

**REQUEST FOR PROPOSALS**  
**On-Line Nursing Degree Program**

**Funding Announcement:**

Indiana Department of Workforce Development (IDWD) announces the availability of up to \$500,000 in funding to accredited postsecondary and technical institutions that currently offer on-line nursing programs leading to both a Bachelor of Science and a Master of Science degree in nursing. The intent of the funding is to expand nursing capacity by accelerating and increasing the enrollment and licensing of students. These funds will be used to cover costs associated with the delivery of pre-established, accredited on-line coursework and the establishment of Indiana-based clinical rotations that will fulfill graduation as well as the requirements to satisfactorily pass board licensing exams. The completion of these programs of study will result in the learner achieving the requisite knowledge, skills and abilities to achieve practice excellence.

**Award Amount**

IDWD expects to award one grant of up to \$500,000 from this competition. Grant proposals that request more than \$500,000 will be considered nonresponsive and will not be reviewed.

**Dates**

The closing date for receipt of proposals under this announcement is August 27, 2010. Proposals must be received no later than 4:30p.m. (Eastern Time). Proposals received after the closing date and time will not be reviewed. IDWD requires a letter of intent from entities or organizations that intend to submit proposals under this request. The letter of intent must be submitted to IDWD no later than July 29, 2010. IDWD will hold a conference call on August 4, 2010 with entities that submit a letter of intent. Details regarding the conference call will be provided following receipt of the letter of intent.

**Addresses**

Letters of intent and final proposals must be submitted electronically, via email, to the following email address: [careermajors@dwd.in.gov](mailto:careermajors@dwd.in.gov).

Within two days of submission of the letter of intent and the proposal, IDWD will send the applicant an email message to provide confirmation that the information was successfully transmitted.

**Executive Summary:**

Indiana, like many states around the country, is experiencing a shortage of registered nurses. While the reasons for the shortage are complex and varied, the much publicized shortage is expected to intensify. However, there is strong consensus that demographic changes, chief among them a rapidly aging population, a decline in the number of high school graduates pursuing careers in nursing, and the nearing retirement of practitioners and educators, with 75% of educators leaving the field by 2019, are chief among them. The shortfall in nursing educators alone has had a significant impact on the shortage. In a report published by the Bureau of Labor Statistics (BLS), it estimates “that, by 2020, the nation will have a shortfall of up to one million nurses, which includes new jobs and replacement jobs that are open when today’s nurses retire and leave the field.” In a recent report published by Trust for America's Health (TFAH), Indiana faces a shortage of more than 8,000 nurses, 37% will reach retirement age by 2015, and 59% will retire by 2020.

To address its alarming shortfall, Indiana is proposing an expansion of its current educational system to allow more opportunities for students with an interest in pursuing academic credentials in nursing. The

program for initial licensure and advancement of licensed nurses to the BSN will provide the education, knowledge and skills for BSN graduates to pursue careers in the rapidly expanding field of professional nursing. Coursework at the master's level will allow students to gain specialized knowledge in nursing administration or nursing education to strengthen the nursing workforce and address the current faculty shortage.

Interested and qualified applicants will submit a proposal outlining the program to be delivered to the IDWD.

#### Required Components:

The eligible provider must have established programs of study that lead to the BSN degree, both for initial licensure and for already-licensed nurses to advance to a BSN. The school must be regionally accredited, have national nursing accreditation and offer an on-line program of study. The initial licensure BSN must provide face-to-face clinical instruction and experiences. The Master of Science in Nursing (MSN) program will offer an on-line program of study. The nursing programs must be accredited by one of the two national nursing accreditation bodies. The Masters program will provide multiple tracks or modules for qualified nursing student who seek to specialize in nursing education or nursing administration. The following will provide more detailed information about program requirements.

The provider must have all of the various processes (admissions to graduation), procedures, guidelines, coursework, including clinical instruction and experiences, accreditations, etc., in place to deliver fully portable BSN and MSN programs of study.

#### **A. Bachelor of Science in Nursing Program**

The BSN program must meet the following criteria:

- The school must be regionally accredited, and the program must be accredited by the National League for Nursing Accrediting Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE);
- Must be able to award a Bachelor of Science degree in Nursing as any traditional postsecondary institution upon the student's successful completion of program requirements, including supervised clinical experiences;
- Must include transition from the BSN to the MSN;
- Through collaborations between the postsecondary institution and Indiana-based health-care providers, the program must allow students to become registered nurses through a combination of on-line and on-site clinical instruction and experiences;
- The program must :
  - Prepare the learner to receive a BSN and who are eligible to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN.) examination.
  - Provide academic excellence as well as real-world competencies accepted by employers;
- The anywhere, anytime program must provide personalized attention throughout the program along with advisement, tutoring, student community and virtual faculty office hours;
- Must provide opportunities for student and faculty interactions.

#### **B. Bachelor of Science in Nursing Program for licensed nurses without a BSN (RN to BSN)**

The RN to BSN program must meet the following criteria:

- The school must be regionally accredited and the program nationally accredited by the National League for Nursing Accredit Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE);
- Must be able to award a Bachelor of Science degree in Nursing as any traditional postsecondary institution upon the student’s successful completion of program requirements;
- Must include transition from the BSN to the MSN;
- The program must provide academic excellence as well as real-world competencies accepted by employers;
- The anywhere, anytime program must provide personalized attention throughout the program along with advisement, tutoring, student community and virtual faculty office hours;
- Must provide opportunities for student and faculty interactions.

### **C. Master of Science in Nursing Program**

The MSN Program is designed for baccalaureate-educated registered nurses who want to enhance their professional opportunities or become nursing faculty members. The program consists of an accelerated modular professional study program that includes didactic and practical experiences to prepare students interested in a teaching experience or in serving in nursing leadership roles.

- The school must be regionally accredited and the program nationally accredited by the National League for Nursing Accrediting Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE);
- Must be able to award a Master of Science degree in Nursing as any traditional postsecondary institution upon the student’s successful completion of program requirements, including research and thesis requirements
- Must include transition from the MSN to other applicable post Master’s degree, certificate, and/or doctoral programs;
- Graduation recipients must be eligible to sit for applicable examinations;
- Through collaborations between the postsecondary institution and local institutions in Indiana, the program must provide opportunities for experiential learning, where applicable;
- The program must provide academic excellence as well as real-world competencies accepted by employers;
- Program of study must serve those individuals who seek additional expertise as an educator or nursing leader and to meet the eligibility requirements for the national examination.

#### Proposal Timeline:

July 19, 2010	Announcement of funding availability
July 29, 2010	Receipt of Letter of Intent
August 4, 2010	Optional conference call with potential applicants
August 27, 2010	Proposals due to IDWD
September 20, 2010	Award notification
November 1, 2010	Program/enrollment begins

## Scoring Criteria:

Provide narrative describing components A, B and C. The narrative should be no more than 15 double-spaced pages, 12 pt font; any number above the designated limit will not be reviewed. The maximum score for the above program components is 100 points, with relative points in parenthesis.

### 1. Effectiveness of program design (60) points

This section describes the design of the program and, overall, how it will be implemented and evaluated. Provide the number of established online programs and related success factors.

In determining the quality of the program design, the following factors are considered:

A. The extent to which the applicant's proposal demonstrates the ability to implement a complete, on-line, accelerated, comprehensive Bachelor of Science in Nursing and Master of Science in Nursing programs. Description should include a:

- Historical perspective of the institution to include its staff, roles, responsibilities, and staff credentials
- Nursing on the web
- Application process
- Admission requirements
- Program of study – curriculum and clinical experience
- Procurement of licenses to operate a business in Indiana, if necessary
- Establishment of clinical site agreements
- Degree requirements
- Tuition and fees
- Scholarships and financial aid
- Academic policies
- Technical and curricular support to students
- Project Administration
- Advisory Council
- Student success
  - engagement
  - support
  - preparation
- Assessment

### B. Program Description

This section describes both, and separately, the BSN, both for initial licensure and for advancement, with corresponding clinical and theoretical experiences, and the MSN program for students wishing to enter into the field of nursing or advance their professional qualities and competencies.

- Degree requirements
- Course descriptions and applicable credits
- Staff
- Clinical site staff
- Program evaluation – first year of program operation

### C. Sustainability and Adequacy of Resources

This section clearly describes how the program will be supported and sustained.

## 2. Budget Narrative and Justification (10 points)

This section describe how funding will be utilized to implement program.

It is anticipated that not more than 10% of actual costs will be allocated to administrative costs. Allowable administrative costs will include such expenditures as general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

## 3. Program Assessment and Evaluation (30 points)

This section will illustrate the connectivity between program quality, validity and knowledge, skills and abilities learned and outcomes. Inclusive of this discussion is the assessment tool used to measure, actual variables used to measure, and how results will be recorded and reported.

## Proposal Submission

Proposals are due no later than 4:30 p.m. (Eastern Time) on Friday, August 27, 2010. A single document electronic proposal is preferred. Please submit proposals to: [careermajors@dwd.in.gov](mailto:careermajors@dwd.in.gov).

## Notification of Award

Applicants will be notified of award status no later than September 20, 2010.

## Administrative Program Requirements

### 1. Secretary of State Registration

If awarded the grant, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018  
Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

### 2. Applicable Laws

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The grantee selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Educational Institutions – OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements);
- b) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.

- c) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- d) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- e) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- f) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- g) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- h) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- i) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- j) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- k) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- l) The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., IC § 4-2-7, et, seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004.
- m) The Workforce Investment Act of 1998, Public Law 105-220 and 20 CFR Part 667

#### Agency Contacts

For further information regarding this request for proposals, please contact either Fannie Cox, Grant Coordinator, Indiana Department of Workforce Development, at 317-232-7355 or Patty Vann, Grant Coordinator, Indiana Department of Workforce Development, at 317-232-1732.

Applicants should email all technical questions to [careermajors@dwd.in.gov](mailto:careermajors@dwd.in.gov) and along with the question(s), include a contact name and phone number.