



Oregon
University
System

REQUEST FOR APPLICATIONS

ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL GRANTS

APPLICATIONS DUE: JANUARY 15, 2010, 4:00 P.M. PST

INTRODUCTION

The Oregon University System (OUS) is seeking grant applications to conduct projects that implement the strategy developed by the Engineering & Technology Industry Council (ETIC) and the Oregon Pre-engineering & Applied Science (OPAS) Initiative. Only Oregon School districts and non-profit entities operating schools are eligible to apply and receive these grants. Additional information about ETIC can be found at www.oregonetic.org while information about OPAS can be found at opas.ous.edu.

This Request For Applications (“RFA”) provides for two grant opportunities. The first is to offer courses that feature curriculum called Project Lead The Way (PLTW) offered by PLTW, Inc. The second is to offer an extra curricular program called eCHAMP. Eligible entities may submit an application for one or both grant opportunities. OUS reserves the right to award both grant opportunities to a single entity.

IMPORTANT NOTICE

It will be the responsibility of potential applicants to refer daily to the OUS Procurement Gateway website (<http://www.ous.edu/bapp/bopps>) to check for any available addenda, response to clarifying questions, or cancellations.

GENERAL INFORMATION

Issuing Office: The OUS Industry Affairs Department is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFA. The OUS Contracts Management Office is the sole point of contact regarding the RFA process. All correspondence pertaining to these two matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications

Bruce Schafer
Director, Industry Affairs
Tel: 503-725-2915
P.O. Box 751, IAFF
Portland, OR 97207
Email: bruce_schafer@ous.edu

RFA Process Questions

George Marlton
Dir. Purchasing and Contract Services
Tel: 541-346-5748
P.O. Box 3175
Eugene, OR 97403
Email: george_marlton@ous.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFA will be ultimately determined by the OUS. This Schedule is illustrative of optimal timing goals, but may be changed.

RFA Issue Date.....	November 9, 2009
Deadline for Protest of Specifications	December 10, 2009 (5:00 pm, PT)
All Clarifying Questions Due	December 10, 2009 (5:00 pm, PT)
Notice of Interest Deadline	November 30, 2009 (5:00 pm, PT)
Closing Date (Applications Due).....	January 15, 2010 (4:00 pm, PT)
Deadline for Protest of Award.....	7 calendar days after date on Notice of Award letter
Anticipated Grant Begin Date	February 15, 2010

TERM OF GRANT

The Grant is expected to begin on or about February 15, 2010, and extend to June 30, 2011. OUS intends to reserve the right upon 30 days notice to the Grantee to terminate the Grant for its convenience.

DELIVERY OF APPLICATIONS

Applications may be submitted via two methods.

Method #1: An original copy of the Application, and an electronic copy (on compact disk) of the complete Application must be received on or before **4:00 p.m. Pacific Time, January 15, 2010.** The envelope/package containing the response must be clearly marked “**Response to RFA #2009-01.**”

Method #2: Complete Applications (including all attachments) may be emailed and must be electronically received by **4:00 p.m. Pacific Time, January 15, 2010.** **Email subject line must be “Response to RFA#2009-01.”** Applicant ***must*** telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. Applications delayed or lost by email system filtering or failures may be considered at OUS’ sole discretion. **In addition** to electronic submission, the original copy of the Application must be postmarked no later than January 15, 2010. The envelope/package containing the Application must be clearly marked “**Response to RFA #2009-01.**”

The original Application must be signed by an authorized representative of the Applicant. Alterations or erasures shall be initialed in ink by the person signing the Application. Applications may not be submitted by telephone or fax.

It is the responsibility of the Applicant to ensure that Applications arrive by the closing date and time. **NO LATE APPLICATIONS WILL BE ACCEPTED, except as set out in Method #2 of “Delivery of Applications”.** Applications may be hand delivered, mailed, or e-mailed to:

Hand Delivery:

(Including UPS, FEDEX)

George Marlton, Room 240
1431 Johnson Lane
Susan Campbell Hall
Eugene, OR 97403

Mailing Address:

George Marlton, Room 240
P.O. Box 3175
Eugene, OR 97403

E-Mail:

george_marlton@ous.edu

Applications will be publicly opened by the OUS Director of Purchasing and Contract Services, or designee at 1431 Johnson Lane, Eugene, Oregon; Susan Campbell Hall, UO, on the Closing Date.

GENERAL PROVISIONS

OUS reserves the right to reject any and all Applications received as a result of this RFA. Oregon Administrative Rules Chapter 580, Divisions 61 and 62 govern the procurement process for OUS.

1. Modification or Withdrawal of Application: Any Application may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the OUS Director of Purchasing and Contract Services, prior to the Closing date. The withdrawal of an Application will not prejudice the right of a Applicant to submit a new Application.

2. Protests of Specifications: Protests of the RFA specifications may be made only if a term or condition of the RFA violates applicable law. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule of Events, at the OUS Director of Purchasing and Contract Services address or email address as listed under “General Information” in this RFA. Protests may not be faxed. Protests of the RFA specifications must include the reason for the protest and any proposed changes to the requirements.

3. Requests for Clarification and Requests for Change: Applicants may submit questions regarding the specifications of the RFA. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule of Events, at the OUS Director of Purchasing and Contract Services address or email address as listed under “General Information” in this RFA. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit OUS to correct, prior to the opening of Applications, RFA terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.

OUS will consider all requested changes and, if appropriate, amend the Request for Application. OUS will provide reasonable notice of its decision to all Applicants that have submitted a Notice of Interest in accordance with section 17.

4. Addenda: If any part of this RFA is amended, addenda will be provided on the OUS Procurement Gateway website and to all parties who submit a Notice of Interest pursuant to section 17.

5. Post-Selection Review and Protest of Award: OUS will name the apparent successful Applicant in a “Notice of Intent to Award” letter. Identification of the apparent successful Applicant is procedural only and creates no right in the named Applicant to award of the grant. Competing Applicants will be notified in writing of the selection of the apparent successful Applicant(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at OUS offices and to file a written protest of award, pursuant to OAR 580-061-0145. Any award protest must be in writing and must be delivered by hand delivery, mail or email to the address for the OUS Director of Purchasing and Contract Services as listed under “General Information” in this RFA.

OUS will consider any protests received and:

(A) reject all protests and proceed with final evaluation of, and any grant language negotiation with, the apparent successful Applicant and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a grant with the named Applicant; OR

(B) sustain a meritorious protest(s) and reject the apparent successful Applicant as nonresponsive, if such Applicant is unable to demonstrate that its Application complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, OUS may name a new apparent successful Applicant; OR

(C) reject all Applications and cancel the procurement.

The OUS Vice Chancellor for Finance and Administration or designee will make a timely response to the protest after receipt. The decision shall be final.

6. Acceptance of Grant Requirements: Failure of the selected Applicant to execute a grant and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of OUS.

7. Public Records: Applications are deemed confidential until the “Notice of Intent to Award” letter is issued. This Request for Applications and one copy of each original Application received in response to it, together with copies of all documents pertaining to the award of a grant, will be kept and made a part of a file or record which will be open to public inspection. If a Application contains any information that the proposer considers to be a TRADE SECRET under ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING APPLICATION AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a Application may depend upon official or judicial determinations made pursuant to the Public Records Law.

8. Investigation of References: OUS reserves the right to investigate all references in addition to supplied references and investigate past performance of any Applicant with respect to its successful performance of similar services, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of subcontractors and workers. OUS may postpone the award or the execution of the grant after the announcement of the apparent successful Applicant in order to complete its investigation.

9. RFA Preparation Costs: Cost of developing the Application, attendance at an interview (if requested by OUS) or any other such costs are entirely the responsibility of the Applicant, and will not be reimbursed in any manner by OUS.

10. Clarification and Clarity: OUS reserves the right to seek clarification of each Application, or to make an award without further discussion of Applications received. Therefore, it is important that each Application be submitted initially in the most complete, clear and favorable manner possible.

11. Right to Reject Applications: OUS reserves the right to reject any or all Applications, if such rejection would be in the public interest, as determined by the OUS.

12. Cancellation: OUS reserves the right to cancel or postpone this RFA at any time or to award no grant.

13. Application Terms: All Applications, including any price quotations, will be valid and firm through the period of grant execution.

14. Sample Grant: Submission of a Application in response to this RFA indicates Applicant's willingness to enter into a grant agreement containing substantially the same terms listed in Exhibit A – Model ETIC Grant, attached hereto and made a part hereof. No action or response to the sample grant is required under this RFA. Any objections to the sample grant terms should be raised in accordance with Paragraph 2 – Protest of Specifications – Request for Changes. OUS reserves the right to change the grant agreement form.

15. Review for Responsiveness: Upon receipt of all Applications, the Issuing Office or designee will determine the responsiveness of all Applications before submitting them to the evaluation committee. If a Application is incomplete or unresponsive in part or in whole, it will be rejected and will not be submitted to the evaluation committee. The OUS reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Application. The Applicant's contact person identified on the Application will be notified, identifying the reason(s) the Application is non-responsive. One copy of the Application will be archived and all others discarded.

16. Communication Blackout Period. Except as called for in this RFA, Applicants may not communicate with members of the Evaluation Committee about the RFA until the apparent successful Applicant is selected, and all protests, if any, have been resolved.

17. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the office of the OUS Director of Purchasing and Contract Services by 5:00 p.m., on the date indicated in the Schedule of Events, via email, fax or hardcopy. In the notice, the Applicant must provide the name of the primary contact person, plus that person's telephone number and email address for communication of information about the RFA, answers to questions submitted by Applicants, and other matters about

the selection process. Applicants that complete and return the Notice will receive the same supplementary information. Submission of Notice of Interest is not a mandatory requirement in order for Applicants to submit a Application.

18. Ownership of Applications. All Applications in response to this RFA are the sole property of the OUS, and subject to the provisions of Oregon Revised Statutes ORS 192.410-192.505 (Public Records Act).

19. Clerical Errors in Awards. The OUS reserves the right to correct inaccurate awards resulting from its clerical errors.

20. Evaluation Committee: Applications will be evaluated by a committee consisting of representatives from OUS Chancellor's Office and/or OUS campuses and/or private individuals. The committee's recommendations will be forwarded to the Oregon University System Chancellor's Office for final approval.

BACKGROUND

Since 1997, the Oregon University System has successfully partnered with the private sector through the Engineering and Technology Industry Council, or ETIC, to "grow our own" engineers and applied scientists. This partnership is made up of executives representing a wide variety of industries from throughout Oregon as well as leadership from Oregon universities. ETIC works to meet statewide goals of making engineering and technology education a strategic resource fueling the Oregon's high tech and other sectors that use technology, including agriculture, healthcare, forestry, electronics, utilities, and retail.

ETIC seeks to enhance pre-engineering and applied science education through projects that implement recommendations from the Oregon Pre-Engineering & Applied Sciences (OPAS) Initiative. Please refer to www.oregonetic.org/09-11/OPASk12rfp.

This RFA provides for two grant opportunities. The first is to offer a a courses that feature curriculum called Project Lead The Way (PLTW) offered by PLTW, Inc. The second is to offer an after-school program called eCHAMP. Eligible entities may submit a application for one or both grant opportunities. OUS reserves the right to award both grant opportunities to a single entity.

Each grant opportunity is outlined below. Entities applying for both grants must complete a separate application for each grant.

SCOPE OF WORK

Project Lead the Way

Funding Goals:

The ETIC/OPAS Initiative has identified these goals for the **Project Lead the Way (PLTW)** pre-engineering courses to be taught in Oregon middle and high schools:

- Implementation of Project Lead the Way – **Introduction to Engineering Design (IED)** high school courses through professional training, classroom setup, and initiation of classes during the 2010-2011 school year.
- Implementation of Project Lead the Way – **Gateway to Technology (GTT)** middle school units through professional training, classroom setup, and offering at least two units during the 2010-2011 school year.
- Effective professional development for teachers and counseling staff, and ongoing support for PLTW teachers so that the teachers involved will be in a position to deliver a high quality courses that will be deployed past the life of this grant.

Funding Structure:

- Approximately \$150,000 will be allocated from ETIC Funds for grants to schools to support teacher training, classroom equipment, supplies and computer software
- The project period is the 17-month period from February 2010 to June 2011 but the equipment is expected to be retained and used for its normal useful life.
- Those receiving grants will be expected to have teachers trained, equipment purchased, and facilities ready for classes to be conducted during the 2010-2011 school year.
- Middle school grants are expected to be approximately as follows:

Registration fee for Summer Training Institute (STT):	\$2,000
Travel and lodging expenses for teacher attending STT:	\$1,495
Supplies:	\$740
Equipment:	\$11,390
Software:	\$1,484
Miscellaneous	\$91
Total:	\$17,200

- High school grants are expected to be approximately as follows

Registration fee for Summer Training Institute (STT):	\$2000
Travel and lodging expenses for teacher attending STT:	\$1495
Supplies:	\$450
Equipment:	\$584
Software:	\$2500
Miscellaneous	\$171
Total:	\$7200

Required Elements of the Application:

Project Elements

- High schools will provide qualified teacher(s)¹, classrooms(s), lab equipment and support for offering PLTW's course titled Introduction to Engineering Design.
- Middle schools will provide qualified teacher(s), classroom(s), lab equipment and support for adoption of at least two of the following PLTW Gateway to Technology units:
 - Design and Modeling

¹ PLTW teachers have historically been recruited with endorsements in science, math, or technology.

- Automation and Robotics
- Energy and Environment
- Each school will assure that teachers who will be teaching PLTW courses or units will receive training at a Summer Technical Institute offered by Oregon Institute of Technology or another appropriate training site.
- Each school will assure that one or more counselors will receive training at a Counselor Conference and Informational Session typically held in October of each year.

Intended Results

- **Outputs** anticipated for this segment include:
 - Teacher(s) identified and professional development completed a OIT PLTW Summer Training Institute (or equivalent) during the summer of 2010;
 - Classroom space allocated and appropriate equipment, computer software, and supplies procured to be ready for classes to begin during the 2010-1011 school year;
 - Students identified to begin PLTW classes during the 2010-2011 school year;
 - Students successfully complete PLTW courses or units during the 2010-2011 school year.
 - Middle school students will have completed at least two of the Gateway To Technology units;
 - High school students will have completed the Introduction to Engineering Design course;
- **Outcomes** anticipated for this segment include:
 - Wider exposure of Oregon high school students to engineering principles and careers;
 - Pre-engineering and applied science classes offered in more Oregon middle and high schools.
 - Oregon teachers who are capable and confident in teaching PLTW courses and units;
- The main desired long-term **Impact** for this segment is for more high school graduates to become motivated and prepared to pursue college majors in engineering.

Reporting

Quarterly: Schools that receive a grant will be expected to submit a short report within 30 days after each calendar quarter that summarizes their progress and any outstanding issues. Forms that simplify this reporting process are available at www.oregonetic.org/09-11/OPASk12rfp.

Final: As described above the project period ends on June 30, 2011. Final reports will be due by July 31, 2011. Forms to be used for the final report can be found at www.oregonetic.org/09-11/OPASk12rfp.

SCOPE OF WORK
Engineering Coaching and Mentoring Program (eCHAMP)

Funding Goals:

The ETIC/OPAS Initiative has identified these strategic goals for the **Engineering Coaching and Mentoring Program (eCHAMP)** pre-engineering after school program to be offered in Oregon high schools:

- Implementation of the eCHAMP² high-school after-school program student recruiting, and offering of after-school pre-engineering activities
- Appropriate ongoing support for eCHAMP teachers such that eCHAMP after-school programs will be widely accepted and used past the life of this grant.

Funding Structure:

- \$139,000³ will be allocated from ETIC Funds for the period through June 30, 2011.
 - Schools new to eCHAMP are eligible to apply for a grant to cover start-up materials and 50% coverage of teacher stipends in their first year. Those schools that successfully start eCHAMP during the 2009-2010 school year and make substantial progress by June 2010 will be eligible to apply for 50% coverage of teacher stipends in their second year.
 - Schools that have already completed one year of eCHAMP will be eligible to apply for 50% coverage of teacher stipends in their second year. Those that complete their second year by June 2010 will be eligible to apply for 25% coverage in their third year.
 - The recipient school or school district will provide the balance of stipend, facilities, training and other resources.
- The project period is the 17-month period from February 2010 to June 2011 but the equipment purchased is expected to be retained and used for its normal useful life.
- The following table shows eCHAMP program funding by school year starting with the first year that a school offers the program⁴:

	School Year		
	1	2	3
ETIC funds available for equipment and materials	\$4,000	\$0	\$0
ETIC funds for teacher stipend	50% of total stipend or \$6,000 whichever is less	50% of total stipend or \$6,000 whichever is less	25% of total stipend or \$6,000 whichever is less
School district responsibility	Balance of costs	Balance of costs	Balance of costs

Required Elements of the Application:

Project Elements

- The applicant school or school district will provide qualified teachers⁵, classroom space, supplies and equipment, and support for adoption of the eCHAMP approved programs:

² For details of the eCHAMP program please see www.techstart.org/echamp/

³ \$69,500 is subject to approval of the ETIC Budget by the State Board of Higher Education for the period beginning July 2010 and ending June 2011.

⁴ Grants under this RFP are for the period ending June 30, 2011. While ETIC hopes to have continuation funding for school years after that date, availability of funds and a mechanism for renewing ETIC support thereafter cannot be guaranteed. If additional funds for eCHAMP become available for the period after June 30, 2011, schools or school districts that have successfully started eCHAMP will be eligible to apply for renewal funding according to the table above.

- FIRST LEGO League (FLL)⁶
- FIRST Tech Challenge (FTC)⁷
- FIRST Robotics Competition (FRC)
- Oregon Game Project Challenge (OGPC)⁸
- Lemelson-MIT InvenTeam⁹
- Design for the Other 90%¹⁰
- The applicant will assure that the eCHAMP teachers take advantage of any training that is made available to them by the program that they choose to offer.

Intended Results

- **Outputs** anticipated for this segment include:
 - Teacher(s) identified to participate as eCHAMP coaches.
 - Teacher(s) attend any training made available to them by the program that they choose to offer.
 - Classroom space allocated and eCHAMP equipment and materials procured for specific eCHAMP program chosen by school.
 - Students invited to participate in eCHAMP after-school teams.
 - High school students with diverse backgrounds have joined a team, developed projects and participated in one or more eCHAMP program competitions or culminating events.
- **Outcomes** anticipated for this segment include:
 - Oregon teachers who are capable and confident in serving as eCHAMP coaches.
 - More pre-engineering and applied science teams in Oregon high schools.
 - Wider exposure of Oregon high school students to engineering and applied science principles and careers;
- The main desired long term **Impact** for this segment is for more high school graduates to become motivated and prepared to pursue college majors in engineering and applied science.

Reporting

Quarterly: Schools that receive a grant will be expected to submit a short report within 30 days after each calendar quarter that summarizes their progress and any outstanding issues. Forms that simplify this reporting process are available at www.oregonetic.org/09-11/OPASk12rfp

Final: As described above the project period ends on June 30, 2011. Final reports will be due by July 31, 2010. Forms to be used for the final report can be found at www.oregonetic.org/09-11/OPASk12rfp

⁵ eCHAMP teachers have historically been recruited with endorsements in science, math, or technology.

⁶ FIRST LEGO League is a program of FIRST for students 9 to 14 years old at the beginning of the calendar year. See <http://www.usfirst.org/roboticsprograms/fll/> and <http://www.ortop.org/fll>

⁷ FIRST Tech Challenge is a program of FIRST for middle and high school students. See <http://www.usfirst.org/roboticsprograms/ftc/> and <http://www.ortop.org/ftc>

⁸ OGPC stands for Oregon Game Project Challenge. It allows teams of students to explore their interest in computer science by designing an educational game based on an annual theme. See <http://techstart.org/ogpc>

⁹ The Lemelson-MIT InvenTeams initiative is designed to excite high school students about invention; empower students to problem solve; and encourage an inventive culture in schools and communities. See <http://web.mit.edu/inventteams>

¹⁰ Design For the Other 90% is a program of the Smithsonian Cooper Hewitt National Design Museum. See <http://other90.cooperhewitt.org/>

Section II – Information Required from Applicants

APPLICATION FORM AND CONTENT

Applications that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The Application should be written on standard size (8½" x 11") paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to grants or other summary documents. MSOffice Suite documents are preferred.
2. Applicants should structure responses as outlined in this RFA. Applications should be prepared so that responses are specifically addressed in the same order as the requested information identified below. Pages should be numbered consecutively and tabs inserted between sections.

*****Reminder to include the following with your Application*****

- The applicable Grant Application
- Applicant Tax Laws and Non-Discrimination Certification

Section III – Required and Optional Documents

**ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL GRANTS
RFA #2009-01**

Notice of Interest

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a application in response to this RFA. Please forward any addenda to the RFA to my attention.

_____ No, this firm does not anticipate submitting a application in response to this request.

Comments:

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone: _____

Address: _____

Email address for contact: _____

Please return this form no later than November 30, 2009 to George Marlton, Dir. of Purchasing and Contract Services, P.O. Box 3175, Eugene, OR, 97403; fax (541) 346-5790; email: george_marlton@ous.edu

GRANT APPLICATION Project Lead the Way (PLTW)

Project Lead the Way (PLTW) is a nationally recognized program offered in many high schools across the country. It gives students the opportunity to learn about engineering and technology in an academically rigorous way at the same time they learn the connections between engineering and traditional math and sciences courses.¹ The Oregon University System and Oregon's Engineering & Technology Industry Council (ETIC) want to make it easier for Oregon middle schools and high schools to adopt this curriculum by underwriting some of the start-up costs. Those receiving grants will be expected to have teachers trained, equipment purchased, and facilities ready for classes to be conducted during the 2010-2011 school year. Because of differences in estimated costs of preparing for and offering the PLTW programs for the first time at a middle school or a high school the maximum grant amounts are as follows:

- Middle School: \$17,200²
- High School: \$7,200³

See the Request For Applications at www.ous.edu/bapp/bopps for details.

Please use this form to apply for these funds.

School Name:	
Oregon Public School District or Legal Entity operating school:	
Amount Requested (sum of grant request column on page 2)	
Project Contact, Title:	
Phone number/email:	

	Middle Schools	High Schools
	Gateway to Technology ⁴	Introduction to Engineering Design
Program to be deployed (check 1)		

¹ Studies have shown that PLTW students achieve significantly higher scores in reading, math, and science. A study done by the Southern Regional Education Board was particularly persuasive in this regard. See Southern Regional Education Board Research Brief, July 2009, http://www.sreb.org/publications/2009/09V15_PLTW_Research_Brief.pdf

² Cost for first-time offering of Gateway To Technology is estimated as follows:

Registration fee for one teacher at Summer Training Institute	2000
Travel for above	1495
Supplies	740
Equipment	11390
Software	1484
Miscellaneous	91
Total	17200

³ Cost for first-time offering of Introduction to Engineering Design is estimated as follows:

Registration fee for one teacher at Summer Training Institute	2000
Travel for above	1495
Supplies	450
Equipment	584
Software	2500
Miscellaneous	171
Total	7200

⁴ At least two of three units: (1) Design & Modeling, (2) Automation and Robotics, and (3) Energy & Environment

School enrollment	Free/reduced Lunch % at school	Expected start date	Name of Teacher to be trained*	Number of students expected to participate in 2010-2011 school year

* Please attach of biography or resume of no more than one page

Most recently reported race/ethnicity data for school (percentages)

White	African American / Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Multi-Racial / Multi-Ethnic

Project Budget	School contribution	Grant Request	Total
Registration fee for Summer Training Institute			
Travel for above			
Supplies			
Equipment			
Software			
Total			

The reason our school is interested in offering the selected Project Lead the Way program is

I certify that the above information is correct and that I am authorized by the school district or non-profit corporation to submit this grant application.	Signature:	Title
	Name (print):	

GRANT APPLICATION
Engineering Coaching and Mentoring Program (eCHAMP)

eCHAMP is designed to capture the successful model of K-12 athletics in supporting and empowering the development of high performing engineering programs. The Oregon Engineering & Technology Industry Council (Oregon ETIC) has funds available that can help you get started in creating an engineering athletics program. The funds can be used to pay half of the cost of a stipend for engineering coaches as well as materials to get a new program started. The coaching program is called eCHAMP¹⁵ for “Engineering CoachIng And Mentorship Program” with grant money available over the 2009-2011 biennium.

School Name:	
Oregon Public School District or Legal Entity operating school	
Amount Requested (sum of grant request column on page 2)	
Project Contact, Title:	
Phone number/email:	

	FIRST LEGO League	FIRST Tech Challenge	FIRST Robotics Competition	Oregon Game Project Challenge	Lemelson-MIT InvenTeam	Design for the Other 90%
Program(s) to be deployed (check 1 or more)						

School enrollment	Free/reduced Lunch % at school	Expected start date	Number of students expected to participate in the first year	Expected average number of hours of participation of per student during the first year

Most recently reported race/ethnicity data for school (percentages)

White	African American / Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Multi-Racial / Multi-Ethnic

¹⁵ For details of the eCHAMP program, please go to: techstart.org/echamp/

Funding Model (Currently available funding only applies through June 2011. Future funding is to be determined.)

	School Year		
	1	2	3
ETIC funds available for equipment and materials	\$4000	\$0	\$0
ETIC funds for teacher stipend	50% of total stipend or \$6000 whichever is less	50% of total stipend or \$6000 whichever is less	25% of total stipend or \$6000 whichever is less
School district responsibility	Balance of costs	Balance of costs	Balance of costs
Coaching Plan	Name*	Current assignment **	Expected annual stipend
Head coach			
Assistant coach			
Assistant coach			

* For each person to receive a stipend, please attach of biography or resume of no more than one page.

** Example: Math Teacher

Project Budget	School contribution	Grant Request	Total
First year startup materials and equipment (describe what is to be purchased)			
Materials and equipment subtotal			
Teacher/staff stipends			
Total			

The reason our school is interested in deploying the selected eCHAMP-approved program is

I certify that the above information is correct and that I am authorized by the school district or non-profit corporation to submit this grant application.	Signature:	Title
	Name (print):	

**BIDDER/PROPOSER
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION
RFA #2009-01**

I, the undersigned, have read all of the terms and conditions of this Request for Applications, and I understand that if awarded the grant, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Applicant has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, and Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business: **DBE** **MBE** **WBE** **ESB**

Certificate of Compliance with Tax Laws

I, the undersigned, (Check one)

___ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax laws,

___ hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and to the best of my knowledge; Contractor is not in violation of any Oregon tax laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

Business Designation (check one): ___Corporation ___Non-profit Corporation

___ Partnership ___Sole Proprietorship ___ Governmental Entity ___ Limited Partnership

___Limited Liability Partnership ___ Limited Liability Company

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

e-mail: _____ Fax: _____

Exhibit A – Model ETIC Grant

OREGON UNIVERSITY SYSTEM
ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL PARTNERSHIP GRANT
#

This Grant is entered into by and between the State of Oregon acting by and through the State Board of Higher Education on behalf of the Oregon University System Chancellor's Office, Susan Campbell Hall, 1431 Johnson Lane, Eugene, OR 97403, ("OUS"), and _____, ("Grantee").

WHEREAS, the Engineering & Technology Industry Council (ETIC) advises OUS; and

WHEREAS, ETIC seeks to enhance pre-engineering and applied science education by offering grants for projects that implement recommendations from the Oregon Pre-Engineering & Applied Sciences Strategic (OPAS) Initiative committees; and

WHEREAS, ETIC and OPAS seek to double the number of engineering and computer science graduates through projects and other means; and

WHEREAS, Grantee submitted an application and OUS has selected Grantee's application for a grant award;

NOW, THEREFORE, this Grant is made upon agreement of the parties to the following conditions:

ARTICLE I Grant Parameters

1.1 Performance. Grantee agrees to perform in accordance with the requirements contained within the ETIC RFA #2009-08, and as set out in Grantee's application and any application amendments (attached as Exhibit A and incorporated by this reference).

1.2 Award. Grantee's award shall total \$ _____. This award will be disbursed by _____. The award shall be for approved costs related to activities shown in the Grantee's Application and any amendments thereto.

1.2.1 Should the State Board of Higher Education decide to reduce or eliminate the ETIC Pre-college RFA allocation, this grant program will also be reduced or eliminated.

1.2.2 Grantee's second half of the award is contingent on the timely submission and completion of the reports as described in section 1.4.

1.3 Grant Period. This Grant becomes effective upon execution by both parties. All projects must be completed by June 30, 2011. This Grant shall expire on June 30, 2011.

1.4 Reports. Grantee shall submit a quarterly report due fourteen (14) days after the end of each calendar quarter. Grantee shall submit a final report by the earlier of 30 days after project completion or by July 31, 2011. These reports should use the forms provided at www.oregonetic.org/09-11/OPASk12rfp/ and shall be delivered to OUS Industry Affairs, P.O. Box 751, IAFF, Portland, OR 97207.

1.5 Grantee's Coordinator. Grantee's Coordinator is _____. Any changes in the project coordinator must be approved, in writing, by OUS.

1.6 Accounting and Funds Usage.

- 1.6.1** Grantee shall expend funds to complete project objectives and activities only as specified in Exhibit A and any approved amendments thereto. Funds for items not specified in the plan must be approved by OUS in writing prior to costs being incurred.
- 1.6.2** Grantee shall maintain accounting and programmatic records of the project in accordance with generally accepted accounting principles.
- 1.6.3** In order to facilitate monitoring of expenditures of projects receiving ETIC funds, Grantee shall submit an expense summary on a quarterly basis giving cumulative expenses incurred on the project. Expense summaries should be included with the quarterly reports and the final reports described in section 1.4 using the template provided.
- 1.6.4** Upon completion of the project or expiration of this Grant, Grantee shall return to OUS any unspent funds.
- 1.7 Publicity and Press Releases.** When issuing statements, press releases, and other documents describing projects funded in whole or in part with ETIC money, Grantee must clearly state the dollar amount and percent of the total costs of the project/program which will be financed with ETIC funds and the dollar amount and percent of the total costs of the project/program that will be financed by non-governmental sources. Please note that statements, press releases, and other documents should indicate that funds came from the ETIC Program.
- 1.8 Responsibility for Disallowed Costs.** Grantee shall be responsible to OUS and shall repay any funds that are disallowed, if the disallowance is due to actions or failures to act by Grantee. Disallowed costs are any costs not approved in this Grant or in Grantee's application or approved amendments thereto.

ARTICLE II General Grant Provisions

- 2.1 Independent Contractor Status.** Grantee agrees that in all matters relating to this Grant, it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Grant. Grantee shall have no right, power or authority to create any obligation, express or implied, on behalf of OUS and/or the funding agency and shall have no authority to represent OUS as an agent.
- 2.2 Ownership of any Equipment.** If purchase of any equipment has been approved as part of this Grant, ownership shall reside with the Grantee at Grant end.
- 2.3 Payment of Obligations.** Grantee agrees the work will be completed in compliance with all provisions of this Grant, and that the claims of any and all persons furnishing labor or materials in performance of the work, will be paid in full with no obligation outstanding that could be made the basis of a claim or lien under the applicable federal, state or local laws.
- 2.4 Ownership of Work Products.** Grantee hereby irrevocably grants to OUS a perpetual, worldwide royalty-free, fully paid up non-exclusive license to publish, translate, reproduce, deliver, perform, dispose of, prepare derivative works, and use, in whole or in part, and to authorize others to do so, all materials, data, information or works provided to OUS or produced by Grantee under this Grant. Grantee shall retain all right, title and interest in all materials, data, information or works produced by Grantee under this Grant.
- 2.5 Termination.** This Grant may be terminated by mutual consent of both parties or by OUS upon thirty (30) days notice. This termination must be in writing and delivered by certified mail or in person. Any such termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

2.6 Default. OUS, by written notice of default delivered to Grantee may terminate the whole or any part of this Grant:

2.6.1 If Grantee fails to provide services called for by this Grant within the time specified herein or any extension thereof; **or**

2.6.2 If Grantee fails to perform any of the other provisions of this Grant, or fails to pursue the work so as to endanger performance of this Grant in accordance with its terms, and after receipt of written notice from OUS, fails to correct failures within ten (10) days or a longer period as OUS may authorize.

The rights and remedies of OUS provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant.

2.7 Insurance. Unless covered by a State of Oregon administered Insurance Fund, Grantee shall secure at its own expense and keep in effect during the term of this Grant either comprehensive general liability insurance with a broad form CGL endorsement or commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and auto liability insurance with a minimum limit of \$1,000,000 per occurrence. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon.

2.8 Worker's Compensation. Grantee and all employers providing work, labor **or** materials under this Grant are subject to employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires employers to provide locally available state workers' compensation coverage for all their subject workers, unless such employers are exempt under ORS 656.126.

Out-of-state employers must provide Oregon Workers' Compensation coverage for their workers who work in Oregon.

2.9 Applicable Laws. Grantee shall comply with all federal, state, county and local laws, ordinances and regulations applicable to this Grant. Without limiting the generality of the foregoing, Grantee expressly agrees to comply with: (1) Title VI of the Civil Rights Act of 1964; (2) Title DC of the Education Amendments of 1972; (3) Section V of the Rehabilitation Act of 1973; (4) the Americans with Disabilities Act of 1990; (5) the administrative rules established pursuant to those laws; and (6) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

2.10 Access to Records, Compliance. Grantee shall maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this Grant. The Oregon Secretary of State, OUS and their authorized representatives shall have access to the books, documents, papers, and records of Grantee which are directly pertinent to the Grant for the purpose of making audit, examination, excerpts and transcripts.

Such books and records shall be maintained by Grantee for five years from the date of expiration of this Grant, unless a shorter period is authorized in writing, or until the audit findings involving the records have been resolved.

2.11 Termination due to non-availability of funds. If sufficient funds are not provided to permit OUS to continue this Grant, or if the program for which this Grant was executed is abolished, OUS may terminate this Grant without further liability by giving Grantee not less than thirty (30) days notice.

2.12 Notice. Except as otherwise expressly provided in this Grant, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing

the same postage prepaid, to Grantee or OUS at the address or number set forth on page one of this Grant, or to such other addresses or numbers as either party may hereafter indicate pursuant to this provision. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against OUS, such facsimile transmission must be confirmed by telephone notice to OUS. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

2.13 Tax Compliance Certification. Grantee hereby affirms, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Grantee’s knowledge, Grantee’s company is not in violation of any of the tax laws described in ORS 305.380(4). The tax laws described in ORS 305.380(4) are those imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321, 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

2.14 Sexual Harassment Policy. Grantee understands that the Board has adopted policies applicable to grantees that prohibit sexual harassment and accepts that Grantee’s company/institution and its employees are required to adhere to the Chancellor’s Office policy prohibiting sexual harassment in their interactions with members of the Oregon University System community.

THIS GRANT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS GRANT AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS GRANT. GRANTEE, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS GRANT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties hereto have executed this Grant.

, Grantee

The State of Oregon acting by and through the State Board of Higher Education on behalf of the Oregon University System, OUS

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____