188,000	123	$234,000	152	$277,500
37	$74,000	66	$132,000	95	$190,000	124	$235,500	153	$279,000
38	$76,000	67	$134,000	96	$192,000	125	$237,000	154	$280,500
39	$78,000	68	$136,000	97	$194,000	126	$238,500	155	$282,000
40	$80,000	69	$138,000	98	$196,000	127	$240,000	156	$283,500
41	$82,000	70	$140,000	99	$198,000	128	$241,500	157	$285,000
42	$84,000	71	$142,000	100	$199,500	129	$243,000	158	$286,500
43	$86,000	72	$144,000	101	$201,000	130	$244,500	159	$288,000
44	$88,000	73	$146,000	102	$202,500	131	$246,000	160	$289,500
45	$90,000	74	$148,000	103	$204,000	132	$247,500	161	$291,000
46	$92,000	75	$150,000	104	$205,500	133	$249,000	162	$292,500
47	$94,000	76	$152,000	105	$207,000	134	$250,500	163	$294,000
48	$96,000	77	$154,000	106	$208,500	135	$252,000	164	$295,500
49	$98,000	78	$156,000	107	$210,000	136	$253,500	165	$297,000
50	$100,000	79	$158,000	108	$211,500	137	$255,000	166	$298,500
51	$102,000	80	$160,000	109	$213,000	138	$256,500	167	$300,000
52	$104,000	81	$162,000	110	$214,500	139	$258,000	168	$301,500
53	$106,000	82	$164,000	111	$216,000	140	$259,500	169	$303,000
54	$108,000	83	$166,000	112	$217,500	141	$261,000	170	$304,500
55	$110,000	84	$168,000	113	$219,000	142	$262,500	171	$306,000
56	$112,000	85	$170,000	114	$220,500	143	$264,000	172	$307,500
57	$114,000	86	$172,000	115	$222,000	144	$265,500	173	$309,000
58	$116,000	87	$174,000	116	$223,500	145	$267,000	174	$310,500

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
175	$312,000	204	$353,000	233	$382,000
176	$313,500	205	$354,000	234	$383,000
177	$315,000	206	$355,000	235	$384,000
178	$316,500	207	$356,000	236	$385,000
179	$318,000	208	$357,000	237	$386,000
180	$319,500	209	$358,000	238	$387,000
181	$321,000	210	$359,000	239	$388,000
182	$322,500	211	$360,000	240	$389,000
183	$324,000	212	$361,000	241	$390,000
184	$325,500	213	$362,000	242	$391,000
185	$327,000	214	$363,000	243	$392,000
186	$328,500	215	$364,000	244	$393,000
187	$330,000	216	$365,000	245	$394,000
188	$331,500	217	$366,000	246	$395,000
189	$333,000	218	$367,000	247	$396,000
190	$334,500	219	$368,000	248	$397,000
191	$336,000	220	$369,000	249	$398,000
192	$337,500	221	$370,000	250	$399,000
193	$339,000	222	$371,000	251	$400,000
194	$340,500	223	$372,000	252**	$400,000**
195	$342,000	224	$373,000		
196	$343,500	225	$374,000		
197	$345,000	226	$375,000		
198	$346,500	227	$376,000		
199	$348,000	228	$377,000		
200	$349,000	229	$378,000		
201	$350,000	230	$379,000		
202	$351,000	231	$380,000		
203	$352,000	232	$381,000		

** Headcounts of 251 and above may request a maximum of $400,000. While projects that provide services to higher numbers of students will not receive additional funds per student, serving higher numbers of proposed participants will be viewed favorably by reviewers in the priorities rubric: "activities and services to increase access to the number of historically under-represented students that support program requirements."

Funding Limitations (Continued)

- This approach seeks to award funding to successful projects in an equitable manner and maximize the number of students served statewide while recognizing that projects serving fewer students can bear a higher proportion of infrastructure and administrative costs per student.

- Further, while projects that provide services to more than 252 students will not receive additional funds per student, serving higher numbers of proposed participants will be viewed favorably by reviewers in the priorities rubric: "activities and services to increase access to the number of historically under-represented students that support program requirements."

- **Please note that projects that do not meet their contracted enrollment of participants will have their budget reduced proportionately** as outlined in the "Shortfalls in enrollment goals" section.

Budgets

- The application must include an FS-10 Budget Form for the first year of the program.
  - Grantees will submit, on an annual basis, an FS-10 for each subsequent program year.
  - General descriptions of expenditures, applicable cost principles and administrative regulations are available at http://www.oms.nysed.gov/cafe/guidance/guidelines.html
- Specific guidance is included in the RFP.

Funding

- For each recipient a fully-executed Grant contract must be in place to award funds.
  - **After a fully-executed Grant Contract** is in place - The initial payment of 25% of the annual budget will be made no later than 90 days after the beginning of the budget period.
  - Subsequent payments would be made following the **submission and approval of an FS-25 form**, based upon actual expenses to date, plus anticipated expenditures for the next period.
    - For-profit grantees will not receive advance payments and only actual expenditures will be reimbursed.
  - The final payment occurs upon the approval of the **Final Program and Expenditure Reports (FS-10F-Long Form).** Late submissions of budgetary forms and reports may result in the suspension of funds.

Funding (Continued)

- Allowable Expenses: Under §6455 of the NYS Education Law, Collegiate Science and Technology Entry Program monies as part of a program may be used for **tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, review for licensing examinations, and program administration.**

- Allowable expenses include the following:

  - **Program administration**, including professional and non-professional salaries, benefits, staff travel for required program administration as approved by NYSED;

    - *Note: Out of state travel requires prior approval by NYSED liaison. Such requests should be made at least one month prior to the proposed out of state travel.

  - **Supplemental Financial Assistance** (to include stipend, nominal travel assistance, and CSTEP student conference-related expenses) for students participating in CSTEP-coordinated research opportunities and internships;

Funding (Continued)

- Allowable Expenses include (cont.):
  - **Program activities and services directly related to pre-professional or professional education programs of study** that lead to professional licensure and to careers in scientific and technical fields and the licensed professions, such as tutoring, academic counseling, remedial, standardized test instruction fees; recruitment of students, academic enrichment, career planning, and review for licensing examinations;
  - **Student classroom supplies**, including student laboratory supplies;
  - **Administrative and instructional supplies** and materials (including instructional or administrative computer software and computers, etc.).
  - Indirect costs on grant funds at no more than 8%.

Funding (Continued)

- Students enrolled in the State-funded opportunity programs (HEOP, EOP, SEEK, or College Discovery) are eligible to participate in CSTEP;
  - However, institutions must ensure that no more than 20 percent of all CSTEP participants are concurrently enrolled in an opportunity program;
- Institutions must be able to demonstrate non-duplication of services in the activity section of the annual report and how CSTEP services are specific to CSTEP project goals;
  - **"Double-counting" of students to generate funds from more than one outside source will not be permitted.**

- **Non-Allowable Expenses**:
- Funds are not available for **rental of office or meeting space, storage facilities, fixtures or communication cost** (phone and/or electronic communication cost), and other items which fall outside of the allowable expenses identified in the legislation, regulations or this RFP.
- State CSTEP funds cannot be used for **organizational dues** or items not specifically allowed under the categories identified above.
- Funds cannot be used to pay for the **salary or stipend of the CSTEP Director's Supervisor or someone designated as a Principal Investigator** for the grant contract (in their role as supervisor or PI).
- Funds may not be used for **cultural enrichment or other social activities.**
- Funds must supplement, **not supplant**, existing funding sources.

Consortium

- The consortium must designate one of the members to serve as the applicant and fiscal agent for the grant. **The applicant agency must be an eligible grant recipient.** All other consortium members must be eligible grant participants, as defined by the program statute or regulation.

- In the event a grant is awarded to a consortium, the grant or **grant contract will be prepared in the name of the applicant agency/fiscal agent, not the consortium**, unless the consortium is a legal entity.

Consortium (Continued)

- The applicant agency/fiscal agent must meet the following requirements:
  - Must be an **eligible grant recipient** as defined by statute;
  - Must **receive and administer the grant funds** and submit the required reports to account for the use of grant funds;
  - Must require consortium partners to sign an agreement with the fiscal agent that specifically outlines all services each partner agrees to provide. **An MOU signed by all member institutions must be submitted to NYSED and kept on file prior the start of the contract.** Funding for project and work cannot commence prior to submission of an MOU signed by each member institution.
  - Must be an **active member** of the partnership/consortium.
  - **Cannot act solely as a flow-through for grant funds to pass to other recipients**. The fiscal agent must provide a minimum of 20% of the direct services supported by this grant, as reflected in the budget.
  - **Is PROHIBITED from sub-granting funds to other recipients**. The fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself.
  - Must be **responsible for the performance of any services provided by the partners**, consultants, or other organizations and must coordinate how each plan to participate.

Minority and Women Owned Business Enterprises (M/WBE)

- All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy.

- All M/WBE Forms are located in the CSTEP RFP at http://www.highered.nysed.gov/kiap/colldev/CollegiateScienceandTechnologyEntryProgram.htm

  - M/WBE Forms are found on pages 50, 69 – 77.

- M/WBE questions can be directed to MWBE@nysed.gov

- Compliance can be achieved by one of the three following methods:

1. Full Participation - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.

☐ COMPLETE FORMS:

- ❑ M/WBE Goal Calculation Worksheet
- ❑ M/WBE Cover Letter
- ❑ M/WBE 100 Utilization Plan
- ❑ M/WBE 102 Notice of Intent to Participate

2. Partial Participation - Partial Request for Waiver - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.

- COMPLETE FORMS:
  - M/WBE Goal Calculation Worksheet
  - M/WBE Cover Letter
  - M/WBE 100 Utilization Plan
  - M/WBE 101 Request for Waiver
  - M/WBE 102 Notice of Intent to Participate M/WBE 105
  - Contractor's Good Faith Efforts

3. No Participation - Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

☐ COMPLETE FORMS:

    ◻ M/WBE Goal Calculation Worksheet

    ◻ M/WBE Cover Letter

    ◻ M/WBE 101 Request for Waiver

    ◻ M/WBE 105 Contractor's Good Faith Efforts

Application for Funding (Continued)

- The proposal narrative should describe all 2015-2020 proposed activities in detail that meet the priorities and requirements as stated in this RFP.

- The maximum length of the proposal narrative is 30 pages, not including attachments.

- A specific format is requested for the Program Requirements and Measures of Positive Performance Matrix. **(There is no preset form or table for Priorities.)**

- Applications that do not follow the format described in this document or that fail to include all information requested under each major category may lose points. Proposals will be ranked based on their total score.

- The maximum points available in the narrative section (A-F, not including G. Budget) are 75.

- A minimum average score of 45 on the narrative section (A-F) is required to be further considered for a grant.

- Applicants whose total score averages below 60 points on the 100 point scale of the proposal (for both program narrative and budget/budget narrative score combined) will not be eligible to receive a CSTEP award.

Section	Points
A. Institutional Expertise	5
Institutional expertise/efforts	(5)
B. Cooperative Relationships	10
1. Internal college/university partnerships	(2)
2. Participation of government agencies, business/ industry and at least one profession.	(2)
3. Other institutional programs	(2)
4. Statewide and regional activities	(4)
C-1. Program Priorities	20
1. Activities that will increase recruitment, retention and placement of eligible students in severe shortage areas	(10)
2. Activities to increase the number of eligible students most in need at the institution	
	(10)
C-2. Program Requirements (Performance Matrix)	25
Program Requirements and Measures of Positive Performance	(25)
D. Recruitment	5
1. Recruitment process for CSTEP	(2)
2. Process for all special program components	(2)
3. Recruitment from the pool of eligible statewide STEP students	(1)
E. Retention	5
Description of student retention activities	(5)
F. Project Staffing & Management	5
1. Position descriptions	(2)
2. Management plan	(2)
3. Organizational charts	(1)
G. Budget –	25
Not-for Profit applicants – budget narrative	
For – Profit applicants - Evaluated by Contract Administration Unit	
TOTAL	**100**

Attachments

Programs leading to professional licensure, scientific or technical careers*:

List specific majors offered by the institution that lead to professional licensure, **scientific or technical careers** and indicate the number of students who are majoring in each:

Major leading to licensure, scientific or technical careers Majors	Total Number of (U/G**)	Projected Number of CSTEP students in Major

Attachments (Continued)

Requirement 1: Provide instructional support in "gateway courses" (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels, and tutoring for higher level courses at the junior and senior levels.				
Level	**Measure of Positive Performance**			
Beginning Level 1	We do not provide instructional support in "gateway courses," (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus or pre-professional pre-requisite courses) at the pre-freshman/freshman and sophomore levels **and** we do not provide tutoring for higher level courses at the junior and senior levels.			
Developing Level 2	We do provide instructional support in "gateway courses," (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus or pre-professional pre-requisite courses) at the pre-freshman/freshman and sophomore levels but do not provide tutoring for higher level courses at the junior and senior levels.			
Proficient Level 3	We do provide instructional support in "gateway courses," (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus or pre-professional pre-requisite courses) at the pre-freshman/freshman and sophomore levels **and** we also provide tutoring for higher level courses at the junior and senior levels.			
Activities/Services	**Staff Responsible**	**FTE**	**Level**	**Measure of Positive Performance**
First Year:				**Describe performance outcomes using qualitative and quantitative measures:**
Second Year:				**Describe performance outcomes using qualitative and quantitative measures:**
Third Year:				**Describe performance outcomes using qualitative and quantitative measures:**
Fourth Year:				**Describe performance outcomes using qualitative and quantitative measures:**
Fifth Year:				**Describe performance outcomes using qualitative and quantitative measures:**

Attachments (Continued)

- **Instructions for Addressing Requirements and Measures of Positive Performance Matrix**

- Using the template, provide a separate chart for each requirement. All of the listed requirements must be addressed; omission of any will reduce the number of points awarded.

- When completing the requirement charts, be sure to provide all requested information by including the following:

  - **Descriptions of activities and/or services** for a five year period. Show increasing measures of positive performance in each year. The project must include required activities and/or services. It may also include other activities and/or services designed to achieve program purposes.

Attachments (Continued)

- (Continued) When completing the requirement charts, be sure to provide all requested information by including the following:

    - For each activity and service, indicate the staff that will be responsible for the implementation of each objective.

    - For each activity and/or service, indicate the full-time equivalent (FTE). **Full-time equivalent (FTE)** is a way to measure a worker's involvement in a project, or a student's enrollment at an educational institution. Full-time equivalent for staff is defined as the percent effort for each activity and/or service provided by the worker. An FTE of 1.0 means that the person is equivalent to a full-time worker and spends 100% of his or her time on the project; an FTE of 0.5 signifies that the worker spends half of his or her time serving the project.

    - For each activity and/or service, indicate the level of positive performance you feel the activity and/or service are providing in each year. For example: select Level One = Beginning, Level Two = Developing, Level Three = Proficient (see template below).

Fiscal Viability

- From the Composite Budget, FS-10, and Budget Narrative:

  - Description and justification of the costs in **Professional and Support Service** staffing (all items are appropriately budgeted and clearly supported as essential to the operation of CSTEP).

  - Description and justification of the expenses in the **Purchased Services** category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of CSTEP).

  - Description and justification of the expenses in the **Supplies and Materials** category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of CSTEP).

  - Description and justification of the expenses in the **Travel category** (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of CSTEP).

  - Description and justification of the amount and categories of the **institutional match** as found on the Composite Budget.

Reports

- **Each institution receiving a CSTEP award will be required to submit two program reports annually: an interim or mid-year report and an annual or final report.**
  - The interim report is due on **March 15th** every year.
  - The final program report is due on **September 15th** of each program year.
    - Extensions of report deadlines must be requested and approved in writing prior to deadline.
    - All communication requesting an extension must be copied to the President, Provost, or appropriate supervisor and indicate the reason why the institution is unable to submit its report on time.

Application Submission

- **<u>Non-profit applicants</u>** must submit **one original and two (2) paper copies** (both the narrative application and the budget/budget narrative) as well as a **flash drive** containing a complete electronic copy of the proposal in one PDF file and the budget documents in a separate PDF file, in a sealed envelope labeled "Collegiate Science Technology Entry Program Application GC#15-004".

- <u>Non-profit applications</u> must be sent to the following address:

    RFP GC#15-004

    New York State Education Department

    Office of Postsecondary Access, Support and Success – CSTEP

    Room 505W EB

    89 Washington Avenue

    Albany, NY 12234

Application Submission (Continued)

- **<u>For-profit applicants</u>** must submit **one original and two (2) paper copies of the Narrative Application** in a sealed envelope labeled "Collegiate Science Technology Entry Program Narrative Application, GC#15-004—DO NOT OPEN"; **one original and two (2) paper copies of the Budget/Budget Narrative** in a separately sealed envelope labeled "Collegiate Science Technology Entry Program Budget, GC#15-004—DO NOT OPEN"; a **flash drive** containing a complete electronic copy of the proposal in one PDF file and the budget documents in a separate PDF file in a separately sealed envelope labeled "Collegiate Science Technology Entry Program Electronic Copy, GC#15-004—DO NOT OPEN".

- <u>For-profit applications</u> must be sent to the following address:

    Attn: Nell Brady, RFP GC#15-004

    NYS Education Department

    Bureau of Fiscal Management Contract Administration Unit

    Room 501W EB

    89 Washington Avenue

    Albany, NY 12234

For-Profit Institutions

- **A maximum of $400,000 will be set aside for the highest ranking for-profit applicants statewide.**

- For-profit applicants must receive an average passing score of 45 points or more on the Narrative Application in order to be eligible (valued at 75 points total).

- The budget section of the proposal represents 25 points of the final score.

Enrollment Requirements

- Each funded program is also expected to meet its contracted annual headcount.

- The CSTEP award recipient institution will furnish CSTEP-SED with a roster of students enrolled in its program as of February 15 in each program year. This roster is due March 15.

- If the current roster is less than 95% of the number set forth in the composite budget, the grantees budget will be proportionally diminished by the amount of the percentage of the deficiency from the composite budget. For example: if the actual roster is 94% of the projected number, the grantees budget will be reduced by 6% in the year of the deficiency.

  - In addition, the program will be placed on probation in the next program year and may require a site visit by CSTEP-SED.

- For the subsequent year of the funding cycle, the institution is returned to its original award amount, which will require meeting the original contracted annual headcount.

- Adjustments to the award will occur if items within the proposed budget are deemed to be non-allowable or inappropriate.

The State Education Department Contacts

- **CSTEP Program:**

Dr. Chris Fernando

CSTEPRFP@nysed.gov

- **Fiscal:**

Ms. Nell Brady

CSTEPRFP@nysed.gov

Questions

□ Questions regarding this RFP must be e-mailed by **January 30, 2015** to CSTEPRFP@nysed.gov

□ A summary of questions and answers will be posted no later than **February 13, 2015** to the following website: http://www.highered.nysed.gov/kiap/colldev/CollegiateScienceandTechnologyEntryProgram.htm

One More Time - Important Dates

- **Questions regarding this RFP** must be e-mailed by **January 30, 2015** to CSTEPRFP@nysed.gov

- **Questions and Answers Summary** will be posted no later than **February 13, 2015** to the following website: http://www.highered.nysed.gov/kiap/colldev/CollegiateScienceandTechnologyEntryProgram.htm

- **Applications Due: Postmarked by March 6, 2015**

- **Anticipated Notification of Awards:** April 30, 2015 (Pending an approved state budget and approval from Division of Budget).

- **CSTEP Period:** Programs may begin as early as July 1, 2015 and must be completed by June 30, 2020.

THANK YOU!

CSTEP WORKS!!!