REQUEST FOR PROPOSAL

REFUGEE SCHOOL IMPACT PROGRAM

Post Date: October 26th, 2018

Due Date: November 23rd, 2018
# Table of Contents

**Program Description** .......................................................................................................................... 3  
  Purpose ................................................................................................................................................. 3  
  Scope of Work ........................................................................................................................................ 3  

**Submission Information** ..................................................................................................................... 5  
  Deadlines ............................................................................................................................................... 5  
  Grant Terms and Conditions .................................................................................................................. 5  
  Cancellation .......................................................................................................................................... 6  
  Contact Guidelines ............................................................................................................................... 6  

**Project Plan** ...................................................................................................................................... 7  
  Project Plan Components ...................................................................................................................... 9  
  Evaluation Criteria ................................................................................................................................. 10  
  Proposal Format ................................................................................................................................... 12  

**Sub Grantee Requirements** ............................................................................................................... 12  
  Program Requirements ......................................................................................................................... 12  
  Reporting Requirements ....................................................................................................................... 13
Program Description
The Arizona Refugee Resettlement Program (RRP) has contracted with the International Rescue Committee (IRC) in Phoenix to coordinate the Refugee School Impact Program for Maricopa County.

The IRC responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to people forced to flee from war or disaster. At work today in over 40 countries and in 25 U.S. cities, the IRC is a distributed, global organization. The IRC’s program work is broken into two main areas: International Programs, which works around the world in areas facing crisis, and US Programs, which works to resettle refugees fleeing crisis who are in the United States.

Since opening in 1994, the IRC in Phoenix has resettled over 14,000 refugees. The Phoenix office is the largest refugee resettlement program in the State of Arizona and offers a holistic approach to resettlement through the provision of diverse programming. This office focuses upon five core outcome areas including safety, health, economic empowerment, education and power.

Purpose
The purpose of this RFP is for the IRC, through a contract with the Arizona Refugee Resettlement Program (RRP) in the Department of Economic Security (DES), to solicit proposals from organizations that will provide professional services under the Refugee School Impact Program.

This program is designed to assist local school systems impacted by significant numbers of newly arrived refugee children. The services are funded by and allowable under the Office of Refugee Resettlement (ORR), while adhering to state and federal laws and regulations and fulfilling the state and federal goals and objectives of the Refugee Resettlement Program.

Scope of Work
In accordance with ORR programming goals and eligibility requirements, the central goals of the Refugee School Impact program are to strengthen academic performance and facilitate social adjustment of school aged refugees and other populations served through ORR.

The primary focus of this grant is to help refugee school aged children who are facing major initial adjustments and face persistent and continuing challenges in school. Eligible students include those who hold refugee or other qualifying status
as deemed through the Office of Refugee Resettlement, including refugee, asylee, Cuban/Haitian entrant, certified victim of trafficking, special immigrant Visa holders from Iraq and Afghanistan, and Amerasians. In addition, eligible students are 5-18 years of age and have been in the U.S. for five years or fewer. However, youth who have been in the United States for one year or less should be a priority.

The Refugee School Impact provides funding for activities that lead to the effective integration and education of refugee children.

1Eligible activities include:
   - English as a Second Language Instruction
   - After-school tutorials
   - Programs that encourage high school completion and full participation in school activities
   - Parental involvement programs
   - Bilingual/bicultural counselors (i.e. – school liaison)
   - Interpreter services

2Eligible activities should be provided keeping the following approaches in mind:
   - Developing broad partnerships with state school officials, state departments of state, resettlement agencies, health and mental health service providers, community and faith-based organizations, and other local service providers to coordinate planning and implementation of effective programs focused on newly arrived ORR-served youth. Coordination of efforts will decrease the duplication of services. Creating culturally and linguistically appropriate materials, such as special curricula or activities, translation services, and interpreter services.
   - Offering services at a variety of times including during school hours, after school, during the weekend and online.
   - Implementing specialized approaches suited for newly arrived ORR-served youth such as cultural orientation, refugee parents/teacher meetings and school orientation.
   - Creating programming that supports the integration of ORR-served youth into school systems, such as English as a Second Language (ESL) sessions, mentoring and group activities.

1 Information taken from the ORR website on RSI: https://www.acf.hhs.gov/orr/programs/school-impact/about

Measuring academic performance, including high school graduation rates, accomplishment of required course work on a timely basis and improved academic performance levels.

Facilitating social integration activities that foster community building in schools between newcomer populations and American-born youth.

Through the authorization and award by RRP, the IRC in Phoenix will fund school districts in Maricopa County who are impacted significantly with eligible refugee children and provide a strong proposed project plan. Funding for school districts is subject to satisfactory progress in their RSIG projects and the availability of federal funds. Awards shall be based on one-year budget periods. Amounts awarded will be determined by availability of funds with a maximum amount of $50,000 per site. Priority funding will be awarded to LEAs who are serving a minimum of 100 refugee students as identified within this RFP.

**Submission Requirements**

**Deadlines**

All proposals must be received by the Education and Learning Program Manager at IRC or designee no later than 5:00 P.M. on November 23rd, 2018. Proposals received after this deadline will not be accepted.

Proposals must be addressed and delivered at the address of:

Attn: Dr. Violetta Lopez  
International Rescue Committee  
4425 West Olive Avenue, Suite 400  
Glendale, AZ 85302

Or emailed to Violetta.Lopez@rescue.org

**Grant Terms and Conditions**

The term of this Grant Agreement is November 1st, 2018 through September 30th, 2019, unless terminated, cancelled, or renewed as otherwise provided. This Grant agreement shall be effective only after official award notice from DES is given, and contract is signed by the grantee and designated staff of the IRC.

The grantee shall complete the program and implementation plan in its grant application. In providing these services, the grantee shall follow the Scope of
Work, as well as the program and reporting requirements described in the RFP.

The grantee shall be paid on a cost-reimbursement basis for expenses approved in the budget. Payment is conditioned upon receipt by IRC of timely, accurate and complete (i) reimbursement documents, and (ii) Program data reports.

Funds awarded to the grantee under this grant agreement shall only be used to fulfill the grantee’s responsibilities under this grant agreement. Therefore if the full amount of the grant award is not expended for any reason, including due to completion of the work at a lower cost than budgeted or ending of the work before completion, the grantee will only receive the amount of the grant award spent in accordance with the grant agreement and will not receive the full original award.

Cancellation

DES and IRC reserves the right to cancel this RFP at any time prior to award, without penalty.

Non-Availability of Funds:

In accordance with ARS § 35-154, every payment obligation of the State under the contract is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Levels of Service

If the Contractor determines service recipient eligibility, the Contractor shall maintain and regulate the units or services set forth in this contract to ensure continuity and availability of services to eligible persons during the term of this contract and during any transition to a subsequent Contractor.
Contact Guidelines

To ensure fair consideration for all applicants, DES prohibits communication to, or with, any IRC employee regarding this RFP, with the exception of those questions related to interpretation of specifications or the proposal process. Any non-related communications initiated by an applicant may be grounds for disqualifying the offending applicant from further participation in this, or future, IRC RFP processes. However, school districts are allowed and encouraged to continue to work with IRC in their technical advising role for ongoing support in regards to general student refugee needs at any time.

Project Plan

Required Documents

1. The complete application package should be emailed in one file in .pdf format.

2. Project Abstract that includes a project title, applicant name, address, phone number, email and direct contact information.

3. Project Plan for each project proposed by each Local Educational Agency (LEA).

4. A current job description and vita of the individual who will coordinate the effort at the school district level. This person will also be responsible for the project plan and project reporting. The job description should include at a minimum but not limited to the job title, minimum qualifications for education, training, and experience, and duties and responsibilities specific to this agreement.

5. A completed contact chart in accordance with the following:
   a. Name/address/phone number/email/ of project coordinator at the district level.
   b. Name/address/phone number/email/ of school finance administrator who will serve as coordinator contracts and other financial matters.
   c. Name/address/phone number/email/ of each school official designated by the LEA as a contact person for the RSIG services to be rendered at that particular school.

a. Allowable expenses under RSIG funding directly support any of the following activities to enhance student integration, language development, social-emotional wellbeing as well as parental engagement:

i. **Staff positions at schools**: Refugee school liaisons will provide orientations, address ongoing issues, and serve as a bridge between children, parents, school staff, and resettlement agency as often as needed.

1. These positions can also assist in meeting refugee student needs by coordinating after school tutoring, providing supplemental English language development, coordinating parent involvement activities, using interpretation and translation services, tracking data, and support summer school programming.

   *Costs associated with the coordination of these activities such as needed supplies, program materials, etc. are allowable as well.*

ii. **Staff salaries and employment-related expenses**: Staff time dedicated to RSIG administration.

iii. **Summer/ After School Programming Activities**: Activities for K-12 students will focus on at least one the following areas: (1) improved academic performance; (2) enrichment services that complement current academic programming; and/or (3) literacy.

iv. **Interpretation services**: Provide linguistically appropriate services to refugee students and families to include interpretation and translation services for appropriate crisis intervention, counseling, parent/teacher conferences, and other needed school communication. LEAs will have the discretion to decide what service provider they would contract out for these services.
Project Plan Components

I. Quantitative Data

Provide the most current data on the number of k-12 students identified with a Refugee need in your current data system tracking program. Include the breakdown of students by school impacted, grade levels, and years in the US.

II. Program Design

a.) Identify and justify a specific need(s) related to refugee school-age children within your school district. Describe the current if any refugee program(s) and/or services you provide. How would these funds enhance what you currently provide, including addressing the unique cultural and linguistic needs of refugees? (2000 character limit)

b.) Identify the proposed project(s) selected from the list below, and describe: 1) the applicable allowable activities that will be provided to address the need(s) and 2) the strategies that will be used to implement those activities. (2000 character limit)

c.) Include a program logic model that includes program inputs, outputs, and outcome projections.

III. Program Evaluation

Explain the strategy that will be utilized to determine that progress is being made toward project goals. Include the actions that will be taken to ensure the required reporting explained in the RPF will be addressed within the project proposal. (1500 Character limit)
Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by the IRC, in coordination with RRP. DES will have the final determination on projects awarded.

Selection criteria will include:

- The targeted number of students to be served through the project plan.
- The number of eligible refugee students within the school district.
- The quality of services proposed through the project plan.
- The LEA’s responsiveness and compliance with the RFP requirements.
- The LEA’s ability, capacity and skill to fully and satisfactorily provide the services required in this RFP.
## Evaluation Point Table/Summary

Points will be awarded on the basis of the following evaluation factors:

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LEAs have a significant population of refugee eligible students to provide services for.</td>
<td>100</td>
</tr>
<tr>
<td>2. The proposed strategy, including the tracking mechanism that will utilized to determine progress is made toward program outcome projections and required reporting requirements is clearly stated and explained.</td>
<td>100</td>
</tr>
<tr>
<td>3. Project plan describes in detail how funding will be used to provide allowable services and activities to eligible families and children. *Preference will be given to plans that include an onsite liaison position to coordinate activities and track data.</td>
<td>100</td>
</tr>
<tr>
<td>4. Project plan explains how bicultural needs will be addressed, including refugee student and family integration, language development, social –emotional wellbeing, and opportunities for parental engagement.</td>
<td>100</td>
</tr>
<tr>
<td>5. Proposed project plan include includes ability to provide services in a manner that is culturally and linguistically appropriate with a refugee’s language and cultural background.</td>
<td>50</td>
</tr>
<tr>
<td>6. Detailed cost proposal/budget and narrative align with allowable expenses for refugee School impact funding.</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total** 500 points
Number of responses

Only one proposal per school district is allowed. Applicants may provide a collaborative response with identified partners. Applicants shall provide one (1) original and one (1) copy of their proposal if proposals are mailed to the address provided. Applicants will need to provide the entire application in one PDF document if application is submitted via email address provided.

Proposal Format

The proposal must be organized and indexed in the following format and must contain at a minimum, all listed items in the sequence indicated:

1. Title Page
2. Table of contents
   a. Job Description and resume of Project Coordinator
   b. Contact Chart
   c. Project Abstract
   d. Project Plan
      i. Qualitative Data
      ii. Program Design
      iii. Program Evaluation
   e. Itemized Budget Plan

Sub Grantee Requirements

Program Requirements

Ensure that services are targeted to the purpose of the Refugee School Impact Program which is to assist refugee children in improving their academic, and social-emotional adjustment to schools as well as to increase parental involvement in their child’s education.

Provide services to newly arrived refugee students between the ages of 5 to 18 and their families. Students eligible for this program have been in the U.S. for five years or fewer and continue to face serious challenges. Priority should be focused on students who have been in the US for one year or less.

Verification on an enrollee’s eligibility for services under this program shall be included, and maintained, in student record.
Comply with all federal and state laws, regulations and requirements and subsequent directives issues by ORR and DES that are subsequently issues by IRC to the applicants.

Comply with and abide by federal and state requirements regarding the provision and maintenance of such financial, programmatic and operational records as are necessary for federal and state monitoring of services of the Refugee school Impact Program; including by not limited to documentation of services and assistance provided, including identification of individuals receiving those services. All such records shall be made available to IRC upon request.

Work in close collaboration with, and maintain open communication with the local school systems and community partners providing student and family services.

**Reporting Requirements**

Submit ORR-6 performance reports, as may be amended, pursuant to ORR reporting requirements.[1](https://www.acf.hhs.gov/orr/resource/report-forms) LEAs will be responsible for reporting on a monthly basis the following data:

<table>
<thead>
<tr>
<th>Reporting Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of RSIG funded activity (aligned with approved scope of work)</td>
</tr>
<tr>
<td># of RSIG eligible students in attendance for RSIG supported activities</td>
</tr>
<tr>
<td># of parents in attendance at RSIG supported activities</td>
</tr>
<tr>
<td># of educational professionals trained through RSIG supported activities</td>
</tr>
<tr>
<td># of RSIG supported Conferences or parent-teacher connections (calls, visits, conferences)</td>
</tr>
<tr>
<td>Brief narrative regarding RSIG funded activities each month including both successes and challenges</td>
</tr>
<tr>
<td>Brief narrative regarding of refugee student needs. Include details on needs that are not currently met by RSIG funded activities</td>
</tr>
</tbody>
</table>

[1](https://www.acf.hhs.gov/orr/resource/report-forms)