

**Request for Proposals**  
**Region 4 Regional Professional Development Advisory Council**  
**for Adult Education Practitioners**  
**Regional Support Institution**

**A. BACKGROUND**

In 1998, the Division of Workforce Development within the Florida Department of Education awarded a grant to the Center for Policy Studies in Education at Florida State University for the purpose of launching an initiative designed to begin regionalizing the development and delivery of continuing professional development for adult education personnel. The purposes of this project are to:

1. Strengthen regional capacity for identifying and meeting adult educators' professional development needs in each of Florida's five DOE regions;
2. Engage business and community stakeholders in the process; and
3. To identify and cultivate training resources within the region itself as well as those available via inter-regional exchange.

Regional Professional Development Advisory Councils (RPDACs) will be created in each Department of Education region of the state to direct the project activities and assure that the complementary points of view of adult education professionals, business representatives, community leaders, and students themselves are taken into account. During the project period from July 1998 through September 30, 1999, the Center for Policy Studies will provide the majority of needed technical and administrative support to each of these regional Councils. However, transition to the regionally-based and regionally-driven model for this initiative will require that locally-based regional institutions are also established to assume these administrative and technical support functions for the future.

The project is intended to offer a more systematic and proactive approach to reforming and upgrading professional development capacity for Florida adult education than has been available to date. Innovative educational technologies are expected to also play a role in the professional development model implemented by the project. The workplan calls both for providing critical training to persons engaged in adult education and for strengthening the professional development system at a regional level in a manner that will "involve the use of innovative methods," "promote more effective programming" and further "a comprehensive or coordinated approach to problems of adults with educational deficiencies." Overall, the project constitutes a critical component in current efforts of the DOE's Division of Workforce Development to help each state's region to take the lead in developing its own training infrastructure.

For more information on the project, you can visit the project web site at:

<http://www.fsu.edu/~adult-ed/efae>

## **B. ELIGIBLE APPLICANTS**

Applicant agencies/institutions/organizations must be located within the region in which they are making application to serve as Regional Support Institution (see Appendix A - Regional map).

## **C. SCOPE OF WORK**

1. Provide technical assistance to the RPDAC's Training Development Team in the conduct of regional trainings.
  - Assist the RPDACs Training Development Team in the identification or provision of professional and administrative resources to develop and deliver three priority training sessions for 25 adult education practitioners, each, within the designated region.
  - Assist the RPDACs Training Development Team with arrangements for training, such as training rooms, promotion, registration, audiovisual equipment, administration and compilation of training evaluations and other details related to the conduct of regional trainings in Summer 1999 and future regional trainings sponsored by the RPDAC.
  - Participate in the transfer of learning assessment following the implementation of the three planned trainings in Summer 1999.
  - Copy and mail meeting notices, agendas, meeting materials and meeting minutes to Training Development Team members and training partners for regional trainings.
  - Copy training materials for training participants in regional training sessions.
2. Provide administrative assistance/support to the Regional Professional Development Advisory Council (RPDAC).
  - Provide ongoing technical assistance to the RPDAC's efforts, particularly in the areas of needs and resources assessment, planning, training development and evaluation.
  - Copy and mail meeting notices, agendas, meeting materials and meeting minutes to RPDAC members and volunteer partners for six meetings annually.
  - Maintain regional information on a statewide website providing information on the activities and products of the RPDACs.
  - Maintain regional database of RPDAC members, RPDAC volunteers, and adult education stakeholders identified through the work of the RPDAC.
  - Maintain an electronic mail listserve of regional stakeholders informing the listserve subscribers of RPDAC meetings and sponsored events.
  - Provide a permanent address for the RPDAC's activities and route mail, telephone messages, and electronic messages to appropriate individuals.

## **D. SELECTION CRITERIA**

1. **Organizational Capacity** (30 points) - application demonstrates that the applicant has the administrative, fiscal, technical and professional capacity to perform the scope of work delineated above. In particular, the applicant must demonstrate the ability to prepare curriculum and instructional design proposals to the Region 4 RPDAC no later than May 21 and conduct the required three regional trainings by July 31, 1999.
2. **Professional Qualifications** (20 points) - designated staff possess the qualifications and skills to be able to direct the scope of work described above.
3. **Resource Network** (15 points) - application demonstrates knowledge of and ability to bring outside resources to support the scope of work.

4. **Additional Resources** (15 points) - resources beyond the minimum required to perform the scope of work which are offered by or available from the applicant
5. **Budget** (10 points) - budget is justifiable and reasonable.
6. **Location** (10 points) - applicant is either centrally located within or is networked to provide services throughout the region.

#### **E. APPLICATION INFORMATION**

1. Applications for funding must be submitted no later than April 19, 1999.
2. Applications should not exceed 10 pages, excluding supporting documents and information. All supporting documents should not exceed 5 pages. Average expected length of complete proposal is 8 pages.
3. The project period shall begin at the time of the award and terminate on September 30, 1999, with potential for renewal with expanded responsibilities in subsequent project years.
4. Funding for these proposals shall not exceed \$29,000 for this initial project period.
5. Extensive networking and utilization of existing resources and collaboration with relevant agency partners is strongly encouraged.
6. Funding should not be utilized to hire new staff; rather interested applicants should demonstrate how existing staff and agency/institution functions are compatible with meeting the needs of the project.
7. The Center for Policy Studies in Education will continue to handle reimbursements for travel/meeting expenses of Council members during this initial project period; interested applicants should allow for travel expenses for their own staff during the initial project period. NOTE: Two Council meetings and three training sessions are anticipated in Region 4.
8. The applicant's proposal should be presented in the following order:
  - Title/Signature Page (see attachment)
  - Description of Agency/Organization/Institution and Capacity
    - including location or presence within the region
  - Description of Agency Operations/Activities/Objectives
    - including prior experience with similar projects or initiatives
  - Qualifications of Key Project Personnel
  - Requested Budget and Resources Offered by Applicant
9. Proposals should be submitted by hard copy and electronically using WordPerfect 5.0.
10. Inquiries and proposals should be directed to:
 

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|---|-------------|
| Cynthia L. Godbey, Project Director ( <a href="mailto:clg5723@garnet.acns.fsu.edu">clg5723@garnet.acns.fsu.edu</a> )      | BEFORE 4/14 |
| OR Fredrika Flakes, Region IV Res. Asst. ( <a href="mailto:fjf4178@garnet.acns.fsu.edu">fjf4178@garnet.acns.fsu.edu</a> ) | AFTER 4/13  |

  - Center for Policy Studies in Education
  - 314 Stone Building, Florida State University
  - Tallahassee, Florida 32306-4463
  - Phone: (850) 644-5042
  - Fax: (850) 644-1595

**ADE 21 PROJECT**  
**Application to Serve as Regional Support Institution**  
**Title/Signature Page**

**LEGAL NAME OF APPLICANT:**

**DATE:**

**ADDRESS:**

**FEDERAL ID #:**

**TITLE OF PROPOSAL:**

**Proposed Start Date (not before April 23):**

**NAME, ADDRESS AND TELEPHONE NUMBER OF CONTACT PERSON:**

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**Typed Name of Contact Person**

**Typed Name of Fiscal Agent/Official**

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**Signature of Contact Person**

**Signature of Fiscal Agent/Official**