



NO CHILD LEFT BEHIND

SUPPLEMENTAL EDUCATIONAL SERVICES

**20 U.S.C. Section 1116(e)
Section 1008.331, Florida Statutes**

**Request for Applications
January 2008**

2008-2009 School Year

**Florida Department of Education
Bureau of Public School Options
325 West Gaines Street, Suite 316
Tallahassee, Florida 32399-0400
<http://www.fldoe.org/flbpso>**



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DOCUMENTATION TO MAIL OR HAND DELIVER:		
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2. Copy of evidence of fiscal soundness: <ul style="list-style-type: none"> • Annual financial statements • Fiscal audits • Federal income tax returns • Financial letters of credit 	15	
3. Evidence of legal qualification to do business in Florida	15	
4. Verification of business or non-profit status	15	
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SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDERS 2008-2009 REQUEST FOR APPLICATIONS (RFA)

1.0 BACKGROUND

1.1 Legislation

Under the No Child Left Behind (NCLB) Act, federal funding allows for the creation of new education options for parents including the option of choosing supplemental educational services (SES) for their child if the child attends a Title I school that does not meet state academic standards for at least three consecutive years.

Florida law (Section 1008.331, Florida Statutes) provides additional requirements regarding the implementation of SES in Florida. The law prohibits incentives to students or parents, defines the responsibilities of school districts and providers, specifies compliance and penalties for noncompliance in implementing SES, provides the process for the reallocation of unspent funds, and authorizes the State Board of Education to adopt rules for implementing and enforcing the provisions of this law.

1.2 General Information

Supplemental educational services are defined as tutoring or other supplemental academic enrichment services in reading/language arts and mathematics that are provided beyond the normal school day and are of high quality, research based, and specifically designed to increase academic achievement of students in schools in need of improvement.

A Title I school that is in its second year of school improvement [a school that has not met adequate yearly progress (AYP) for three consecutive years], corrective action, or restructuring must offer SES to eligible students. Students from low-income families (eligible to participate in the Free or Reduced Price Lunch program) are eligible for SES. If the school district determines that the amount of funds is insufficient to provide these services to all eligible students whose parents requested the services, the school district must develop a process to prioritize the services to the lowest-achieving students.

1.3 Purpose

The purpose of this Request for Applications (RFA) is to identify and select providers with SES programs that are high quality, research based, and designed to increase the academic achievement for eligible students.

2.0 APPLICATION INSTRUCTIONS AND REQUIREMENTS

2.1 Submission Deadline Requirements

This application process is for Supplemental Educational Services providers to become approved for the 2008-2009 academic school year and is for services provided to students by October 15, 2008. By March 3, 2008, each applicant must:

- Submit the on-line application
- Mail or hand deliver hard-copy documentation of the following:
 - Cover Page
 - Checklist of Hard-Copy Documentation Requirements
 - Financial Soundness Documentation
 - Original signed and properly executed assurances on Attachment A: General Assurances and Attachment B: Internet Statement of Assurances

The Florida Department of Education must receive all parts of the application by the stated deadline in order to be considered for review and approval. Failure to submit all parts by the deadline will result in the denial of approval of the application. No additional material beyond that which is requested will be considered.

2.1.1 On-line Application Requirements

This application process is for the 2008-2009 academic school year and is for services provided to students by October 15, 2008. This application must be submitted on-line at <http://www.fldoe.org/flbpso> no later than 5:00 p.m. Eastern Standard Time on **March 3, 2008**. Applications received after this deadline will not be accepted.

2.1.2 Hard-Copy Documentation Requirements

Hard-copy documentation must be mailed or hand-delivered to the address listed below no later than 5:00 p.m. Eastern Standard Time on **March 3, 2008**. It is the responsibility of the sender to ensure that all hard-copy documentation is received by the stated deadline.

MAIL TO:

Florida Department of Education
Bureau of Public School Options
325 West Gaines Street, Room 316
Tallahassee, FL 32399-0400

2.2 Technical Assistance

Technical assistance regarding this RFA and the procedures for submitting a complete application will be posted on the FDOE website for SES at <http://www.fldoe.org/flbpso>.



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2.2 Technical Assistance

Technical assistance regarding this RFA and the procedures for submitting a complete application will be posted on the FDOE website for SES at <http://www.fldoe.org/flbpso>.

2.3 Method of Review and Scoring Requirements

Each application is reviewed to ensure accurate completion of requested information and data, compliance with all provider eligibility requirements, and agreement with assurances set forth in the document. A minimum of five reviewers will review the scored portion of the application narrative as follows: the highest and lowest scores will be dropped and the remaining three scores will be averaged. After averaging the remaining three scores, successful applications require the following:

- A score of at least 70 points out of 100 points
- A score of at least two points for each question
- Submission of sufficient documentation of financial soundness
- Submission of all properly executed assurance pages.

2.4 Method of Announcement

All applicants will be notified by mail whether the application is approved or not approved. Additionally, the list of the state-approved SES providers for the 2008-2009 school year will be posted on the FDOE website for SES at <http://www.fldoe.org/flbpso>. Information regarding approval or non-approval will not be provided via email or telephone.

3.0 SPECIFICATIONS

3.1 Eligible Service Providers

The following entities may apply to provide SES in Florida:

- Individuals
- For-profit companies
- Non-profit organizations
- Community-based/faith-based organizations
- Institutions of higher education
- Local educational agency such as a Florida public school district, a university laboratory school, and Florida Virtual School, that is not identified as in need of improvement, corrective action, or restructuring
- Public schools not identified as in need of improvement, corrective action, or restructuring
- Charter schools that are not identified as in need of improvement, corrective action, or restructuring
- Private schools
- 21st Century Community Learning Centers that are not affiliated with school districts identified as in need of improvement, corrective action, or restructuring
- Public libraries
- Distance learning services including computer-based instruction
- In-home tutoring services

- Family literacy programs
- Child care centers serving school-age students
- Regional educational consortia
- School districts that are in need of improvement and have obtained a United States Department of Education (USDE) waiver to be providers of SES.

3.2 Eligibility Requirements

Federal law requires that an applicant must meet the following requirements in order to be eligible to apply for state approval [NCLB, 20 U.S.C. Sections 1116(e)(5)(B), 1116(e)(12)(B), and 1116 (e)(12)(C)]:

- Demonstrate a record of effectiveness in providing academic programs for students for at least three years, or be able to demonstrate the capacity to effectively provide the services through qualified staff, appropriate research-based curriculum, and an established infrastructure
- Demonstrate high probability of increasing the academic achievement of eligible students on state assessments and attaining proficiency in meeting Florida's academic content standards known as the Sunshine State Standards
- Provide instruction that is of high quality, research based, and aligned with Florida's academic content standards
- Provide instruction beyond that which is provided during the school day
- Meet all federal, state, and local health, safety, and civil rights laws
- Provide SES that are secular, neutral, and nonideological
- Demonstrate and maintain financial soundness and stability
- Understand and agree to abide by the terms stated within this Request for Applications and the assurances.

3.3 Funding [NCLB, 20 U.S.C. Section 1116(b)(10) and Section 1008.331 (2), Florida Statutes]

Each applicant must account for expenses that it will incur in the provision of SES in the rate per hour indicated in the approved application.

Consideration in determining the stated rate per hour should include:

- Tutor/student ratio
- Variation in per-student allocations among school districts in the state
- Variation in the cost of doing business among school districts in the state
- Number of instructional hours
- Qualifications (and therefore cost) of the tutoring staff
- Cost of personnel expenses
- Cost of instructional materials and equipment such as books, computers, or manipulatives
- Amount of rent charged by the school district and other landlords (including variations throughout the state)

- Cost for transportation, if providing transportation
- Cost of developing the student learning plans, including all assessment and evaluation costs that precede any tutoring services
- Cost of conducting post assessments for students
- School district's payment policies regarding attendance and missed sessions
- Employee fingerprint analysis and criminal background checks
- Cost of liability insurance as required by the districts in which the applicant intends to provide services
- Administrative expenses
- Cost to attend a mandatory three-day NCLB School Choice Leadership Summit sponsored by FDOE to be held in the summer of 2008. Registration is approximately \$175 per participant plus the travel expense and hotel accommodations. Non-attendance may result in removal from the state-approved SES provider list
- Marketing and communications to parents regarding services.

Note: School districts are not required to provide transportation for students being served with SES. In addition, school districts are not required to provide space or resources such as staff, computers, copiers, or facility. A school district or school may enter into an agreement, if it so chooses, with the provider for the use of its facilities, resources, and transportation services in the same manner in which it contracts with other similar organizations [Section 1008.331, Florida Statutes]. However, a school district may require fees for this use, and the provider must ensure that there will be on-site supervision of students at all times. In order to calculate rate per hour, applicants must contact districts in which they plan to serve to determine district policies related to facility usage.

3.4 Duration [Section 1008.331 (2), Florida Statutes]

Students are to begin receiving services as soon as possible in the school year. Approved SES providers will contract with school districts to begin services no later than October 15, 2008. SES providers are to continue serving their enrolled students until the end of the school year or until the per-student allocation is exhausted. Several school districts continue SES during the summer term.

4.0 APPLICATION PROPOSAL

Please consider each of the responses carefully as these responses will become part of the terms of the contract signed with the school district. In addition, FDOE will monitor each provider to ensure that the implementation of the program is consistent with the approved application.

4.1 Contact Information (All fields REQUIRED)

Name of Company or Agency:

Federal Employer Identification Number (FEIN) or Federal Tax Identification Number:

Name of Contact Person:

Title:

Mailing Address:

City/State/Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

Organization Website:

4.2 Applicant Status

Applying as a **NEW** provider Applying as a **RENEWING** provider

Applicants Submitting as Renewing Providers:

For which year(s) has the applicant been approved for providing SES in Florida?

Under what business name(s):

Serving which school district(s):

If approved in Florida, identify the Florida SES Provider ID:

Is the applicant an approved provider for SES in any other state?

Yes Identify the state(s):
 No

Has the applicant been removed as an approved provider in any state or district within a state, including Florida?

Yes Identify the state(s), school year(s), dates, district (s), and the reason(s) for removal:
 No

Has the applicant ever served as a provider in Florida and had a contract with a district terminated?

- Yes Identify the district(s), school year(s) and the reason(s) for termination:
 No

4.3 School District(s) to be Served (select all school districts in which the applicant requests approval and agrees to provide SES)

Indicate the school district(s) for which the applicant will provide services. A list of Title I schools, by district, with the identified School In Need of Improvement (SINI) status may be accessed at <http://www.fldoe.org/bsa/title1/pdf/2007sinilist.pdf>. The report is entitled *2006 and 2007 SINI data as of 1-03-08*. From this report, the 2007-2008 Title I schools that are in year two or more SINI status are required to offer SES to eligible students. This list will be updated with the 2008 AYP data and is expected to be released in the summer of 2008. For 2008-2009 planning purposes, any school on this list that remains in SINI status will be required to offer the option of state-approved SES to eligible students. A school that currently must offer SES to eligible students will continue to be required to offer this option until the school has made AYP for two consecutive years [NCLB, 20 U.S.C. Section 1116(e)(5)].

*Applicants that select to serve students at Florida School for Deaf and Blind must be able to provide transcription of materials into large print and Braille. In addition, tutors serving deaf students must be fluent in American Sign Language.

- | | | | |
|------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> ALACHUA | <input type="checkbox"/> GADSDEN | <input type="checkbox"/> LIBERTY | <input type="checkbox"/> SARASOTA |
| <input type="checkbox"/> BAKER | <input type="checkbox"/> GILCHRIST | <input type="checkbox"/> MADISON | <input type="checkbox"/> SEMINOLE |
| <input type="checkbox"/> BAY | <input type="checkbox"/> GLADES | <input type="checkbox"/> MANATEE | <input type="checkbox"/> SUMTER |
| <input type="checkbox"/> BRADFORD | <input type="checkbox"/> GULF | <input type="checkbox"/> MARION | <input type="checkbox"/> SUWANNEE |
| <input type="checkbox"/> BREVARD | <input type="checkbox"/> HAMILTON | <input type="checkbox"/> MARTIN | <input type="checkbox"/> TAYLOR |
| <input type="checkbox"/> BROWARD | <input type="checkbox"/> HARDEE | <input type="checkbox"/> MONROE | <input type="checkbox"/> UNION |
| <input type="checkbox"/> CALHOUN | <input type="checkbox"/> HENDRY | <input type="checkbox"/> NASSAU | <input type="checkbox"/> VOLUSIA |
| <input type="checkbox"/> CHARLOTTE | <input type="checkbox"/> HERNANDO | <input type="checkbox"/> OKALOOSA | <input type="checkbox"/> WAKULLA |
| <input type="checkbox"/> CITRUS | <input type="checkbox"/> HIGHLANDS | <input type="checkbox"/> OKEECHOBEE | <input type="checkbox"/> WALTON |
| <input type="checkbox"/> CLAY | <input type="checkbox"/> HILLSBOROUGH | <input type="checkbox"/> ORANGE | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> COLLIER | <input type="checkbox"/> HOLMES | <input type="checkbox"/> OSCEOLA | <input type="checkbox"/> FAMU LAB |
| <input type="checkbox"/> COLUMBIA | <input type="checkbox"/> INDIAN RIVER | <input type="checkbox"/> PALM BEACH | SCHOOL |
| <input type="checkbox"/> DADE | <input type="checkbox"/> JACKSON | <input type="checkbox"/> PASCO | <input type="checkbox"/> FLORIDA |
| <input type="checkbox"/> DE SOTO | <input type="checkbox"/> JEFFERSON | <input type="checkbox"/> PINELLAS | SCHOOL FOR DEAF |
| <input type="checkbox"/> DIXIE | <input type="checkbox"/> LAFAYETTE | <input type="checkbox"/> POLK | AND BLIND* |
| <input type="checkbox"/> DUVAL | <input type="checkbox"/> LAKE | <input type="checkbox"/> PUTNAM | |
| <input type="checkbox"/> ESCAMBIA | <input type="checkbox"/> LEE | <input type="checkbox"/> ST. JOHNS | |
| <input type="checkbox"/> FLAGLER | <input type="checkbox"/> LEON | <input type="checkbox"/> ST. LUCIE | |
| <input type="checkbox"/> FRANKLIN | <input type="checkbox"/> LEVY | <input type="checkbox"/> SANTA ROSA | |

4.4 Applicant Classification of Eligible SES Providers (check the category that best describes the applicant’s organization)

- Individual
- For-profit company
- Non-profit organization
- Community based/faith-based organization
- Institution of higher education
- Local educational agency such as a Florida public school district, a university laboratory school, and Florida Virtual School, that is not identified as in need of improvement, corrective action, or restructuring
- Public schools not identified as in need of improvement, corrective action, or restructuring
- Charter school not identified as in need of improvement, corrective action, or restructuring
- Private school
- 21st Century Community Learning Center that is not affiliated with a school district that is identified as in need of improvement, corrective action, or restructuring
- Public library
- Distance learning service including computer based instruction
- In-home tutoring service
- Family literacy program
- Child care center serving school-age students
- Regional educational consortium
- School districts that are in need of improvement and have obtained a United States Department of Education (USDE) waiver to be providers of SES
- Other (Describe)

4.5 ACADEMIC AND INSTRUCTIONAL INFORMATION

4.5.1 Subject Area(s) (check all that apply)

- Reading/Language Arts Mathematics

4.5.2 Additional Staff Qualifications (check all that apply)

****NOTE**:** All tutorial staff must meet the minimum standards for Title I paraprofessionals, as follows:

- Title I paraprofessionals must have a secondary school diploma or its recognized equivalent; and
- Title I paraprofessionals must have at least one of the following:
 - Completed two years of study at an institution of higher education (equivalent to 60 semester hours)
 - Obtained an associate’s (or higher) degree

- Met a rigorous standard of quality and be able to demonstrate, through a formal local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Indicate tutorial staff qualifications below:

- Meet the minimum standards as Title I paraprofessionals
- Are qualified with a reading certification or endorsement
- Are qualified as state certified or licensed teachers
- Have experience in teaching students with specific disabilities
Please specify disabilities: _____
- Have experience in teaching students who are English Language Learners (ELL)
- Have the ability to speak languages other than English
 - Spanish
 - Haitian Creole
 - Other (Identify): _____
- Have experience in teaching students with visual impairments
- Have experience in teaching students with hearing impairments

4.5.3 Type of Instruction (check all that apply)

- Individual tutoring
- In-home tutoring. A parent or guardian must be present during and throughout all tutoring sessions.
- Distance learning instruction (on-line, internet-based, or computer-based instruction)
- Small group instruction (not to exceed a group size of five students per tutor)
- Large group instruction (not to exceed a group size of ten students per tutor)

4.5.4 Grade Levels to be Served (check all that apply)

- K 1 2 3 4 5 6 7 8 9
- 10 11 12

4.6 SES PROVISIONS

4.6.1 Student Capacity

Providers must be able to deliver supplemental educational services to school districts in which the provider is approved by the state. The school district must report to the Department if a provider withdraws from offering services to students in a school district in which it is approved and in which it has signed either a contract to provide services or a letter of intent, and the minimum number of students per site set by the provider has been met. Once the Department has validated the report, the provider will be removed from the state-approved list for the current school year for that school district. Upon a second such withdrawal in any school district, the provider will be ineligible to provide services in the state in the following year [Section 1008.331, Florida Statutes].

___ Indicate the minimum number of students that the applicant would serve at each site
___ Indicate the maximum number of students that the applicant would serve in each school district

- Yes No Capacity to serve students with disabilities or plans developed under section 504 of the Rehabilitation Act
 Yes No Capacity to serve students who are English language learners (ELL)

4.6.2. Location of Services (check all that apply)

According to Section 1008.331, Florida Statutes, school districts, using the same policies applied to other organizations that have access to school sites, shall provide access to school facilities to providers that wish to use these sites for supplemental educational services.

A provider may contract with the district or school for on-site facility use; however, an additional fee may be required and availability may be limited. If the applicant plans to use school facilities, it is recommended that applicants contact the district prior to the completion of this application to determine district school board policies regarding the use of school facilities, availability, and cost.

- School campus
 Provider facility
 Faith-based center (for example, church, temple, mosque, etc.)
 Community-based center
 Student's home (on-line or computer-based)
 Student's home with tutor present
 Child Care Center
 Public site such as public library (describe):
 Other (describe):

4.6.3 Transportation

Will the applicant provide transportation if services are provided at a site other than the student's school?

- Yes, transportation will be provided for each student enrolled from the school to the SES site and back to the school or home. Describe transportation service to be provided:
 No, transportation will not be provided to students.

4.6.4 Operations (check all that apply)

Day(s) Services will be Provided:

- Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Frequency of SES sessions for each student:

- Every Day Once a Week Twice a Week Three Times a Week
 Other (Describe):

Length of each service session (Cumulative sessions may not exceed two hours per day or six hours per week.):

- 2 Hours 1.5 Hours 1 Hour 30 Minutes
 Other (Describe):

Times of Service:

- Before school
 After School
 Weekends
 Summer (Identify dates, such as June 1 – August 4, 2009)
 Other (Describe):

4.7 COST OF SERVICE

4.7.1 Rate for Provision of SES: Per Student, Per Hour, Per Type of Instruction

Indicate the rate to serve SES for each student per hour and for each type of instruction offered and indicated in this application under **4.5.3 Type of Instruction** (small group instruction, large group instruction, distance learning (internet-based), computer-based instruction, and/or individual tutoring). For the 2007-2008 school year, the statewide average cost per pupil for SES is \$1,120. More detailed information on the cost per pupil allocation for supplemental educational services may be found at <http://www.fldoe.org/flbpso/xls/perpupil-allocation0708.xls>.

*****Note** The allowable range is between \$5 and up to \$80 per hour for each student, per hour, and per type of instruction.***

RATE PER STUDENT PER HOUR:

- \$_____ Small group instruction (group size not to exceed five students with one tutor)
\$_____ Large group instruction (group size not to exceed ten students with one tutor)
\$_____ Distance learning including computer-based instruction
\$_____ Individual tutoring
\$_____ In-home tutoring

4.8 FINANCIAL SOUNDNESS

4.8.1 Provider must document financial soundness [NCLB, 20 U.S.C. Section 1116(e)(12)(B)(iii)]

Financial soundness is required for all state-approved providers to ensure that services can be provided until initial payments begin. Applicant must be able to pay for all start-up costs including hiring of tutors, purchasing all curriculum materials, conducting assessments, and serving students. Applicants must mail or hand deliver a copy of the following documents to the Bureau of Public School Options at FDOE no later than 5:00 p.m. Eastern Standard Time on March 3, 2008. Receipts will be provided for hand-delivered documents. Documents received after March 3, 2008, will not be considered as part of the application. Attachments are limited to 25 pages or less.

Note: Public schools and school districts need **only** submit supporting documentation for 1, 5, and 6.

1. Evidence of applicant's current commercial general liability insurance in the form of a certificate of insurance with the Department of Education, Bureau of Public School Options listed as the certificate holder. The name of the applicant must match the name on the certificate.
2. Evidence of the applicant's fiscal soundness. Submit:
 - annual financial statements or fiscal audits signed by a certified public accountant for the past two years, or
 - federal income tax returns for the past two years along with a letter of credit from a financial institution.
3. A copy of the most recent registration with the Florida Department of State (www.sunbiz.org), showing evidence that the applicant is legally qualified to do business in Florida.
4. Verification of business status or non-profit status. For example, an Internal Revenue Service (IRS) letter with FEIN or certificate issued by government.
5. Signed notarized statements on applicant's letterhead by the individual authorized to act on behalf of the organization attesting to the following:
 - The organization has not been suspended or disbarred from receiving federal funding. If yes, explain the circumstances for suspension or disbarment.
 - The organization has had no lawsuits filed against them for educational or fiscal mismanagement, civil rights violations, criminal acts, or other reasons. If yes, provide information and the outcome for each instance.
 - The organization has not been denied approval nor has its approval status as an SES provider been revoked. If the organization has been denied approval or its approval status as an SES provider has been revoked, identify such states or districts and the reasons for such denial or revocation.

- The organization does not have any unresolved complaints with the Better Business Bureau or FDOE. If the organization does have any known unresolved complaints, provide an explanation of the complaints and results.

6. A complete list of the board of directors and chief officers of the organization and their titles.

5.0 APPLICATION NARRATIVE: To ensure an anonymous review of the application, the company name should not be included in this section.

THE FOLLOWING ITEM WILL NOT BE SCORED (0 points):

Summarize the overall proposed program in a narrative including services provided, diagnostic/prescription process, curriculum, type of instruction, mode of instruction, and major elements of the program.

THE FOLLOWING ITEMS WILL BE SCORED:

5.1 The provider must have a demonstrated record of effectiveness in increasing the student academic achievement toward meeting the state achievement standards [NCLB, 20 U.S.C. Section 1116(e)(12)(B)(i)].

5.1.1 (0-5 points) Describe specific student achievement data to document evidence that the applicant's company or organization had a positive impact on increasing student achievement toward meeting state achievement standards. Include quantitative data that documents student learning gains.

5.2 The provider must document that the instructional strategies used are high quality, based upon research, and designed to increase student academic achievement of eligible students and attain proficiency in meeting the state's academic achievement standards [NCLB, 20 U.S.C. Section 1116(e)(12)(C)(ii)].

5.2.1 (0-5 points) Identify the **curriculum** of the proposed program and quantitative research that documents its effectiveness in increasing student achievement.

5.2.2 (0-5 points) Identify the **key instructional strategies** of the proposed program and the quantitative research that documents the effectiveness of the instructional strategies in increasing student achievement. Examples of instructional strategies may include scaffolding, graphic organizers, use of manipulative resources, effective question and answer techniques, use of prior knowledge, direct instruction, directed practice, and mastery learning. For more information on effective instructional strategies, see <http://www.cpt.fsu.edu/ESE/in/strmain.html>.

5.2.3 (0-5 points) Identify the **major design elements** of the proposed program and quantitative research that documents the effectiveness of the elements in increasing student achievement. Examples of major elements may include mode of instruction, time on task, or resource materials.

5.2.4 (0-5 points) Identify the **delivery model** of the proposed program and the quantitative research that documents the effectiveness in increasing student achievement. Include academic research with specific evidence the delivery model has positive impact on increasing student achievement. Examples of delivery models include group size for instruction, direct instruction, distance learning, computer-based, individual tutoring, in-home tutoring. (NOTE: Homework assistance is not a form of SES.)

5.2.5 (0-5 points) Describe how instruction will be focused, intensive, and tailored to meet the needs of individual students, including students with disabilities, students with 504 plans, and/or English language learners.

5.3 The provider must ensure that supplemental educational services are consistent with the instructional program of the local educational agency and the academic standards set forth by the state (Sunshine State Standards) [NCLB, 20 U.S.C. Sections 1116(e)(5)(B) and 1116(e)(12)(B)(ii)].

5.3.1 (0-5 points) Describe the process the applicant will use to ensure that the proposed curriculum is correlated to the Sunshine State Standards. For information on Florida's Sunshine State Standards, see <http://www.fldoe.org/bii/curriculum/sss/>.

5.3.2 (0-5 points) Describe the process the applicant will use to ensure the proposed program aligns with the instructional program of the school district(s) in which the applicant intends to serve students. Cite at least one example of the correlation of the proposed program and describe its integration with at least one district that the applicant intends to serve.

5.3.3 (0-5 points) Describe the process to ensure that the applicant will coordinate supplemental educational services with the classroom instructional program of the students receiving the services.

5.4 The provider must set measurable achievement goals for each student in consultation with each student's parents and the school district and adhere to the timetable for improving the student's achievement in the student learning plan. The provider must measure the student's progress, and regularly inform the student's parents and teachers regarding the progress of the student in improving academic achievement as outlined in the student learning plan [NCLB, 20 U.S.C. Sections 1116(e)(3)(A) and (B)].

5.4.1 (0-5 points) Describe how diagnostic assessment data will be used to identify the student's knowledge and skills gaps and set measurable goals for the student learning plan. Identify the specific assessment to be administered if district student data are not available for developing the student learning plan.

5.4.2 (0-5 points) Describe the process and timelines for the development of the student learning plan.

5.4.3 (0-5 points) Describe the procedures and timelines to be used to evaluate, monitor, and report each student's progress toward meeting the goals as stated on the student learning plan. Address how applicant ensures that the progress reports are understandable to parents and in parents' native language, if feasible. Include frequency of progress reports to student's parents, teachers, and appropriate school district staff.

5.4.4 (0-5 points) Describe how student attendance and participation data will be collected, verified, and reported to the school district. Include strategies for improving attendance of students who are habitually absent.

5.4.5 (0-5 points) Describe the process and timelines the applicant will use to ensure that services begin no later than October 15th of each school year. Include steps and timelines the applicant will implement from approval of the application to the provision of services to students.

5.5 The provider must have the capacity and resources, including financial soundness and compliance with applicable federal, state, and local health, safety, and civil rights laws and regulations, to provide supplemental services to students [NCLB, 20 U.S.C. Sections 1116(e)(12)(b)(iii) and (e)(5)(C)].

5.5.1 (0-5 points) Describe the applicant's infrastructure, including resources such as personnel, buildings, or equipment, and capacity to ensure services begin no later than October 15th of each school year. Include roles and responsibilities of staff within the organization.

5.5.2 (0-5 points) Describe the process for recruiting, hiring, and initial training of staff.

5.5.3 (0-5 points) Describe the professional development and support provided to tutors to ensure that the proposed program is implemented with fidelity.

5.5.4 (0-5 points) Describe procedures for supervising tutors to ensure the proposed program is implemented with fidelity and that all employees comply with ethical business practices pursuant to assurances found in the Request for Application, such as behavior at provider fairs, quality of tutoring services, and effectiveness of instruction.

5.5.5 (0-5 points) Describe the process and procedures for monitoring the program to ensure the proposed program is implemented with fidelity, such as tutor/student ratio, supervision of students, approved instructional materials, students on task, or beginning services on time.

5.5.6 (0-5 points) Describe procedures to be used to ensure that all staff providing direct services to students or having access to school grounds comply with fingerprint-based background screening pursuant to Section 1012.465, Florida Statutes (Background screening requirements for certain noninstructional school district employees and contractors). For more information, see the related Technical Assistance Paper at http://www.fldoe.org/flbpso/pdf/tap_fingerprint.pdf.

COVER PAGE

**PRINT THIS PAGE TO USE AS THE COVER PAGE FOR MAILING OR DELIVERING
HARD-COPY DOCUMENTATION REQUIREMENTS**

This Cover Page, Checklist of Hard-Copy Documentation Requirements, signed assurance pages (Attachments A: General Assurances and Attachment B: Internet Statement of Assurances), and documentation of financial soundness (listed in section 4.8) must be received by the FDOE office below, by mail or hand delivery no later than 5:00 p.m. Eastern Standard Time on **March 3, 2008**.

Florida Department of Education
Bureau of Public School Options
325 West Gaines Street, Suite 316
Tallahassee, FL 32399-0400

Name of Company or Agency:

**Federal Employer Identification Number (FEIN) or Federal Tax Identification
Number, if applicable:**

Name of Contact Person:

Title:

Mailing Address:

City/State/Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

Checklist of Hard-Copy Documentation Requirements

Please return this page and the documents listed below.

Name of Company or Agency _____

- Cover Page**
- Financial Soundness**
 - Copy of general liability insurance with the Department of Education listed as the certificate holder**
 - Copy of evidence of fiscal soundness:**
 - Annual financial statements or fiscal audits
or
 - Federal income tax returns and financial letter of credit
 - Evidence of legal qualification to do business in Florida**
 - Verification of business or non-profit status**
 - Signed notarized statements on agency letterhead regarding the organization's (each required):**
 - Suspension or disbarment from receiving federal funding
 - Any lawsuits filed against organization
 - Denial of approval or removed from approval status from another state
 - Unresolved complaints with the Better Business Bureau
 - List of the Board of Directors or chief officers of the organization, and their titles**
- Assurances with original signature**
 - Attachment A
 - Attachment B

ATTACHMENT A: GENERAL ASSURANCES

Execution Requirements

The assurance pages must contain no revisions, additions, or deletions, and must bear an original signature of the agency head in blue ink to distinguish it from a copy or facsimile. The printed name and original signature must match.

Assurances signed by officials other than the head of the providing agency must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.

As the duly authorized representative of this applicant, I certify agreement and compliance with all of the following assurances and conditions:

1. Applicant agrees to deliver services at all times in accordance with the terms of this Request for Applications (RFA), and the information submitted by the applicant in its application. If the applicant fails to meet these terms, it may be removed from the state-approved list of SES providers. Applicant understands that the application it submits to FDOE is a legally binding document and changes cannot be made to the application or to the approved SES program once FDOE approves the application.
2. Applicant agrees to abide by all terms set forth in the contract with the school district, including the payment schedule, rates, and any facility user fee arranged with the school district, that complies with 20 U.S. C. Section 1116(e)(3) and (6) of the No Child Left Behind Act of 2001 or Section 1008.331, Florida Statutes. If the applicant operates multiple sites, applicant agrees to provide services only at individual sites that meet all criteria independently.
3. Applicant agrees to deliver supplemental educational services in the school districts for which it is approved and in which it has signed either a contract to provide services or a letter of intent and the minimum number of students per site set by the provider has been met in the timeline established by Section 1008.331, Florida Statutes.
4. Applicant agrees to abide by ethical business practices, as adopted by the Education Industry Association in its Code of Professional Conduct and Business Ethics for Supplemental Educational Services Providers <http://www.educationindustry.org/tier.asp?sid=2> Amended January 8, 2008.
5. Applicant agrees to provide auditable documentation of services provided to each student including, but not limited to enrollment, attendance, and assessments. Applicant will maintain books and records relating to the provision of SES and amounts charged to school districts for SES. Books and records, including information stored in databases or other computer systems, will be maintained by the applicant for a period of five years after the date of final payment under the school district's agreement. Books and records required to be maintained hereunder

will be available for review or audit, either on-site or as otherwise requested by district, state, and federal agencies. Books and records required to be maintained hereunder will be available for review or audit to agency representatives during normal business hours with or without notice from district, state, and federal agencies. The applicant and its representatives will fully cooperate with any such review or audit.

6. Applicant assures that services are available in locations accessible to individuals with disabilities to the extent required by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and the Americans with Disabilities Act (42 U.S.C. §§12101 et seq.).
7. Applicant assures that additional admission criteria will not be imposed on students other than those permitted under the No Child Left Behind Act, 20 U.S. C. Section 1116(e).
8. Applicant assures that the school districts and FDOE will be notified of any changes in contact information.
9. Applicant understands that approved SES providers must contract with the individual districts and abide by all contractual obligations as mutually agreed upon prior to delivering SES to students.
10. Applicant agrees to ensure the confidentiality of all student information as outlined in The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Section 1002.22(2)(b), Florida Statutes (Student records and reports; rights of parents and students; notification; penalty;--).
11. Applicant assures that it will not provide or market attendance or performance incentives to entice a student or a student's parent prior to the parent choosing a provider. After students have been enrolled with the applicant, incentives may be awarded to students only for performance or attendance with a total value not to exceed \$50 per student per year.
12. Applicant will refrain from altering, completing, or submitting enrollment forms on behalf of a parent.
13. Applicant understands that SES providers may be removed from the list if any false information or misrepresentation is made in its application, or to school districts, teachers, or parents.
14. Applicant agrees to be responsible for payment of all taxes and fees resulting from payment from school districts for services.
15. Applicant assures that all instruction and content are secular, neutral, and non-ideological.
16. Applicant assures that students will be supervised at all times.

17. Applicant understands that the enrollment process is the responsibility of the school district. Applicants are prohibited from altering the district's enrollment form in any way.
18. Applicant agrees that all documents contained in or submitted with the application shall become the exclusive property of FDOE and may be distributed or displayed in any manner by the agency.
19. Applicant understands that the status as an approved provider is non-transferable and that sub-contracting for SES is not allowed.
20. Applicant agrees that it is an independent entity separate from FDOE and that FDOE is not obligated to approve an application, provide funds, or endorse any application submitted. This application does not commit FDOE to pay any costs incurred.
21. Applicant agrees to comply with all assurances set forth in this application.
22. To the fullest extent permitted by law, the applicant and its organization agree to indemnify, defend and hold harmless FDOE, the State of Florida, and their respective agents, officers and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including without limitation reasonable defense costs and legal fees arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful or otherwise) by the applicant or its organization, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the applicant and its organization or its subcontractors to comply with any laws or regulations applicable to the performance of SES; (iii) the breach of any representation or assurance provided by the applicant and its organization in this application; or (iv) any act of infringement of any existing patent or copyright or any unauthorized use of any trade secret.
23. Applicant agrees to attend a mandatory three-day NCLB School Choice Leadership Summit sponsored by FDOE.
24. Applicant agrees to the terms and conditions outlined in Rule 6A-1.039, FAC., and Florida law (Section 1008.331, Florida Statutes) related to SES.

I, THE UNDERSIGNED, CERTIFY that I am an individual authorized to act on behalf of the organization in submitting this application and assurances and that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein has been misrepresented, that may constitute grounds for denying the applicant's request for approval to be placed on the list of approved supplemental educational services providers or for removal from that same list. I further certify that the organization will comply with all of the assurances set forth herein. Failure to comply with the assurances during the school year may result in removal from the state-approved list and potential ineligibility to re-apply during the following two-year period.

Signature of Applicant

Date signed

Printed Name

Name of Agency/Company/Group

Title of Signing Agent

Note:

1. Printed name and original signature must match.
2. Use blue ink color for original signature.
3. "By", "for," or initials will not be accepted.
4. Rubber stamp signatures will not be accepted.

ATTACHMENT B: INTERNET STATEMENT OF ASSURANCES

Execution Requirements

The assurance pages must contain no revisions, additions, or deletions, and must bear an original signature of the agency head in blue ink to distinguish it from a copy or facsimile. The printed name and original signature must match.

Assurances signed by officials other than the head of the providing agency must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.

The Internet is an electronic network connecting thousands of computer networks and millions of individual subscribers all over the world. Access to the Internet will allow students to explore the rich resources of thousands of university libraries, governmental databases, and other on-line sources while exchanging electronic mail with Internet users throughout the world. However, use of the Internet, because it may lead to any publicly available fileservers in the world, may open classrooms to electronic information resources that have not been screened by educators for use by students. Some items accessible via the Internet may contain material that is inaccurate, defamatory, or offensive.

The following guidelines define appropriate use of the Internet.

1. Transmitting any material in violation of any U.S. or state regulation or school board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
2. All content transmitted via e-mail or the Internet shall be secular, neutral, and non-ideological.
3. Applicants providing on-line instruction agree to ensure the safety of all students while accessing the internet. It is the responsibility of the applicant to block all unsafe web content.
4. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are unacceptable in Internet and other network communication.
5. All information accessible via the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
6. Applicant has a responsibility to respect the privacy and property of students. Applicant should not intentionally seek information about, obtain copies of, or modify, files, data, or passwords of other users.
7. For the safety of students, applicant must not request or provide any personal information, such as addresses, phone numbers, or photographs.
8. Applicant should not expect that files are private. State and school district representatives, including school administrators, as well as parents, may review files and communications at any time to ensure that the network is being used responsibly. Applicant must gain written parental permission before communicating with students under the age of 13 via e-mail or the Internet.
9. Applicant has a responsibility to protect the student users from marketing and Spam.

10. Applicants shall ensure that all computer equipment provided to a student by the applicant is returned to the applicant upon completion of SES. If students will be using a school computer to access information from an applicant, the applicant must abide by all school and school district policies and procedures regarding computer/Internet use.

I, the undersigned, agree that all tutors/instructors employed by this organization will be notified of all guidelines regarding appropriate use of the Internet and that as a condition of employment with the provider, all employees who will provide SES shall agree to comply with the guidelines. Failure to comply with the assurances during the school year may result in removal from the state-approved list and potential ineligibility to re-apply during the following two-year period.

Signature of Applicant

Date signed

Printed Name

Name of Agency/Company/Group

Title of Signing Agent

- Note:**
- 1. Printed name and original signature must match.
 - 2. Use blue ink for original signature.
 - 3. "By", "for," or initials will not be accepted.
 - 4. Rubber stamp signatures will not be accepted.