

CONTRACT WORKER REQUEST FOR APPLICATIONS



Peer Reviewer for Federal Grant Applications

Mississippi Department of Education
Office of Federal Programs
Central High School Building
359 North West Street Suite # 111
Jackson, MS 39205

Contact: Quentin Ransburg
Phone: (601) 359-3499
Date: July 02, 2018

INTRODUCTION

The Mississippi Department of Education (MDE) is currently seeking contract workers for the Office of Federal Programs that will serve as a grant/application reviewer. The chosen candidates will review and score the McKinney-Vento Education for Homeless Children and Youth Program Grant and 21st Century Community Learning Center Grant, and any other competitive grant. The awarding of grants are contingent upon the continuing availability of funds from the United States Department of Education.

SCOPE OF WORK/JOB DUTIES

The grant review process will involve orientation, reading and evaluating grant applications. Reviewers will evaluate and score applications using the rubric developed by the Mississippi Department of Education.

MINIMUM QUALIFICATIONS

The potential reviewer will provide the Office of Federal Programs with information about their educational background, experience with federal programs and grant reading and evaluation skills.

COMPENSATION AND HOURS WORKED

The position will pay \$ 45.00 per hour for a maximum number of 80 hours. This agreement will become effective on the date it is signed by all parties and will end no later than June 30, 2019.

SELECTION PROCESS

A selection committee will review acceptable applications which are completed, timely submitted, and meet the minimum qualifications.

Selection criteria will be performed using an application cut score of 75 from a standard, 100-point scoring scale as follows:

- Specialized experience as a peer reviewer 50 points
- General experience with application review and evaluation 25 points
- Education with federal program background/knowledge 15 points
- Certification/License 10 points

INSTRUCTIONS FOR APPLYING

- Complete and **sign** the MDE Application Form by clicking on the [Request for Application](#) (Fillable Form) located on the MDE's Request for Bids, Proposals, Applications, Qualifications for Contracts and Grants webpage.
- Attach a list of at least three references (name and current contact information).

- Attach resume describing your education and prior work history, including relevant work experience

REQUEST FOR INFORMATION

Questions concerning the RFA should be sent to: tmcdonald@mdek12.org.

The deadline for submitting written questions by email is Monday, July 9, 2018 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE's website www.mdek12.org under the Public Notices section and will be available to the general public on Wednesday, July 11, 2018.

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the application, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of applications.

DUE DATES

The **deadline** for receiving the sealed application packet is **Tuesday, July 24, 2018 at 5:00 p.m. Central Standard Time.**

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

Hand Deliver Applications to: Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Peer Reviewer for Federal Grants
359 North West Street, Suite 307
Jackson, MS 39205
(DO NOT OPEN)

Mail Applications to: Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Peer Reviewer for Federal Grants
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

**Ship Applications to:
(FedEx UPS, etc.)** Monique Corley, Director
Office of Procurement
Mississippi Department of Education
Peer Reviewer for Federal Grants
359 North West Street

RESPONSIBILITY OF THE APPLICANT

- At the time of receipt of the application, it will be date-stamped and recorded in the Office of Procurement.
- The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery.
- An incomplete application will be accepted and may not be considered.
- No faxed copies or electronic submissions will be accepted.
- The application must be signed and all documents must be placed in a sealed envelope.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.
- Applications will be accepted after the deadline but not considered.
- Complete the Acknowledgement of Amendments Form (Attachment A).

Tentative Timeline Peer Reviewers for Federal Grant Applications

07/02/2018	Release RFA
07/02/2018	Mail, email and post to MDE website
07/09/2018	Deadline for RFA questions
07/11/2018	Deadline for program office response to questions and posting to website
07/24/2018	RFA due by 5:00 p.m. Central Time (CT) to Procurement
07/25/2018	RFA opening
08/09/2018	Evaluation of RFA and/or presentations
08/17/2018	Notice of Intent to Award
N/A	Contract to Mississippi Board of Education
	Contract Start Date
06/30/2019	Term of Initial Contract

ATTACHMENT A

ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments to this RFA. The responses to questions will be treated as amendments to the RFA and will require acknowledgment.

Applicant Signature

Date

Title of Request