

## REQUEST FOR PROPOSALS

Center for the Advancement of Teaching  
and School Leadership

FY 89-90

The Commission on Higher Education is soliciting proposals for the establishment of a single statewide "Center for the Advancement of Teaching and School Leadership," as authorized by Section 59-18-25, of Act 194 (1989). This Center is proposed as one of several new State efforts to encourage public schools to initiate new and innovative ideas that will foster constructive change in the way schools are structured, organized, and operated.

The Center will provide technical assistance to teams of teachers and administrators so that the needs of their schools may be identified and the leadership skills necessary to bring about meaningful change to meet those needs may be developed.

A copy of the relevant sections of Act 194, Sections 59-18-20 and 59-18-25 is attached.

The Commission will give priority consideration to the proposal, or proposals, which directly involve a number of the eligible institutions of higher education in the State. While the proposed Center must, in accord with the legislative requirement, be "located at" a public college or university, it is not required that it be operated solely by one public college or university. That is, proposals submitted by a consortium or other ad hoc grouping of institutions are encouraged.

General Guidelines for Proposals to Establish  
A Center for the Advancement of Teaching and School Leadership

1. Eligible Institutions are the public or private senior colleges or universities in the State which are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and whose teacher training programs are approved by the State Board of Education.
2. The proposed Center must conform to the following requirements as described in the statute:
  - a. The Purposes of the proposed Center must be "to provide support and training for teachers and principals in their efforts to design and implement innovative programs" by offering "a program for school change consisting of intensive short term institutes for teams of teachers and administrators" and to provide "on-site support and expertise as needed by school teams."

- b. The proposal must establish a center which will work "in conjunction with other colleges and universities in various regions of the State."
  - c. Center activities must include for each school team an analysis of the needs of the team's school, development of strategies to bring about meaningful change, and establishment of goals for bringing about that change.
  - d. The Center must assist each team in developing an evaluation component to measure implementation of the strategies and goals for change.
  - e. Schools receiving grants to implement innovative programs under Section 59-18-20 must receive priority assistance.
3. One Award to establish the Center will be made by the S.C. Commission on Higher Education, as early as February, 1990.
  4. The Maximum Award Amount for FY 1989-90 is \$500,000. There is no guarantee of subsequent year funding. However, proposals submitted must project funding needs for FY 89-90, FY 90-91, and FY 91-92 as a minimum.
  5. Proposals must demonstrate Existing and Sustained Strength in and Commitment to the Center from the proposing institutions, including an existing base in faculty expertise, resources, and facilities. Matching funds are not required but are permitted. Consideration will be given to the recent record of the proposing institution(s) in working with the public schools.
  6. Proposals must include a description of the ways in which the proposed efforts will be complementary to and not duplicative of the activities of the State Department of Education's Office of Leadership and School Improvement.
  7. Proposals must contain a specific and clearly defined Evaluation Component by which to measure the Center's achievements and effectiveness.
  8. Proposals Must be Received by the Commission not later than Monday, January 15, 1990. The Commission expects to make the final award on February 1, 1990.
  9. The successful grantee must submit to the Commission an end-of-year Summary Report on budget expenditures and activities and a formal Evaluation of the Center's achievements and effectiveness.
  10. Funds Requested must conform to the following restrictions:
    - a. Funds may not be used for capital improvements.
    - b. Funds may be used to hire permanent staff.

- c. If funds are used to hire permanent employees of any institution as temporary personnel for the Center, funding for "release time" is allowable only to the extent of the actual cost for temporary replacements. Pro-rata shares of regular annual salaries for regular employees "on loan" to the Center may be allowed for summer employment only.
  - d. Overhead charges, or indirect cost recovery, are not allowed.
  - e. Funds may be used to hire part-time faculty or consultants.
11. The schedule for issuing and acting upon the request for proposals is as follows:
- |                     |   |
|---------------------|---|
| November 15, 1989   | Request for Proposals issued, FY 1989-90.   |
| January 15, 1990    | Last day for proposals to be received at the Commission. Fifteen copies are required.                       |
| By January 30, 1990 | Proposals reviewed by the Commission's Committee on Academic Affairs (special meeting required).            |
| February 1, 1990    | Award made by the Commission on Higher Education at its regular monthly meeting.                            |
| August 1, 1990      | End-of-year summary report on budget and activities and request for grant reauthorization for FY 90-91 due. |
| May 1, 1991         | Evaluation of proposal activities due for FY 89-90 and, if reauthorized, for FY 90-91.                      |

#### Required Format for Proposals and Reporting Requirements

At a minimum, the following elements must be included in each proposal:

1. Each proposal must be accompanied by a transmittal letter addressed to Mr. Fred R. Sheheen, Commissioner of Higher Education, signed by the executive officer of each of the proposing institutions.
2. Proposals should not be bound in any type of cover or notebook, but should be stapled in the upper left-hand corner. The proposal must be double-spaced and typed on only one side of each page. Fifteen copies of each proposal must be submitted.

3. Each proposal must contain:

- a. A cover page, displaying the names of the principal proposing institution(s), name(s) and signature(s) of the proposal's principal authors, and the names and signatures of the chief academic and fiscal officers for each of the principal participating institutions. In the case of a proposal submitted by more than one institution, a single fiscal agent from among the participating public senior institutions must be designated.
- b. An "executive summary" of the proposal not to exceed two pages.
- c. A narrative description of the proposed Center not to exceed fifteen pages in length, to include brief discussions of, among others:
  - . the goals and objectives of the Center as proposed
  - . the capacity of the proposing institution(s) to mount such a Center
  - . a list of the proposed activities and an approximate timetable for their accomplishment
  - . the proposed Center's similarities to or difference from comparable entities elsewhere, if any
  - . organization and governance of the Center
  - . the Center's administrative structure and personnel requirements
  - . its proposed location and facilities
  - . the evaluation mechanisms to be employed in assessing the Center's effectiveness
- d. A table of proposed expenditures arranged as follows:

FY 89-90<sup>(1)</sup>

<u>Item</u>	<u>Grant</u> <sup>(2)</sup> <u>Funds</u>	<u>Institutional</u> <u>Or Other</u> <u>Funds</u>	<u>Total</u>
<u>Salaries</u>			
Administrators (No.)			
Faculty (No.)			
Consultants (No.)			
Clerical Support (No.)			
Other (Specify each (No.))			
<u>Fringe Benefits</u> (if applicable)			
<u>Equipment</u> <sup>(3)</sup>			
<u>On-Site Assistance</u> <sup>(4)</sup>			
<u>Expendable Supplies</u>			
<u>Travel</u>			
<u>Other</u> (specify)			
<u>TOTAL</u>			

- Notes: (1) The name and address of one fiscal agent for the project must be given.
- (2) Funds may not be used for capital improvements; funds may be used to hire permanent staff; if funds are used to hire permanent employees of any institution as temporary personnel for the Center, funding for "release time" is allowable only to the extent of the actual cost for temporary replacements; pro-rata shares of regular annual salaries for regular employees "on loan" to the Center may be allowed for summer employment only; overhead charges, or indirect cost recovery, are not allowed.
- (3) A list of items of equipment whose unit costs exceed \$1000 must be attached.
- (4) According to the statute, "a portion of the funds for this program must be budgeted for on-site assistance to school teams by the Center and cooperating colleges and universities."

- e. As an Appendix, if the proposal identifies Center personnel, a standard curriculum vitae must be included for the principal administrator(s). A blank copy of the standard form, which may be reproduced as needed, is attached. If Center personnel are to be hired, a description of the requisite qualifications must be provided.
4. A final report must be received by the Commission no later than August 1, 1990. This final report must include a brief description of the activities and accomplishments of the Center. It must also include a financial statement of expenditures in at least the same detail and format as that approved by the Commission. It must also request reauthorization of the grant for FY 90-91, subject to the availability of funds, and provide a proposal budget for FY 90-91.
5. A formal evaluation of the Center's activities in FY 89-90 and if reauthorized, for FY 90-91, must be received by the Commission by May 1, 1991.