

## **Request for Applications**

### In-School SAT Preparatory Instruction

#### **Background:**

The Office of the State Superintendent of Education (OSSE) is looking to fund training for teachers and school staff to provide effective, in-class SAT test preparation to students in 11<sup>th</sup> grade beginning in spring 2015.

OSSE will partner with Bell Curves, a socially responsible test preparation and educational services company. Bell Curves provides high quality test preparation and educational services, especially to underserved and disadvantaged communities. They accomplish this mission by researching, recording and understanding the deficits that exist in its target communities and creating solutions that supplement already existing services.

Bell Curves will train qualified teachers already employed within the LEA to administer SAT preparatory course(s) within the school day, with students receiving elective credit. LEAs and schools must identify student selection process and the class must take place within the natural school day and must meet the minimum criteria recommended by Bell Curves. OSSE will provide the training free of charge as well as SAT preparation books for classroom use, exam booklets, exam scoring, data reporting to student and teachers, and student support resources.

#### **Training Requirements:**

Each school can refer up to two (2) teachers/staff to receive SAT Prep training. Each teacher must complete 22 hours of training provided by Bell Curves; 12 hours for reading/writing (three 4 hour sessions), and 9 hours for math (three 3 hour sessions). Bell Curves will offer multiple trainings in the months of October, November, and December.

#### **SAT Prep Implementation Requirements:**

Schools will begin implementing SAT prep courses in January 2015. Each participating school can choose to implement up to 2 sections of the SAT Prep course; with a max of 25 students/section. Bell Curves suggests that students receive between 2 -3 hours of instruction/week.

#### **Eligible organizations must be the following criteria:**

- Must be either a Public School or Public Charter school within the District of Columbia
- Must identify the method in which SAT Prep will be administered in the school, including number of courses each week, and the number of students in each course, and the duration of the each class.
- Must identify method used in selecting students for this preparatory instruction.
- Must provide SAT Prep course during the regular school day and offer academic credit for students taking the course
- Must conference call or meet with OSSE coordinator bi-weekly , or as identified by OSSE staff
- Organizations must not have a current and withstanding relationship with another standardized testing company

### **Applying for Funding**

Priority for funding will be given to schools and LEAs that demonstrate a strong coordinated plan and structure for implementing the SAT prep course. School leadership will assess eligibility and coordinate application materials and requirements; LEAs will apply in a coordinated effort on behalf of the individual school. If interested in applying, please submit the below information via email to Mike Andrews at [mike.andrews@dc.gov](mailto:mike.andrews@dc.gov). To be considered, applications must be received by 5:00PM Monday, September 15, 2014. If selected, OSSE will financially support all teachers training costs and will provide instructional booklets and exam booklets for students enrolled in the SAT Prep course at each high school.

#### *Application:*

- Cover letter and specific contact information for teachers/staff receiving the training and working on the project;
- One page document that demonstrates principal or school leader's support and an outline of how your organization meets the eligibility requirements,
- Detailed description of student selection process,
- Detailed description of implementation model and class details (how many sections, duration of class, and how many credits)
- Teacher/Staff resumes

#### **Reporting Requirements:**

The selected applicant is required to comply with all OSSE reporting requirements, including but not limited to:

- Bi-weekly update on participant attendance;
- Meeting with project contact bi-weekly either by phone or in person to discuss status of project and;
- Monthly site visits

#### **Agency Contact**

For all inquiries related to this RFA, please contact:

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Funding for this award is contingent on continued funding from the grantor. The RFP does not commit OSSE to make an award.

OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal.

OSSE may suspend or terminate an outstanding RFP pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFP, or to rescind the RFP.

OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFP. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.