



Request for Proposals

The GEAR UP MS Learning Strategies Summer Academy 2013

Introduction

In August 2008, the United States Department of Education awarded the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant for a six year period. GEAR UP Mississippi reports administratively to IHL's Office of Academic and Student Affairs and is subject to IHL policies and procedures. For more information about IHL, please visit: <http://www.ihl.state.ms.us/>. The GEAR UP Mississippi initiative is a collaborative effort of IHL, the Mississippi State Board of Community and Junior Colleges, and the Mississippi Department of Education. The initiative is also supported by matched funding sources and is enhanced by the aligned In-Kind Match resources of other entities with a similar vision for increasing the educational success of students in Mississippi.

The mission of GEAR UP Mississippi is to improve educational opportunities and increase resources for Mississippi students. The GEAR UP Mississippi initiative focuses on a cohort group of approximately 6923 students who are currently eleventh graders. The initiative will follow this group through high school. Presently, in Fall 2012, GEAR UP Mississippi is serving 36 high schools within 19 school districts.

GEAR UP Mississippi provides resources to its students, families, and educators in several key areas:

- Post-secondary Education Opportunities (Career and College Readiness)
- High School Graduation Requirements
- College Entrance Requirements and Assessments
- Financial Aid and Scholarship Resources
- Tutoring and Mentoring
- Family and Community Outreach
- Professional Development for Teachers, Counselors, and Administrators

GEAR UP Mississippi has five primary goals and objectives:

- To increase enrollment in the college preparatory curriculum
- To increase the high school graduation rate thus decreasing the high school dropout rate;
- To increase students' ability to meet entrance requirements for college admissions;
- To increase the awareness of financial resources; and
- To increase the number of students who enroll and successfully complete higher education programs of study.

For more information about the national GEAR UP program, please visit the United States Department of Education's website at www.ed.gov/gearup. For more information on the GEAR UP Mississippi Initiative and to obtain a copy of the 2013 Summer Academy Request for Proposals, please visit the GEAR UP Mississippi website at www.gearupms.org.

I. Purpose

GEAR UP Mississippi is issuing this Request for Proposals (RFP) to fund academies for summer 2013. These academies must be designed to serve a minimum of 75 students from the 36 GEAR UP Mississippi high schools (See Appendix A). The maximum funding for each academy will be \$75,000.00.

The summer academies must be residential and provide a minimum of 15 days and 14 nights between **May 26, 2013 thru June 29, 2013**. The academies must include preparation for college experiences through ten different instructional training modules, evaluation of high school credit and an analysis of the SATP progress to date. Applying organizations are asked to submit a proposal that will address all of the components outlined in Appendix F.

GEAR UP Mississippi will consider imaginative academies that are guided by the objectives of this program solicitation. Applicants are strongly encouraged to incorporate as many of the GEAR UP Mississippi goals and objectives in the academy proposal as possible (see page 1). It is the intent of GEAR UP Mississippi to ensure that all summer academies are fully supported without any cost to students and parents.

II. Eligibility

Proposals may emanate from (1) any accredited public or private 2-year or 4-year degree-granting institution of higher education, including community colleges, and/or (2) other learning sites in Mississippi such as: research laboratories, museums, or science facilities. Collaboration among institutions of higher education and other community partners is highly encouraged, as are joint proposals from two or more eligible institutions.

III. Summer Academy Guidelines

A. Academy Abstract:

The Abstract (See Appendix C) may contain a maximum of 150 words and must be in the format outlined. It should include the project's summary which includes a clear, concise description of the overarching goals and objectives, the number of students and the anticipated outcomes. The academy summary should end with a statement that ensures that "All" identified activities have been planned for GEAR UP Mississippi students **ONLY**.

B. Project Narrative:

All submitted proposals must include a project narrative. The project narrative should include the primary activities, contributing partners, and proposed outcomes. The narrative must also include provisions for both stimulating and informative learning

opportunities. This section of the proposal must be typed using a 12 pitch font and should follow the outline below:

1. **Primary Goals and Objectives of the Academy:** This information should promote early awareness of the student's need to plan for college both academically and financially.
2. **Key Awareness Activities:** This information should identify requirements and procedures for students to be able to successfully navigate the post secondary admissions process.
3. **KeyEnrichmentActivities:** This information must include 70 hours of instructional time from the ten modules designed and developed by GEAR UP MS. The academies should focus on specific career and educational aspirations. The activities must promote an opportunity for the student to analyze his or her current level of success from grades 9-11, track high school completion through the use of a Carnegie Unit Plan and conduct a thorough analysis of pass or fail of the four required Subject Area Testing Program tests for high school graduation. The student should also be exposed to at least one of the following areas: art, agriculture, medicine, music, leadership, social sciences, technology, theatre, etc. This list is not exclusive. Other education related academy experiences are strongly encouraged (e.g., educational field trips and/or cultural field trips).
4. **Administrative Plan:** This information should include all logistical information for conducting the academy. These logistics must include an outline of lodging, meals and transportation accommodations. Additionally, all plans for day and night student supervision (1:10 chaperone/student ratio), and all academy timelines to include off campus trips, dates, and a detailed academy schedule (hourly, daily and weekly) must be defined.
5. **Evaluation Plan:** This information should define a process and procedure for the administration of the GEAR UP Mississippi student interest inventory, pre-test, and post-test surveys utilizing the GEAR UP Mississippi Online Portal. This plan should provide details outlining protocols and timelines for administrating the surveys.

C. **Budget Narrative**

All submitted proposals must include a Budget Narrative and a Budget Page (See Appendices D and E). The Budget Narrative must reflect a detailed plan of expenditures that have been outlined on the Budget Page. Additionally, the Institutional In-Kind Match must be reflected on the Budget Page. **Budgets must not exceed \$75,000.00.**

GEAR UP Mississippi funds will be awarded on a competitive basis. Proposal budgets should include items such as personnel services, contractual services, commodities and supplies. Please find a description of the services below:

1. **Personnel Services:** Faculty with the appropriate higher education expertise should be recruited. A High School Teacher with a Valid Educator's License must be hired

to teach the components of the ten modules. High School Counselors can also be recruited to assist in discussing various high school graduation options. Prorated salaries/wages and fringes for university staff and high school counselors should be based on their participation in the academy using their current salaries. This may also include additional time for planning. Fringes may be included at the institution's approved rate. **Salaries/Wages cannot exceed 35% (\$26,250.00) of the allocated budget.** The academy may employ college student leaders as support personnel and chaperones for supervisory assistance at a rate of \$10 per hour. Amounts reported in this section should include only those costs paid through the hosting organization's payroll system. GEAR UP Mississippi reserves the right to request verification of current salaries.

2. **Contractual Services:** Non-instructional expenses may be included in this line item. Items that may be included in this category are costs associated with copying, phone calls, postage, etc. Appropriate items may include residential costs such as lodging and meals for students and chaperones, transportation for field trips, student incentives, etc. Incentives should not exceed \$8.00 per participant, per activity. GEAR UP Mississippi funds cannot be used for admission to entertainment activities such as sporting events or concerts. Field trips to the theatre are allowed as long as they correspond with a current K-12 and/or post secondary educational standard or objective and they are rated PG and students are accompanied by the appropriate chaperones. **Please note:** GEAR UP Mississippi will not authorize out of state field trips for summer academy participants.
3. **Commodities and Supplies:** Academy commodities and supplies are items necessary to conduct the project. These items may include journals, notepads, pens, pencils, field trip expenses, etc. **Requests for equipment will not be approved.**
4. **Facilities and Administrative Costs (Indirect Costs):** GEAR UP Mississippi **will** pay the recommended unrestricted indirect cost rate. The sub-award applicants may request 5%. Preference will be given to sub-grant applications that charge lower levels of administrative costs. The sub-grant applications must show that administrative costs are reasonable and necessary for the proper implementation of the grant. In the event your organization chooses not to utilize these costs, they can use this amount as In-Kind Match.
5. **Matching Funds:** In-Kind Match is required. GEAR UP Mississippi funds must be matched by the institution on a one-to-one basis. If the In-Kind Match is not verifiable on a one-to-one basis, the final invoice will be adjusted accordingly based on the verifiable actual expenditures incurred.

Note: All GEAR UP Mississippi program activities operate on a reimbursement process. All funds will be disbursed at the conclusion of the academy upon receipt and verification of all required documentation. This documentation must include the GEAR UP Mississippi Summer Academy Reimbursement Request Form along with paid receipts, GEAR UP Mississippi In-Kind Match Forms, and the Final Report for the summer academy program.

D. Additional Documents

The following documents must be submitted with the proposal:

1. **Academy Brochure and Flyer**: Each applying institution must include a one page brochure and flyer promoting the proposed academy. These items must include the GEAR UP Mississippi logo and your campus/organization's logo. Additionally, these items should include: name of academy, name of hosting institution, beginning and ending dates, a **brief** overview of academy activities, and contact information.
2. **Summer Academy Application**: Each applying institution must submit a one page student application. Your application must include but is not limited to the following information: title of academy, name of your education organization and location, academy session dates, due date for application submission, academy director and contact information such as phone number, email address, etc. Each application must have the participant to provide contact information such as parent or guardian phone numbers, physical address and email address if available. The student information must also include the high school in attendance and district, t-shirt size, and any medical condition if applicable. The GEAR UP Mississippi logo and your organization's logo must be visible on the application. The GEAR UP Mississippi logo can be downloaded from the website at www.gearupms.org. All student and parent/guardian signatures must be complete and accurate on the application. Detailed instruction must be provided on the application that indicates the submission procedures for your organization's application process.
3. **Pre-Test and Post-Test**: Each applying institution must ensure that all students complete the pre-test and post-test via the GEAR UP Mississippi Online Portal. These instruments are designed to evaluate the students' content knowledge outlined in the academy's goals and objectives and the student's perception of enrichment activities that have been outlined in the approved RFP. GEAR UP Mississippi will provide guidelines on the administration and timelines for all applicable surveys.
4. **Identification of Personnel**: Each applying institution must submit information for proposed **key** personnel (e.g., Academy Director, 9-12 High School Teacher, higher education expert, etc.) This information should include a brief statement of qualifications and responsibilities along with resumes or vitas. A brief statement of qualifications and responsibilities for support personnel must also be included.
5. **Documentation**: All **awarded** academies are required to provide a letter or certificate of documentation to verify the utilization of an employee verification system and/or procedure (See Appendix G, under Contract Clauses: Employment Verification section). This letter or certificate should demonstrate that a protocol is in place to verify that all academy personnel can perform assigned functions and that the employed individuals do not have issues and/or circumstances that might prevent them from working with school-aged children.

IV. **Inquiries about the RFP**

Inquiries about the GEAR UP Mississippi Summer Academy RFP will be accepted until 4:00 p.m., January 28, 2013. Inquiries should be emailed to Dr. Mary Lee, GEAR UP Mississippi Evaluation & Compliance Director at mglee@mississippi.edu. No inquiries will be accepted after this date.

V. **Submission Requirements**

The proposal must be received by mail or delivered no later than 12:00 p.m. (noon) on Thursday, February 28, 2013. Each applicant should submit one original and four copies of their proposal to the GEAR UP Mississippi State Office. Each submitted copy should include a cover sheet. However, the original must be signed in **blue ink** (See Appendix B).

Submit Proposals To:
Nira Coleman Johnson, Director
GEAR UP Mississippi
3825 Ridgewood Road, Suite 334
Jackson, Mississippi 39211

An email confirmation will be sent to acknowledge receipt of all proposals. If confirmation has not been received by February 28, 2013, please contact Dr. Mary Lee at 601-432-6958.

VI. **In the Event Your Proposal is Funded**

A. *Technical Assistance Meeting:*

All funded academies will receive an email notification of award on or before March 13, 2013. All negotiations and requests for revisions to applications will be held via phone and email on March 20, 2013. All awarded organizations, universities, colleges and community colleges must attend a mandatory Technical Assistance Meeting on March 22, 2013. All Academy Directors and Fiscal Coordinators/Budgeting Personnel or the individual who is responsible for reconciliation of funds for the final closeout of the grant must attend this meeting. This meeting will also include a Training of Trainers (TOT) session on the content of the Ten Instructional Modules for the Summer Academy (See Appendix F).

B. *Student Solicitation Process:*

Each submitted proposal must include a promotional marketing brochure/flyer and a participant application. If the proposed academy is selected for funding, GEAR UP Mississippi will distribute this information to the 36 participating schools on behalf of all awarded academies.

The awardee is responsible for the selection of a minimum of 75 applicants. Participants will be selected on a first submitted application basis. All academies must include an alternate list of potential participants. Awardees will be required to send each accepted

GEAR UP Mississippi student applicant an acceptance letter. Additionally, students that are designated as alternates must receive a letter stating their position on the waiting list for the academy. All students must receive notification from the hosting academy no later than **April 12, 2013**. Awardees must keep a detailed record of all applicants. Additionally, awardees must forward the final list of accepted applicants, alternate list and a list of all applications to the GEAR UP MS State Office by **April 19, 2013** to the start date of the academy.

C. Evaluation and Reporting:

All awarded academies must submit a final report (due on **July 15, 2013**) detailing academy outcomes. All student evaluations must be completed before the end of the academy and the final report must include this documentation. The final report must include the following information:

- An overview of the academy activities;
- A synopsis of the goals and the objectives;
- A detailed list of the enrichment activities; and
- A detailed narrative of the successes and challenges of implementing the academy.
- Final invoice must accompany the final report on **July 15, 2013**. (The In-Kind Match Forms must be submitted along with the appropriate documentation in order to receive full payment of services.)

D. Standards and Assurances:

All awarded institutions will be required to adhere to ALL conditions and requirements outlined in this RFP (See Appendix G for all Standards and Assurances).

E. 2013 Summer Academy Timeline of Events

January 14, 2013	RFP issued
January 28, 2013	Deadline to submit inquiries and requests for clarification
February 28, 2013	Deadline for submission of proposals
February 28, 2013	Email confirmations sent to acknowledge receipt of proposals
March 1, 2013	Proposals transmitted to review committee
March 6, 2013	Reports and recommendations due from review committee
March 13, 2013	Email notification of award for the Summer Academy
March 20, 2013	Negotiations and revisions of the Summer Academy Proposal via phone and email

March 22, 2013	<p>Technical Assistance Meeting</p> <p>All awarded universities, colleges, community colleges and organizations will be required to attend an 8 hour professional development on the 10 training modules. These modules will provide the content for the 70 instructional hours for the summer academy.</p>
March 22, 2013	<p>GEAR UP Mississippi State Office will send all flyers and applications to the College Coaches on March 22, 2013. All flyers and applications will be submitted on the GEAR UP Mississippi website for student access, also.</p>
March 29, 2013	<p>All student applications should be returned to the selected campus.</p>
April 12, 2013	<p>All students must receive acceptance notification from the hosting academy.</p>
April 19, 2013	<p>List of applications (accepted, alternate, and submitted applications) emailed, scanned or mailed to Dr. Mary Lee</p>
May 26 – June 29, 2013	<p>Summer Academies hosted</p>
July 15, 2013	<p>Requirements for closure of the Summer Academy:</p> <ul style="list-style-type: none"> • Request reimbursement using the Invoice Form (IHL Appendix B: GEAR UP Mississippi Summer Academy Reimbursement Request Form-forwarded from the Office of Contracts and Grants to the Authorized Fiscal Agent which is incorporated in the contractual agreement between IHL and the awardee). • Submit required University In-Kind Match Forms and with the appropriate documentation • Submit the Summer Academy Final Report

APPENDICES

Appendix A

GEAR UP Mississippi Districts and Schools

Biloxi Public Schools	Biloxi High School
Cleveland School District	Cleveland High School East Side High School
George County Schools	George County High School
Greenwood Public School District	Greenwood High School
Grenada Public Schools	Grenada High School
Harrison County Schools	D'Iberville High School Harrison Central High School West Harrison High School
Indianola School District	Gentry High School
Jackson Public Schools	Callaway High School Forest Hill High School Jim Hill High School Lanier High School Murrah High School Provine High School Wingfield High School
Leake County Schools	Leake Central High School Leake County High School
Meridian Public Schools	Meridian High School
Moss Point School District	Moss Point High School
Pascagoula School District	Gautier High School Pascagoula High School
Scott County Schools	Lake Attendance Center Morton High School Scott Central High School Sebastopol Attendance Center
Simpson County School District	Magee High School Mendenhall High School
South Panola Schools	South Panola High School
South Tippah Schools	Blue Mountain High School Pine Grove High School Ripley High School
Sunflower County Schools	Ruleville Central High School
Tupelo Public Schools	Tupelo High School
Yazoo County Schools	Yazoo County High School

Appendix B

GEAR UP MISSISSIPPI SUMMER ACADEMY 2013 COVER PAGE

1. Name of Submitting Institution (Include Branch/Campus/Other Components)			
2. Address of Submitting Institution (Include Dept./Unit, Street Address/P.O. Box Number, City, State, Zip Code)			
3. Academy Dates:	4. Total GEAR UP MS Funds Requested:	5. Total Matching Funds:	
\$	\$	\$	
By signing and submitting this proposal, the signatories are certifying that the institution and the proposed project are in compliance with all applicable Federal and State laws and regulations.			
Name/Title (typed) Institution (if different from #2 above)	Telephone Number	E-Mail	
Academy Director(s)			
Campus Head/Authorized Campus Representative		Authorized Fiscal Agent	
Name/Title (typed)		Name/Title (typed)	
Signature		Signature	
Date:	Telephone Number:	Date:	Telephone Number:

Appendix C

GEAR UP MISSISSIPPI SUMMER ACADEMY 2013 ABSTRACT

Name of Institution (Include Branch/Campus and School or Division)
Address (Include Department)
Principal Investigator(s)
Title of Project
Number of Students
Project Summary (Maximum number of words 150)

Appendix D

GEAR UP Mississippi Proposal Formatting Document: Budget Narrative

Please provide adequate justification for each budget amount being requested. Include details about how each amount was figured on a separate page.

Budget Narrative (Please use additional pages as needed)

EXAMPLE:

Salaries for Support Personnel:

Salaries for 2 tutors:

2 tutors @ rate of \$10.00 per hour for three hours per day for five days = \$300.00.

Two tutors x \$10.00 = \$20.00.

\$20.00 x 3 = \$60.00.

\$60.00 x 5 days = \$300.00.

Appendix E

GEAR UP MISSISSIPPI SUMMER ACADEMY 2013 BUDGET

Principal Investigator: _____

Submitting Institution: _____

	GEAR UP MS Funds Requested	Institutional In-Kind Match
Personnel Services Salaries Fringe Benefits		
Total Personnel		
Travel Field trip expense		
Total Travel		
Contractual Services Participant Travel (transportation) Housing for Participants Meals for Participants Other Participant Fees Postage Telephone Other Services and Fees		
Total Contractual		
Commodities and Supplies Instructional Materials Copying / Printing Participant Supply Costs, etc.) Student Incentives		
Total Commodities and Supplies		
Facilities and Administrative Costs		
Total Facilities and Administrative Costs		
TOTAL COSTS		

Appendix F

All submitting universities, colleges, community colleges and organizations must focus on promoting pre-orientation experiences which address the institution's academics and support systems, campus logistics, career awareness, enrichment/recreational activities, and ten instructional modules. Each academy must discuss their organizations' mission statement, overall objectives and purpose. Please see below information on the recommended details for submission of the GEAR UP Mississippi Summer Academy content.

Pre-Orientation Experiences:

Admission Guidelines and Requirements

- All applying organizations must provide the students with a clear understanding of their campus' basic guidelines and requirements for admission.
- The following information on the basic requirements should be discussed: application procedures (deadlines and fees), process of keeping record of all completed applications, online submission of application, admissions essay, type of diploma, high school transcript requirements, ACT or SAT scores, transfer student information, probational admission, and immunization records.
- Additional admissions information must be provided that discusses the difference between regular college admission and program specific admission requirements.

Financial Aid Assistance

- This section must focus on your institutions' cost and financial aid. This information must include the following expenses: annual college attendance costs, cost per credit hour, room and board, books and supplies, estimated personal expenses, and transportation expenses. Students should gain an overall understanding of the various types of options available for paying for college.
- Additional information must include an understanding of financial aid distribution for students. Applying institutions should share with students the types of scholarships, grants, loans, work-study, FAFSA, and other state grant/scholarship applications. Students need to understand the deadlines for submission of all financial aid applications.
- There should be a discussion on the types of institutional (academic, athletic, extracurricular activities and foundation) aid and the availability of private aid applicable.
- Overview of GUMS Scholarship requirements.

Institutions' Academics and Support Systems

Academic Advising

- Students must be provided with information on how they will be assigned an academic advisor.
- Students must leave with an understanding of the roles, obligations, and duties of their selected academic advisor.
- Information on the advisory services must include, but not be limited to the following services: helping students to plan their educational program, discussing the educational

options and requirements, understanding campus policies and procedures, monitoring and evaluating the student's progress, and scheduling visits in order to maintain retention of enrollment.

Academic Support Services

- Information should be provided that discusses the following support services: undergraduate evening or early morning classes, learning center opportunities, pre-admission summer program, reduced course load, remedial instruction, study skills assistance, tutoring and writing services.

Counseling and Support Services

- Each organization should provide the students with an understanding of the academic, social and personal counseling available on their campus.
- Information should be shared that provides students with an understanding of other services available such as: freshman orientation program, financial aid counseling, career counseling, employment services, health services, minority student services, on-campus daycare and alcohol/substance abuse counseling, if applicable.

Services for Students with Disabilities

- Information provided in this area should include comprehensive learning disability services, services/facilities for hearing impaired, computer services, housing and campus life, dormitory (housing deposit), and campus (unique facilities) activities.
- Students should be provided opportunities to visit and tour the above facilities.

Campus Logistics

Academic Achievement

- Information must be shared with students on the expectations for academic success. A clear and thorough explanation of the semester hour and the pass/fail grade symbols (e.g., A, B, C, D, F, I, and W [WP, WF]). The information shared should be provided based on the grade symbols used on your campus.
- Additional information on institutional credit, course repeats, grade reports and student load per semester must be provided to students.
- Students must be provided with literature on understanding Grade Point Average (G.P.A.) in order to maintain good academic standing.
- Students should be made aware of the different enrollment statuses (e.g., good academic standing, academic probation and academic suspension).

General Campus Information

- All academies must provide the following information: type of school (e.g., public, private, university, agricultural and technical college, four year, coed, etc.)

- Information shared should provide an understanding of the percentage of applicants admitted; accreditation; available branches; setting (rural, town, residential campus); student body enrollment data; and degree options (1 year-Certificate, 2 year-Associate, Bachelor, Master, Specialist, Doctoral); and
- Information should be shared on campus statistics such as: total student population, total undergraduates, first time degree seeking freshman, graduate enrollment, and student-to-faculty ratio.

Student Policies and Campus Regulations

- Information must be shared with students on the importance of understanding the student handbook. Students must gain an understanding of the campus rules and regulations and how they are enforced.
- Each academy must provide students with an understanding of the Absence Policy at their institution in relationship to classroom attendance, course withdrawal, school withdrawal, adding and dropping courses.
- The campus Code of Conduct and Honesty Policy should be thoroughly discussed.
- Information must be shared on how to navigate a sample course Syllabus. Students must understand the components of the Syllabus.

Career Awareness

Career Planning and Career Exploration

- Students must gain an awareness of the academic, technical, and personal skills required for particular jobs. Also, each organization must help students with understanding the connection between school and work and achieving their individual lifelong goals.
- This section must focus on helping students to understand career options from a field of study. Students should learn how to be good team members in the workplace.
- Students should complete an Interest Inventory that allows them to match their areas of interest and ability with various jobs. Discussion in this area should include employability skills to include: learning good classroom work habits such as study skills, time management and effective use of math, science and language skills.
- Students must be able to assess their strengths, weaknesses, likes and dislikes. This assessment tool must address students' opportunities to explore different occupations, and career choices.
- Students must get a basic understanding of the different fields of study: types of degrees, majors, required courses, and four year graduation projection. Each campus must focus on at least one career option. Simulation activities should be supported in this area.

Enrichment/Recreational Activities

Key Enrichment Activities

- These activities should allow for experiences in the areas of art, agriculture, medicine, music, leadership, social sciences, technology, theatre, etc. This list is not exclusive.

- Other educational academy experiences are strongly encouraged (e.g., educational field trips/cultural field trips).

Ten GEAR UP Mississippi Instructional Modules:

All awarded universities, colleges, community colleges and organizations will be required to attend an 8 hour professional development on the 10 training modules. These modules will provide the content for the 70 instructional hours for the summer academy. All awarded academies must use the Training Modules below:

- The ***“Who am I and My Values and Learning Styles”*** modules will focus on helping the student to understand his or her values. The student will gain a better understanding of self through the development of a personal mission statement, a listing of his or her short and long term goals, his or her strengths and weaknesses along with his or her future aspirations.
- The ***“Choosing a Career”*** module will focus on helping the student prepare for career success. The students will work on making a career choice based on their interest, skills and aptitude.
- The ***“Tips for Time Management and Stress”*** module will focus on identifying the student’s time profile and preferences. The student will build their schedule through the use of a planner, monthly and a weekly time log, and a daily to do list in order to keep up with important events and commitments. The student will learn how to effectively prioritize his or daily tasks in order to avoid procrastination.
- The ***“Listening Effectively”*** module will focus on helping the student to learn to listen actively. The student will learn techniques on managing listening challenges. The student will learn how to become actively engaged in the learning process by developing great listening skills. The student will learn how to remain focused while in class and to become actively involved in learning by keeping an open mind.
- The ***“Taking Notes Effectively”*** module will focus on the students learning various note-taking techniques and strategies. The students will be provided with the different types and will then determine the best test taking strategy for each content area.
- The ***“Study Skills and Test Taking”*** module will focus on helping students develop some effective strategies for studying and taking tests. The session will assist the student with study tips, tricks and skills in order to be successful in the college classroom. The student will learn the difference between objective and subjective questions along with examples of each one.
- The ***“Leadership Skills”*** module will assist the student in becoming an effective leader. The student will learn how to assess his or her own needs, understand how to develop the needs of others, and to deal with each person as an individual. He or she will learn to treat each individual with respect and help the person to grow. The student will learn how to use leadership skills in various situations, develop critical thinking skills and acquire information necessary in order to become a lifelong learner.

- The ***“Critical Thinking Skills”*** module will focus on helping the student understand how to gather information, break the information into parts, examine and evaluate the information and be able to make connections for the purposes of gaining understanding, solving a problem, or making a decision.. The student will also learn how to become an effective problem solver and use their creative thinking skills to navigate the college campus.
- The ***“Reading Strategies”*** module will focus on helping the student to read material that is required and information that is interesting to them. The student will need to be exposed to content that is stimulating and challenging. The student will gain an understanding on how reading plays an integral part of his or her everyday life. The student will understand that reading is a lifelong adventure.
- The ***“College and Job Application completion” and “Resume Writing”*** module will give the student an opportunity to complete an admissions application along with a job application. The student will develop and complete his or her resume along with a cover letter.

Appendix G

GEAR UP MISSISSIPPI PROPOSAL

CONTRACTUAL STANDARDS AND ASSURANCES

The following standards and assurances are applicable to all applying and/or awarded institutions and all submitted applications in response to this Request for Proposals.

Conditions and Requirements:

- The attached proposal is valid for at least thirty-days subsequent to the due date of submission. The proposal shall become part of the ensuing Agreement in the event that the Agreement is awarded to your organization.
- GEAR UP Mississippi reserves the right to correct and clarify this RFP. Any corrections and clarifications will be sent to all bidders that have provided written notice of intent to bid.
- GEAR UP Mississippi reserves the right to request clarifications or corrections to proposals. GEAR UP Mississippi reserves the right to reject any or all proposals, select or reject any, all, or none of the services discussed in this RFP, or cancel the RFP in its entirety at GEAR UP Mississippi's sole discretion.
- Any action at law, suit in equity, or judicial proceeding for the enforcement of the Agreement or for any breach thereof, shall be instituted only in the courts of the State of Mississippi.
- IHL shall have free access at all proper times to records, and the right to examine and audit the same and to make transcripts there from, and to inspect all data, documents, proceedings, and activities pertaining to the audit.
- All documents submitted to GEAR UP Mississippi shall become documents of GEAR UP Mississippi.

Contract Clauses:

- **Employment Status:** The AWARDEE shall, during the entire term of this contract, be construed to be an independent contractor. Nothing in this contract is intended to nor shall be construed to create an employer-employee relationship, or a joint venture relationship.
- **Record Retention and Access to Records:** At the conclusion of the audit, the AWARDEE will maintain possession and make available to the GEAR UP Mississippi any financial records, supporting documents, statistical records and all other records pertinent to the services performed by the AWARDEE under this contract in accordance with the policies and procedures or professional regulatory requirements. These records will be maintained for at least five (5) years; however, if any litigation or other legal action, by or on behalf of the State has begun that is not completed at the end of the five (5) year period, or if audit findings, litigation or other legal action has not been resolved at the end of the five (5) year period, the records shall be retained until resolution.
- **Modification or Amendment:** GEAR UP Mississippi may, from time to time, request changes in the scope of services to be performed. Such changes, including any increase or decrease in the amount of the award, which are mutually agreed upon by and between the

GEAR UP MS and the AWARDEE shall be included in written amendments to this contract signed by all parties prior to the changes.

- **Assignment:** AWARDEE shall not assign or otherwise transfer the obligations incurred on its part pursuant to the terms of this contract without the prior written consent of GEAR UP Mississippi. Any attempted assignment or transfer of its obligations without such consent shall be null and void. All obligations and duties of either party under this contract shall be binding on all successors in interest or assigns of such party.
- **Waiver:** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this contract.
- **Indemnification:** The AWARDEE agrees to indemnify, defend, save and hold harmless, GEAR UP Mississippi from and against all claims, demands, liabilities, suits, damages and costs of every kind and nature whatsoever, including court costs and attorney fees, arising out of or caused by a negligent or wrongful act of the AWARDEE, its officers, employees and subcontractors in the performance of services under this contract.
- **Insurance:** The AWARDEE represents that it will maintain workers' compensation insurance as prescribed by law which shall inure to the benefit of the AWARDEE'S personnel, as well as comprehensive general liability, or professional liability insurance and, where applicable, employee fidelity bond insurance. The AWARDEE will, upon request, furnish GEAR UP Mississippi with a certificate of conformity providing the aforesaid coverage.
- **Governing Law:** This contract shall be construed and governed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Jackson, MS in Hinds County, Mississippi. The AWARDEE expressly agrees that under no circumstances shall GEAR UP Mississippi obligated to pay an attorney's fee or the cost of legal action to the AWARDEE.
- **Severability:** If any term or provision of this contract is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of the contract shall not be affected thereby and each term and provision of the contract(s) shall be valid and enforceable to the fullest extent permitted by law.
- **Compliance with Laws:** The AWARDEE shall comply in all material respects, with all applicable laws, regulations, policies, and procedures of the United States of America or any agency thereof, the State of Mississippi or any agency thereof and any local governments or political subdivision that may affect the performance of services under this contract. Specifically, but not limited to, the AWARDEE shall not illegally discriminate against any employee nor shall any party be subject to illegal discrimination in the performance of this contract because of race, creed, color, sex, age, national origin or disability.
- **Employment Verification:** The AWARDEE represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status

verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. AWARDDEE agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. AWARDDEE further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. AWARDDEE understands and agrees that any breach of these warranties may subject AWARDDEE to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to AWARDDEE by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, AWARDDEE would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

- **Termination:** GEAR UP Mississippi may terminate this contract with or without cause, by providing a fifteen (15) day written notice of termination to the AWARDDEE.