



Migrant Education Program (MEP) Contract Solicitation

June 9, 2016

Title I, Part C Grant

Tennessee Department of Education

Candice McQueen  
Commissioner of Education

Kathleen Airhart  
Deputy Commissioner

Eve Carney  
Executive Director, Consolidated Planning and Monitoring

Jan Lanier  
Director of English Learner, Immigrant, and Migrant Programs

## **BACKGROUND**

The Elementary and Secondary Education Act (ESEA) is the major federal law that impacts K-12 public education and provides benefits to non-public schools. ESEA emphasizes systematic, comprehensive educational reorganization through improving academic accountability, as well as curriculum, resources, and teacher quality. The law was reauthorized in 2001 as No Child Left Behind (NCLB), and in 2015 as Every Student Succeeds Act (ESSA). Title I, Part C of ESEA is a specific section focusing on migratory children and youth. The general purpose of the Migrant Education Program (MEP) is to ensure that migratory children benefit fully from the same free public education provided to other children and to help them overcome issues such as educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit their ability to be successful in school. The services provided are supplemental. The Office of Migrant Education (OME) is the department within the United States Department of Education (USED) responsible for administering grant programs that provide academic and supportive services to the children of families who made a qualifying move in the preceding 36 months, and engaged in temporary or seasonal employment in agriculture (including dairy or initial processing of raw agricultural products); or actively sought such new employment and has history of moves.

## **REQUEST FOR PROPOSAL INTRODUCTION**

One contract will be awarded to serve the State of Tennessee. The contract will be awarded for one year beginning October 1, 2016 and ending September 30, 2017 with an option to annual renew at the State's discretion and subject to funds availability, not to exceed five (5) total years (60 months).

The Grantee awarded this contract shall provide a MEP that improves educational opportunities for migratory children in Tennessee and helps students succeed in a regular school setting, meet the state academic content and student academic achievement standards, and graduate from high school by providing supplemental services. The Grantee must also cooperate with the state; local education agencies (LEAs); and the community in the planning, implementation, and evaluation of the program. To achieve this purpose, the MEP assists the state education agency (SEA) and local operating agencies (LOAs) such as universities or private agencies that operate migrant projects to address the special educational needs of migratory children in order to better enable them to succeed academically.

## **PURPOSES OF THE MIGRANT EDUCATION PROGRAM (MEP)**

- Ensure that migratory children and youth who move among States are not penalized by disparities among the States in curriculum, graduation requirements, Tennessee Academic Standards, and State student academic achievement standards.
- Support high-quality and comprehensive educational programs that help reduce the educational disruption and other problems that result from repeated moves.
- Offer programs to help migrant children and youth overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that may inhibit their ability to do well in school, and to prepare them to make a successful transition to post-secondary education or employment.
- Ensure that migratory children are provided with appropriate educational services (as well as supportive services) that address their special needs in a coordinated and efficient manner.

- Ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all students are expected to meet.
- Ensure that migratory children benefit from State and local educational systems.

## **RESPONSIBILITIES OF THE GRANTEE**

Additionally, the contracted Grantee will be responsible for identifying and recruiting eligible migrant children and youth in Tennessee for the Migrant Education Program. To support the Migrant Education Program, the Grantee must hire, train, and supervise recruiters; determine and document recruiters' proficiency in all modes of communication in both English and the language other than English spoken by migrant children and their families; and maintain accurate, updated files, and compile reports. Recruiters should provide support by interviewing potential migrant children and families to determine eligibility for MEP as well as identifying and recruiting eligible migrant children throughout the state of Tennessee as defined in Title I, Part C, § 1309 (2, 2A, 2B, 2C) of the ESEA. In addition, the Grantee and recruiters hired by the Grantee also assume the responsibilities regarding recruiting, tutoring, training, assessing, reporting, and collaborating with a wide variety of stakeholders and partners.

### Hiring & Training Personnel

- Email a list of all personnel paid through this grant and include demographic and contact information for each as well as educational training and any related course of study. This list should be emailed to the state director of English learner, immigrant, and migrant programs and updated monthly as new staff are hired.
- Conduct background checks for staff members working directly with children and youth to ensure that no staff member working directly with or in the vicinity of children or youth has a history of incidents such as sexual abuse, negligence, or violence against minors.
- The Grantee shall emphasize the recruitment and hiring of certified teachers or professionals with a background or training in early education in the district or region where academic services are provided.
- Provide and ensure training for tutoring staff to deliver educational services that are research-based and align with Tennessee Academic Standards.
- Provide and ensure training for tutoring staff to deliver educational services in English as a second language (ESL) instruction with an emphasis on differentiated and scaffolded instruction based on proficiency level and grounded in research-based methods and solid pedagogy.
- The Grantee shall design a thorough training course for newly-hired recruiters as well as provide comprehensive, updated, and interactive training to all recruiters at least annually with approval of the state director of English learner, immigrant, and migrant programs. The related components include:
  - An assessment of newly-hired recruiters to demonstrate mastery of the content and material related to interviewing, recruiting, and qualifying migrants.
  - Written documentation of all participants who successfully complete trainings.
  - Report or written confirmation submitted via email to the state director of English learner, immigrant, and migrant programs within 30 days of the successful completion of training courses for each recruiter.

- Provide summer school services through a program for students in grades pre-K to 12 which will provide differentiated academic instruction with qualified and trained staff during the summer months of June, July, and/or August each year.
  - The Grantee shall emphasize the recruitment and hiring of certified teachers in the district or region where academic services are provided.
  - The Grantee shall communicate and coordinate all summer services with district and/or school staff.
  - The academic services provided to students in grades K-12 should be aligned to Tennessee Academic Standards.
- Recruiters hired should be assessed in all four modalities of communication (reading, writing, speaking, and listening) in both English and languages other than English spoken by migrant children and their families. Documentation should be kept on file and emailed to the state director of English learner, immigrant, and migrant programs prior to the selected recruiter beginning work.

### Recruiter Responsibilities

- Interview potential migrant children and families to determine eligibility for MEP.
- Identify and recruit eligible migrant children throughout the state of Tennessee as defined in Title I, Part C, Section 1309, (2, 2A, 2B, 2C) of the ESEA.
- Fill out completely all data required for and submit a certificate of eligibility (COE) for each migrant child and youth who qualifies for MEP services. Eligible migrant children shall be enrolled into the MEP by completing the COE as specified in Title I, Part C, Section 1304, (c)(7). Copies of COEs must be submitted to the LEAs where the children are enrolled.
- Fill out a comprehensive individual needs assessment for each migrant child or youth to be kept on file and available per request. Compile a report of individual needs assessments completed and send to the state director of English learner, immigrant, and migrant programs monthly. The needs assessment should be updated each year during the three-year time period in which he/she is still eligible for MEP services and is residing in the state.
- Coordinate and collaborate with school systems and community organizations for referring or arranging educational and other related supportive services to migrant children and youth as well as serve as an advocate for migrant students, especially in the area of school enrollment. Examples may include but are not limited to home visits, referrals to appropriate community services, summer reading programs, free ESL classes offered by community organizations, and in-home classes.
- Provide updated information to be input into MIS2000 (a database that contains demographic and qualifying data about migrant children in Tennessee) on a regular basis, no less than once per month every month.
- Document and submit at least monthly detailed service logs detailing dates, times, and types of services provided to migrant children and families and any additional information as deemed appropriate by the State and/or Grantee.
- Communicate with migrant children and families within the first three months of the beginning of each school year to verify addresses and contact information.
- Participate in professional learning opportunities and attend relevant state and national conferences and workshops when requested and approved by the state director of English learner, immigrant, and migrant programs.
- Collaborate with other program staff to review and audit COEs at least quarterly in order to ensure that there was sufficient evidence to support the accurate and appropriate

distribution of all COEs. Provide written and dated documentation of the results of such reviews and audits.

### Trainings & Meetings

- The Grantee shall represent the State as requested at meetings of any consortium of states in which the State is an active member and inform the State of status updates and developments via written communication.
- The Grantee shall participate in all migrant consortium activities and committees.
- The Grantee shall provide training and technical assistance to the State and to LEAs and to the LOAs as requested by the State via an electronic format (email or webinar), phone, or in person as requested by the district staff and deemed appropriate by the State and the Grantee.
- The Grantee shall maintain a list of technical assistance provided to LEAs as related to the Migrant Education Program.
  - The list shall include the issue or question discussed, date, name of district liaison, and district.
  - The Grantee shall email the list to the state director of English learner, immigrant, and migrant programs at least on a monthly basis on the last day of each month.
- The Grantee will provide training, technical assistance, and access (as appropriate and approved by the state director of English learner, immigrant, and migrant programs) to the State, LEAs, and LOAs on use of the Tennessee MEP secure server and the national database, the Migrant Student Information Exchange system (MSIX), via an electronic format (email or webinar), phone, or in person as requested by the district staff and deemed appropriate by the State and the Grantee.
  - The Grantee shall manage and update information related to migrant students in Tennessee on the secure site on a regular basis.
  - The Grantee shall instruct district personnel (and inform the state director of English learner, immigrant, and migrant programs) on how to solve issues related to data needed for the program on the secure site.

### Records and Reports

- Maintain accurate, updated files that reflect a monthly analysis of the COEs that confirm migrant status of each child considered to be eligible for the MEP reported by each recruiter and for each county.
- Send monthly reports to state director of English learner, immigrant, and migrant programs providing the total number of eligible migrant students identified (based on COEs submitted) and the total number receiving services in Tennessee identified by age, residing county, qualifying work, and priority for service (migrant students most at risk of failure to meet academic standards or students who have dropped out of school) status.
- Send reports including charts and/or tables of current migrant children and youth in Tennessee and include related demographic information as qualifying activity, birth country, native language, grade level, age, and county of residence to the state director of English learner, immigrant, and migrant programs at least quarterly.
- The Grantee shall work in conjunction with the state to collect data and to complete all reports currently specified for the ESEA Title I, Part C, Section 1308, (b) (A) and any such information that the secretary may add during the duration of this grant contract related to the MSIX reporting requirements. MSIX facilitates the exchange of pertinent documents of migrant children as they

move across states. These reports must include, but are not limited to, the following information:

- Immunization and health records. The Grantee must contact the LEA to obtain immunization and health records when records are not initially available from the LEA for MSIX reporting purposes and maintain records of contacts made with the LEA in efforts to collect immunization and health information for the migrant children.
- Elementary and secondary academic history (including partial credit), credit accrual, and results from State assessments required under section 1111(b) of the ESEA.
- Other academic information essential to ensuring that migratory children achieve high standards.
- Eligibility for services under the Individuals with Disabilities Education Act.
- The Grantee shall upload accurate information to MSIX and verify the accuracy of the required minimum data elements on at least a monthly basis.
- The Grantee shall provide training and technical assistance to LEAs on the use of MSIX via an electronic format (email or webinar), phone, or in person as requested by the district staff and deemed appropriate by the State and the Grantee.
- The Grantee shall complete state and federal reports as required by the State. This includes, but is not limited to, the timely and accurate submission of all data files and fields required for the submission of the annual Certified State Performance Report.
- Compile and submit via email an end-of-program report to the state director of English learner, immigrant, and migrant programs for all summer school services including, but not be limited to, the following information:
  - Overview of program
  - Monitoring observations
  - Academic observations as well as pre and post-assessment student-level data
  - Personnel, materials, transportation, and personal needs, e.g., nutrition, housing, clothing, health care, etc.
  - Planned improvement for future programs
  - Formal evaluation of summer school services and programming provided by (1) students, (2) parents, (3) and staff. Results must be sent directly to the State.
- Monitor progress through tutoring and school reports, including grade reports as well as feedback provided from classroom teachers and other school staff.
  - Provide all tutoring and school reports to the state as requested.
- Email a monthly report in the form of an Excel spreadsheet to the state director of English learner, immigrant, and migrant programs by the last day of each month listing the following information: students receiving tutoring services through MEP, grade level, recruiter name, district in which student attends school, number of hours served per week, and academic content of tutoring session.
- Documentation of recruiter language skills should be kept on file and also emailed to the state director of English learner, immigrant, and migrant programs within 30 days of each hire.
- The Grantee shall email a list of needed information regarding migrant students such as student IDs to the state director of English learner, immigrant, and migrant programs each month by the last day of the month.
- The Grantee shall maintain detailed documentation logs on all school activities, schedules, services provided and referred, travel, time, and communication logs for all staff working under this grant. The logs should shall be kept on file and provided to the State upon request.

- A monthly synopsis shall be emailed to the state director of English learner, immigrant, and migrant programs outlining the number of students served, name of staff providing services, county, the type of service or activity, date, and frequency of services offered or referred, in addition to all activities and participation.
- The Grantee shall provide all necessary and requested paperwork for an audit to be conducted by the State during the term of this contract in order to ensure and document compliance.
- The grantee shall meet all other programmatic guidelines as required by Title I, C.

### Additional Deliverables

The Grantee shall design an individual needs assessment (to help streamline, individualize, maximize, and document services while avoiding duplication of effort) in collaboration with and with approval from the state director of English learner, immigrant, and migrant programs within thirty (30) days of the contract award. The information to be included in the individual needs assessment shall include but not be limited to the following components:

- Demographic information: name, date of birth, contact information, languages spoken, native language, country of origin, and qualifying arrival date.
  - Available academic information: previous academic records, English learner (EL) status (and level of proficiency if applicable), qualification for special education services, type of special education services required, as well as current district and school.
  - Need for additional services such as medical, mental health, nutrition, academic, and social services.
  - Referrals for services to schools and/or organizations or agencies with dates.
  - Services provided by MEP.
  - Communication notes related to communication with the student, family, school personnel, and others.
- The individual needs assessment shall be filled out for each eligible migrant enrolled in school (for grades K through 12) within 30 days of qualifying for the MEP.
  - If a student is immediately eligible for MEP services, an additional 30 days will be granted to complete their evaluation to allow for the design of an individual needs assessment.
- The Grantee shall design and follow an action plan approved by the state director of English learner, immigrant, and migrant programs for the federally mandated process of the review of COEs by a third party or outside agency as mandated to occur every three years by federal regulations.
- The Grantee shall coordinate and deliver supplemental educational and supportive services to certified migrant children and youth ages 3 to 21 in counties throughout Tennessee. The supplemental educational and supportive services shall include the following:
  - Implement and fulfill the goals described in the State Migrant Education Service Delivery
  - Plan that outlines how Tennessee will deliver educational and related support services, which are federally mandated under the ESEA guidelines.
  - Explore additional funding opportunities from available resources to enhance the program and apply for related grants.

- Seek partnerships with post-secondary educational and technical institutions as well as with community organizations to further enhance the quality of service delivery in fields such as education, counseling, and social work.
- Provide direct supplemental academic tutoring during the regular school year and summers of each year in the schools and/or the home to identified priority for services migrant students as defined in Title I, Part C, Section 1304 (d) of the ESEA, with an emphasis on supplemental ESL instruction for those students identified as active English Learners (based on the screener results). As funds are available, tutoring services will be extended to additional migrant children. Supplemental tutoring in ESL and in other content should be based on current Tennessee Academic Standards and delivered by staff trained in differentiation and scaffolding of instruction for English learners.
- Provide supportive services and outreach to certified migrant children and their families who do not already receive services. Outreach activities may include but not be limited to home visits, referrals to appropriate community services, summer reading programs, tutoring, and in-home classes.
- Identify and serve eligible migrant pre-school children not currently enrolled in a Head Start or Pre-K program and their families through a program designed to help migrant parents better prepare their pre-school students for entry into school as outlined in Title I, Part C, Section 1304 (c) (4) of the ESEA.
- Develop and manage tutoring programs for priority for services migrant students in the counties where they reside. Responsibilities shall include, but not be limited to:
  - Work with the State Office of Migrant Education to coordinate and design an effective migrant tutoring program with academic components that are research-based, aligned to state standards, and appropriate to student levels.
  - Identify eligible students, including out-of-school youth, for tutoring activities.
  - Assess students prior to providing tutoring services. Assessment may include but not be limited to academic information from the State or MSIX, informal pre-assessment, information provided from classroom teachers and/or school staff, tutor observation, but must include a pre-assessment of grade appropriate skills and knowledge related to state standards in core subjects.
  - Assess students at the completion of tutoring services to determine if the services provided increased knowledge and skills. Assessment may include but not be limited to tutor observation and teacher-provided information and must include a post-test of grade level skills and standards taught.
  - Provide state aligned standards-driven lessons and activities to ensure that the tutoring program is reinforcing key learning standards targeted during the regular school year for program participants.
  - Coordinate and provide all necessary transportation in accordance with federal, state, and local laws and regulations, as well as other supplemental services that may be obtained for the benefit of migrant children and youth participating in MEP offerings that are not in-home.
- The Grantee shall assist the State with the process of creating or modifying a Comprehensive Needs Assessment Plan which will include the required components of a Service Delivery Plan and Evaluation as outlined in Title I, Part C, Section 1306 of the ESEA.

- The Grantee shall design and carry out an action plan for parent engagement, including Parent Advisory Councils, activities, and meetings, with the approval by the state director of English learner, immigrant, and migrant programs. In actively partnering with the parents and families of migrant children and youth, the Grantee shall:
  - Compile and provide information about resources, materials, policies, and other related items for migrant families and out-of-school youth in a language and in a manner they understand.
  - Seek and document input from families and parents to help maximize services to migrant children and youth.
  - Solicit both formal and informal feedback from families and parents on the evaluation of services provided to migrant children and youth reported to the state director of English learner, immigrant, and migrant programs.
  - Maintain documentation of attendance and participation at parent meetings and/or events, which shall include formal minutes taken and sign-in sheets at each event.
  - Coordinate and lead regular parent engagement and learning activities.
  - Offer and publicize learning opportunities for migrant families and parents in a language and in a manner they understand.
  - Document communication with parents and families and submit copies of items such as related brochures, flyers, scripts of phone messages, and surveys as documentation to the state director of English learner, immigrant, and migrant programs on a quarterly basis.

Other responsibilities include participating in the professional learning opportunities and attending relevant state and national conferences and workshops when approved by the state director of English learner, immigrant, and migrant programs.

The awarded contract's funding will begin October 1, 2016 and is estimated at \$567,974 for the first year plus any grant funding received in support of these services, subject to funds availability.

Responses to this solicitation must be submitted electronically to **[Geneva.Taylor@tn.gov](mailto:Geneva.Taylor@tn.gov)** no later than 3 p.m. CT, June 23, 2016.

If you have any questions, please feel free to contact Jan Lanier at [Jan.Lanier@tn.gov](mailto:Jan.Lanier@tn.gov).

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related this solicitation.

Applicants must address all items (below) and provide, in sequence, the information and documentation as required. Applicants must also detail the response page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent

The three evaluation scores will be averaged. The contract will be awarded for provision of these services to the applicant with the top score.

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
	1.	Provide a narrative that illustrates the Respondent's understanding of the State's requirements and project schedule in relation to the requirements of the Migrant Education Program.		10	
	2.	Provide a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the State's project schedule.		25	
	3.	Provide a narrative that illustrates a specific plan to hire and train recruiters as well as monitor individual recruiter's performance including assessment of languages other than English spoken, collaboration with school systems and community organizations, and delivery of services.		15	
	4.	Provide a narrative that illustrates the Respondent's expertise and prior experience developing/managing academic tutoring programs aligned with Tennessee state standards, providing supportive services to children (particularly migrant children), leadership, data collection and analysis. The narrative should focus on: <ul style="list-style-type: none"> <li>• Connecting with and serving migratory students of pre-school age, those in grades K-12, and those who are out-of-school youth</li> <li>• Designing educational activities aligned to Tennessee state</li> </ul>		20	

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
		standards. <ul style="list-style-type: none"> <li>• Outreach to schools or LEAs</li> <li>• Tutoring and programming, specifically to at-risk populations that are highly transient and that are aligned to Tennessee state standards.</li> </ul>			
<b>Total Raw Weighted Score:</b> (sum of Raw Weighted Scores above)					
$\frac{\text{Total Raw Weighted Score}}{\text{Maximum Possible Raw Weighted Score}} \times 100 = \text{SCORE:}$ (i.e., 5 x the sum of item weights above)					