

***Stay the Course TM Replication Program***

**Community College RFP Response Form**

**Attachment B**

**Responses Due: January 4, 2019 by 12 p.m. CST**

**Submit To:**

**Catholic Charities Fort Worth**

**249 West Thornhill Drive**

**Fort Worth, Texas 76115**

**ATTN: Natalie Jacobs**

OR

**Email: njacobs@ccdofw.org**

1. **General Information**

|  |  |
| --- | --- |
| **Community College Information** | |
| **Name and position of person completing this form:** |  |
| **Contact name:** |  |
| **Contact phone:** |  |
| **Contact e-mail:** |  |
| **Location (City, State)** |  |
| **# of students:** |  |
| **# of Pell-Grant eligible students:** |  |
| **% of student body who are Pell eligible:** |  |
| **# of students who are both enrolled in 6+ credits and Pell-Grant eligible:** |  |
| **% of student completion or transfers within 6 semesters:** |  |

1. **Narrative Questions**

*Please provide the following narrative. Responses should be no more than 10 pages at size 11 font with one-inch margins. Acceptable fonts include Calibri, Ariel, and Cambria.*

**Administrative/Organizational Capacity Questions:**

1. Indicate who will be responsible for championing implementation of this program at your community college. Please provide this individual’s contact information (i.e., name, position, phone, e-mail address).

Click or tap here to enter text.

**Demonstrated Performance/Ability Questions:**

1. Describe the identified needs of your community college. If your community college has a strategic plan, cite details regarding goals related to persistence and completion.

Click or tap here to enter text.

1. Describe your community college’s interest and level of support to engage in participation of *Stay the Course*. Include details of your community college’s commitment to successful implementation of *Stay the Course*.

Click or tap here to enter text.

1. Describe your community college’s institutional research capacity and any relevant governing bodies or committees.

Click or tap here to enter text.

1. Describe previous or current research projects the community college has been involved in utilizing National Student Clearinghouse or state-level earnings data.

Click or tap here to enter text.

1. **Sample Data Sharing Agreement (Attachment E)**

*Utilize Attachment E of the RFP to answer the following questions related to data sharing requirements.*

1. Indicate the person your community college who will be responsible for executing the Data Sharing Agreement. Please provide this individuals contact information (i.e., name, position, phone, e-mail address).

Click or tap here to enter text.

1. Indicate the person at your community college who will be responsible for fulfilling the terms outlined in the Data Sharing Agreement attached. Please provide this individuals contact information (i.e., name, position, phone, e-mail address).

Click or tap here to enter text.

1. Have all required community college faculty/staff who will be involved with executing and

supporting the terms outlined in Attachment E reviewed the RFP and Attachment E?

Yes No

1. Describe what, if any, concerns and/or questions your community college has in regards to data sharing requirements. Disclosure of concerns/questions will not preclude eligibility.

Click or tap here to enter text.

1. **Sample Memorandum of Understanding (Attachment F)**

*Use Attachment F of the RFP to answer the following questions related to roles and responsibilities of the community college.*

1. Indicate the person at your community college who will be responsible for executing the Memorandum of Understanding (Attachment F). Provide this individuals contact information (i.e., name, position, phone, e-mail address).

Click or tap here to enter text.

1. Have all required community college faculty/staff who will be involved with executing and supporting the terms outlined in Attachment F reviewed the RFP and Attachment F?

Yes No

1. Describe what, if any, concerns and/or questions your community college has in regards to the roles and responsibilities outlined in the MOU for the community college. Disclosure of concerns/questions will not preclude eligibility.

Click or tap here to enter text.