

Proposal Submission Process

The following is the process that CMSD will follow in reviewing and approving proposals, as well as preliminary information on the process that will take place once a proposal is selected.

1. Interested parties are invited to visit www.cmsdnet.net and download a copy of the Request for Proposals and the Strategic Partnerships Proposal Application.

2. Once downloaded, the interested party completes the required information and sends it to Sharon McDonald, Deputy Chief of Special Projects and Student, Family and Community Engagement, Cleveland Metropolitan School District, 1380 East Sixth Street, Cleveland, Ohio 44114, Sharon.McDonald@cmsdnet.net. If there are questions, call Sharon at 216-858-1244.

Without assuming any liability for inadvertent disclosure, CMSD will seek to limit disclosure of proposals and related information to project staff and to outside reviewers when necessary for merit review of the proposal or as otherwise authorized by law. Once a proposal is selected for CMSD, summary information will be made available on the web site.

3. In cases where similar proposals are received from different organizations, CMSD will consider accepting both proposals in order to reach a broader base. CMSD will also facilitate and encourage collaboration between and among organizations submitting complimentary proposals.

4. CMSD will review each RFP response and pre-qualify it based on the five selection criteria requirements provided on the RFP. During this step, the project team may contact the interested party for more information, if necessary.

5. If a proposal is complete and it is determined that the proposal meets the five selection criteria requirements for CMSD, then it will be evaluated by at least two qualified reviewers using CMSD review process guidelines.

6. CMSD will review submitted proposals three times a year. Receipt of proposal submission will be given within one week of receiving the application. Proposals for strategic partnerships must be received at the CMSD office by no later than the following dates:

May 9th - for programs to be implemented during the 1st and/or 2nd semester of school
October 9th - for programs to be implemented during 2nd semester of school
March 9th - for programs to be implemented during summer vacation

- First day of 1st semester: August 27th
- First day of 2nd semester: January 25th
- First day of summer vacation: June 9th

7. Once a qualified proposal is accepted, CMSD's will contact the interested party to inform them of the status of the application within 4 weeks of receiving the application. Final decision for all application decisions are at the sole discretion of CMSD.

8. Once the acceptance is mutual, CMSD and the interested party both sign a letter of agreement.
9. Following the signing of the letter of agreement, CMSD builds a project plan with the interested party.
10. Following the conclusion of the project, the party will provide results in a lay version for the CMSD community of volunteers and interested visitors to the web site.
11. CMSD will work collaboratively with interested parties to encourage public visibility and high participation in the CMSD project as well as wide dissemination of findings and impact.

Contact Information

Please send any questions to Sharon.McDonald@cmsdnet.net with your name, email address, and telephone number. Additional information and FAQs are available at www.cmsdnet.net.