

Migrant Education Program Pre-Proposal Conference

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mdek12.org



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DEPARTMENT OF
EDUCATION

July 13, 2023

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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

State Board of Education STRATEGIC PLAN GOALS



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6





Microsoft Teams Reminders

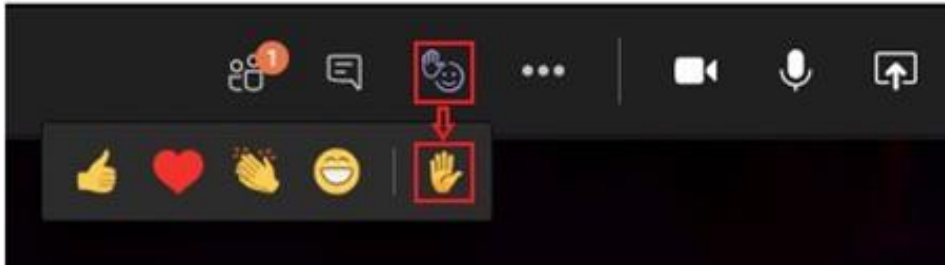


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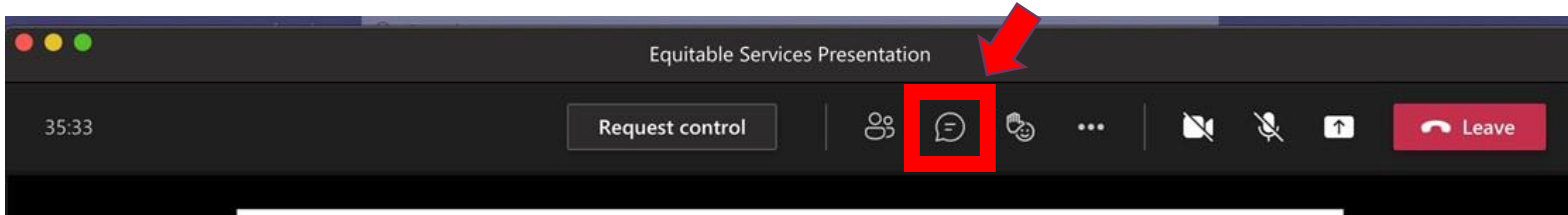
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth and reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

“Raise Hand” Feature

Just select **Show reactions**  in the meeting controls, and then choose **Raise your hand** . Everyone in the meeting will see that you've got your hand up.

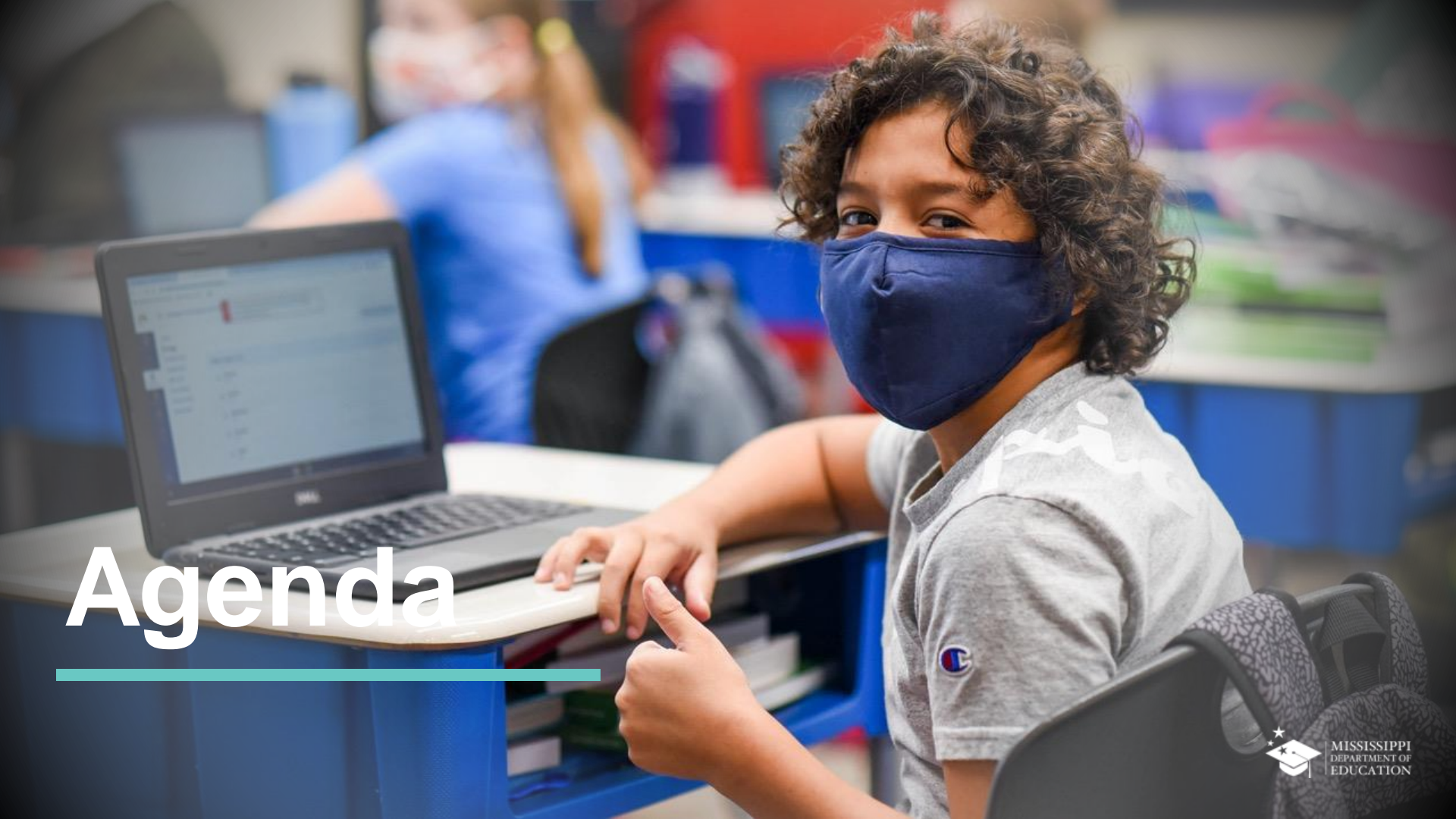


"Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be uploaded to the OFP's Title I, Part C webpage.
 - <https://www.mdek12.org/OFP/Title-I-Part-C>



Agenda



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- General Information
- Proposal Details & Scoring
- Proposal Requirements
- Questions

- The goal of this session is to provide technical assistance on how to complete the Migrant Education Program (Title I, Part C) Request for Proposal (RFP).
- The objective is to provide the information needed to have 100% of the submitted proposal complete and accurate.

General Information

- The purpose of Mississippi's Migrant Education Program (MEP) is to ensure migrant children fully benefit from the same free public education provided to other children.
- The MEP helps to address the educational needs of migrant children, helping them to succeed academically.
- It is responsible for providing supplemental academic and supportive services to the children of families (or children themselves) who migrate to find work in the agriculture and fishing industries, whether or not enrolled in school.

The MEP was established to help ensure that migrant students:

- Do not experience academic disruption and other challenges that might be caused by frequent moves
- Are not penalized because of their transiency, and have access to the state's academic standards and to high school graduation
- Are not penalized by moves and differences in curriculum, graduation requirements and state academic content standards between states
- Are provided with appropriate educational services (including supportive services) that address their specific needs in a coordinated and efficient manner

- A migrant child is 3-21 years of age;
- The parents, guardian, spouse, or the child him/herself is a migratory agricultural worker or fisher; and
- The child has moved within the past 36 months from one school district to another to obtain temporary or seasonal employment in migrant work.

Eligible migrant work activities may include the following:

- Preparing, working and harvesting field crops such as corn, potatoes, and soybeans.
- Orchard activities related to fruit and nut trees and vines including sorting and packing.
- Fishing and fishery activities.

- The production of vegetables, including sorting, freezing, and canning.
- The production of poultry and poultry products.
- The production of livestock.
- The harvesting and cultivation of trees; and
- The production of milk and other dairy products.

The following organizations* are eligible to apply:

- Local Educational Agency (LEA)
- Local Operating Agency (LOA)
 - Regional Service Center
 - Junior College
 - Community College
 - Four-Year College or University

*Applicants that previously received a subgrant award must be in good standing with the MDE to receive an award through this solicitation.

The MDE encourages the eligible applicants to work in consortia with the following entities:

- Local Educational Agency(LEA) or local operating agency(LOA)
- Community-based organizations
- Faith-based organizations
- Private entities
- Family literacy programs
- Libraries

- The UEI number is a unique number used to identify Subgrantees. **The federal government uses the UEI to track how federal money is allocated to Subgrantees.** All Subgrantees must have an active UEI Number, that is unrestricted and accessible at www.sam.gov. Please visit [Guide to Getting a Unique Entity ID](#) for more information.
- To receive a UEI Number, you must register with the System Award Management (SAM). Any debarred person or Applicant will not be eligible to apply and receive Federal funds.
- **Verification and documentation of the registered active UEI must be submitted with the proposal**

- Go to the SAM website: www.sam.gov
- Click on Sign In
- Select "Create an account" and enter your email address.
- Registration for www.sam.gov is completely free of charge. There is no fee for you to register or renew/update your organization's information.



Program Implementation

Eligible applicants must:

- Commit to implementing the requirements of the MEP;
- Be a regional service center or partner with a regional service center or a community college or an institution of higher learning or partner with a community college or an institution of higher learning;
- Be in close proximity to a major agricultural or fishing industry;

- Have experience with providing services to migrant or limited English proficient families;
- Attend trainings and meetings, national meetings, training, workshops, conferences, and professional development opportunities related to the administration of MEP;
- Commit to identifying a team of qualified individuals who will be responsible for the administration and implementation of the requirements of MEP

- Hire, train, and support sufficient staff to perform the following five tasks
 1. An Administrator
 2. An Identification and Recruitment (ID&R) Coordinator
 3. An Educational Services Coordinator
 4. A Parent Activities Coordinator
 5. A Data Coordinator

- Make available to the eligible migrant population the educational and support services as detailed in the Mississippi's Service Delivery Plan

See section 2.1 of the RFP for detailed description.

Applicants receiving an award are responsible for utilizing these funds to carry out activities that advance student achievement and support Migrant student success, including but not limited to:

- Support high-quality and comprehensive educational programs
- Ensure that migrant children receive full and appropriate opportunities to meet the same challenging State academic content and academic achievement standards that all children are expected to meet
- Support programming designed to help equip families to support migrant students in meeting challenging State academic content and student academic achievement standards

Proposal Review and Selection Process



Phase I – Compliance

- Proposals are reviewed by MDE program staff to determine if all formatting and submission requirements are met. **If any proposal fails to meet the established deadline or Required Elements, the proposal will be disqualified.**

Phase II – Review and Scoring

- An evaluation committee (minimum of 5 members), authorized by the MDE, shall evaluate and score each proposal based on the quality of the proposed activities and the evidence provided to demonstrate the capacity of the Applicants to implement the proposed program.

Evaluation of proposals will be based upon the following criteria. Maximum points for each criterion are as follows:

I. Program Description - 80 points

- a) Evidence of Effectiveness (10 points)
- b) Communication with Schools/Districts (5 Points)
- c) Qualifications of Staff (10 Points)
- d) Collaboration (5 Points)
- e) Comprehensive Needs Assessment (10 Points)

- f) Identification and Recruitment (ID & R) (10 Points)
- g) Educational Services (student services) (5 Points)
- h) Educational Services (program evaluation, data analysis and professional development) (10 Points)
- i) Parental and Family Engagement (10 Points)
- j) Out-of-School Youth Services (5 Points)

II. Budget - 20 points*

- Completed Budget **Form A** (budget overview)
- Detailed Budget **Form B** (summary for 5 years of funding)
- Detailed Budget **Form C** (narrative for 1 year of funding)

*Accuracy of calculations

Total Points 100

July 5, 2023	RFP Issued
July 5, 2023	Email and Post to MDE Website/Newspaper
July 12, 2023	2 nd Advertised Notice in Newspaper
July 13, 2023 — 1:30 pm	Pre-Proposal Conference
July 14, 2023	Deadline for submitting questions
July 17, 2023	Questions will be posted to the MDE website
July 25, 2023 — 2:00 pm	Proposals due
July 28 – August 2, 2023	Evaluation of proposals
September 28, 2023	State Board of Education approval
September 28, 2023	Notification of awards (contingent upon SBE approval)



MEP Request for Proposal Requirements



- Signed Cover Page (Form 1) - *Required Signature(s)*
- Signed Assurances (Form 2) - *Required Signature(s)*
- Signed Standard Terms and Conditions (Form 3) - *Required Signature*
- Signed Conflict of Interest (Form 4) - *Required Signature*
- Sign Acknowledge of Amendments (Form 5) - *Required Signature*

- Verification of the registration of the active Unique Entity ID (UEI) must be submitted with the proposal (e.g., www.sam.gov correspondence indicating the status and expiration date, UEI letter, etc.)

- Program Plan and Implementation
- Budget Forms A, B, & C – Complete
- Letters of Reference (see Program Description: section (1)(b))
- Letters of Support (if desired)(see Program Description: section (4))

- If the applicant expends \$750,000 or more in a year in federal awards, the applicant must submit the most recent single or program-specific audit conducted in accordance with the provisions of 2 C.F.R. Part 200 Subpart F. If the applicant did not expend \$750,000 or more in a year in federal awards, a letter must be provided stating that this requirement does not apply.

Applicants should submit proposals using the following parameters:

- Submitted on 8.5” x 11” white paper using 12-point Arial/ Times New Roman font
- Formatted using 1” margins on all sides
- Portrait setting
- Single-spaced and single-sided (pages must include the Applicant’s name and page number within the footer in the lower right-hand corner)

- The complete proposal including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only
- “Links” received to obtain a response via the RFXS will not be opened and the email will be rejected without further consideration for an award
- A response proposal received via the RFXS must include ONE proposal per electronic submission.
- Duplicate submission of an electronic and mailed response proposal will result in the LAST timely submission being considered as a modification to the original submission. The previous submissions will be rejected and not considered for the evaluation and award.

An original signed proposal packet with number (1) copy shall be shipped/mailed and received in a sealed envelope at the MDE no later than **July 25, 2023, by 2:00 p.m. Central Standard Time (CST)**. **The return address label must be visible on the sealed envelope and include the name of the individual/entity submitting a response.**

Shipping Information:

Mississippi Department of Education
Monique Corley, Director
Office of Procurement
Education of Migratory Children
Title I, Part C
500 Greymont Avenue
Suite G
Jackson, MS 39202
(DO NOT OPEN)

- Timely submission of the proposal package is the sole responsibility of the Applicant.
- Any proposal shipped or mailed **MUST** be verified, date and time stamped, and recorded by an MDE mailroom staff.
- **Packages that are delivered at the MDE in person by the applicant or a representative will NOT be opened.** Packages received by shipping/mail without the appropriate acceptance by the MDE mailroom staff or is received and recorded **AFTER** the submission deadline will **NOT** be considered for an award.

- Written questions concerning the solicitation should be **emailed** to: federalprograms2@mdek12.org with **subject line stating Migrant RFP**
- The deadline for submitting written questions by email is **July 14, 2023, at 5:00 p.m. Central Standard Times (CST)**. The answers to the questions will be provided to the general public on **July 17, 2023**, on the MDE's website www.mdek12.org under the *Public Notices Section/Request for Applications, Qualifications, and Proposal*. **No individual replies will be granted.**
- A copy of this solicitation, including all attachments and any subsequent amendments, including the Question-and-Answer amendment, if issued, will be posted on MDE's website. It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this procurement.

- [RFP - Migrant Education Program Title I, Part C](#)
- <https://www.mdek12.org/OFP/Title-I-Part-C>
- <https://oese.ed.gov/offices/office-of-migrant-education/migrant-education-program/>
- <https://results.ed.gov>
- <https://www.mmesc.msstate.edu>

Please email all questions to

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