



Oregon
University
System

REQUEST FOR PROPOSALS

RFP # 2007-06

Engineering & Technology Industry Council Grants

ISSUE DATE: August 17, 2007

CLOSING DATE: September 18, 2007

CLOSING TIME: 4:00 pm, PT

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**State of Oregon
Oregon University System
REQUEST FOR PROPOSALS**

**Engineering & Technology Industry Council Grants
Section I - Information Regarding Proposal**

INTRODUCTION

The Oregon University System (OUS) is seeking grant proposals to conduct projects that implement the strategy developed by the Oregon Pre-engineering & Applied Science Initiative. This grant is open to all Oregon universities, colleges, community colleges and non-profit entities. OUS intends to award multiple grants at varying dollar amounts.

GENERAL INFORMATION

Issuing Office: The Industry Affairs Department of the Oregon University System is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The OUS Contracts Management Office is the sole point of contact regarding the RFP 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
Telephone: 503-725-2915

Street Address:

OUS Industry Affairs
18640 NW Walker Rd, Suite 1065
Portland, OR 97219

Email: bruce_schafer@ous.edu

RFP Process Questions:

George Marlton, Director of Purchasing and Contract Services
Telephone: (541) 346-5748

Street Address:

Susan Campbell Hall, Room 270
1431 Johnson Lane
University of Oregon
Eugene, OR 97403

Mailing Address:

P.O. Box 3175
Eugene, OR 97403-0175

Email: george_marlton@ous.edu

GENERAL PROVISIONS

OUS reserves the right to reject any and all Proposals received as a result of this Request for Proposals (RFP). Oregon Administrative Rules 580-040-0100 through 580-040-0292 govern the procurement process for OUS. Certain provisions of the 1995 Attorney General's Model Public Contract Rules apply to the bidding, awarding, and administration of public contracts of OUS. Copies of the 1995 Attorney General's Model Public Contract Rules are available from the Oregon Secretary of State or upon request from the OUS Director of Purchasing and Contract Services.

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 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing date, provided that a written request is received by the OUS Director of Purchasing and Contract Services, prior to the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

2. Protest of Specifications - Request for Changes: Protests of the specifications or requests for non-substantive or procedural changes to the RFP must be received in writing on or before 5:00 p.m. (Pacific Time), September 4, 2007, at the OUS Director of Purchasing and Contract Services address or email address as listed under "General Information" in this RFP. Protests may be hand delivered, mailed or emailed. Protests may not be faxed. Protests of specifications will include the reason for the protest and any proposed changes to the requirements.

The purpose of this requirement is to permit OUS to correct, prior to the opening of Proposals, 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 Proposals.

3. Addenda: If any part of this RFP is amended, addenda will be provided to all parties who submit a Notice of Interest pursuant to section 18 below.

4. Post-Selection Review and Protest of Award: OUS will name the apparent successful Proposers in a "Notice of Intent to Award Letter". Identification of the "apparent successful Proposers" is procedural only and creates no right in the named Proposers to award of the grant. Competing Proposers will be notified in writing of the selection of the apparent successful Proposers and shall be given ten (10) calendar days from the date on the "Notification 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 137-030-0104 (1995). 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 RFP.

OUS will consider any protests received and:

- (A) pursuant to OAR 137-030-104(4) (1995), reject all protests and proceed with final evaluation of, and any contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a grant with the named Proposer; OR

- (B) pursuant to OAR 580-040-0277 and OAR 580-040-0280, sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the RFP and Oregon public procurement law; thereafter, OUS may name a new apparent successful Proposer; OR
- (C) pursuant to OAR 137-030-102 (1995), reject all Proposals and cancel the procurement.

The OUS Director of Purchasing and Contract Services or designee will respond to the protest within seven (7) calendar days of receipt. The decision shall be final.

5. Acceptance of Grant Requirements: Failure of the selected Proposer 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.

6. Public Records: This Request for Proposals and one copy of each original Proposal 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 Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.501(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL 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 Proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

The above restriction will not include cost information, which must be open to public inspection.

7. Investigation of References: OUS reserves the right to investigate references and/or past performance of any Proposer 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 Proposer in order to complete its investigation.

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

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

10. Right to Reject Proposals: OUS reserves the right to reject any or all Proposals, if such rejection would be in the public interest, as determined by the OUS, or to withdraw any item from the award.

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

12. Proposal Terms: All Proposals, including any price quotations, will be valid and firm through the period of grant execution.

13. Oral Presentations: At OUS' sole option, Proposers may be required to give an oral presentation of their Proposals to OUS, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no way change Proposer's original Proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

14. Usage: It is the intention of OUS to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

15. Sample Grant: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a grant containing substantially the same terms listed in Exhibit A – Oregon University System Engineering & Technology Industry Council Partnership Grant, attached hereto and made a part hereof. No action or response to the sample grant is required under this RFP. Any objections to the sample grant terms should be raised in accordance with Paragraph 2 – Protest of Specifications – Request for Changes or specifically noted in a separate section of the Proposal.

16. RFP Incorporated into Grant. This RFP will become part of the Grant between the Board and the selected grantees. The grantees will be bound to perform according to the terms of this RFP, their Proposals, and the terms of Exhibit A.

17. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposers are selected.

18. Notice of Interest. The Notice of Interest (form attached below) will be due at the office of the OUS Director of Purchasing and Contract Services by 5:00 p.m. Pacific Time, August 31, 2007, via email, fax or hardcopy. In the notice, the Proposer must provide the name of the primary contact person, plus that person's telephone number and email address for communication of information about the RFP, answers to questions submitted by Proposers, and

other matters about the selection process. Proposers that complete and return the Notice will receive the same supplementary information. Proposers that do not submit the Notice of Interest will not receive supplementary information.

19. Prohibition on Commissions. The OUS will contract directly with organizations capable of performing the requirements of this RFP. Proposers must be represented directly. Participation by brokers or commissioned agents will not be allowed during the RFP process.

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

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

22. Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

23. Collusion. By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud.

TERM OF GRANT

The Grant is expected to begin on or about November 1, 2007, and extend to June 30, 2009. OUS intends to reserve the right upon 30 days notice to the Grantee to terminate the Grant.

DELIVERY OF PROPOSALS

Proposals may be submitted via two methods.

Method #1: An original hardcopy of the Proposal, and one (1) electronic copy (on CD) of the complete Proposal must be received on or before 4:00 p.m. Pacific Time, September 18, 2007. The envelope/package containing the Proposal must be clearly marked “**Response to RFP #2007-06.**”

Method #2: Complete Proposals (including all attachments) may be emailed and must be electronically received by 4:00 p.m. Pacific Time, September 18, 2007. **Email subject line must be “Response to RFP#2007-06.”** Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. Proposals 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 Proposal must be postmarked no later than September 18, 2007. The envelope/package containing the Proposal must be clearly marked “**Response to RFP #2007-06.**”

The original Proposal shall be **signed in blue ink** by an authorized representative of the

Proposer. Alterations or erasures shall be initialed in ink by the person signing the Proposal. Proposals may not be submitted by telephone or fax.

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

Hand Delivery:

(Including UPS, FEDEX)

George Marlton, Room 270
1431 Johnson Lane,
Susan Campbell Hall, UO
Eugene, OR 97403

Mailing Address:

George Marlton, Room 270
P.O. Box 3175
Eugene, OR 97403

E-Mail:

george_marlton@ous.edu

Proposals 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.

SCHEDULE OF EVENTS

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

RFP Issue Date.....	August 17, 2007
Notice of Interest Deadline	August 31, 2007 (5:00 pm, PT)
Deadline for Protest of Specifications	September 4, 2007 (5:00 pm, PT)
All Clarifying Questions Due	September 4, 2007 (5:00 pm, PT)
Closing Date (Proposals Due).....	September 18, 2007 (4:00 pm, PT)
Deadline for Protest of Award	10 calendar days after date on Notice of Award letter
Anticipated Grant Begin Date.....	November 1, 2007

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 Strategic Planning Summit (OPAS). Please refer to <http://www.oregonetic.org> and <http://opas.ous.edu>.

SCOPE OF WORK

Funding Goal

Proposed programs should support the Engineering & Technology Industry Council (ETIC) strategy of doubling the number of engineering and computer science graduates and seek to enhance pre-engineering and applied science education by implementing recommendations from the Oregon Pre-Engineering & Applied Sciences Initiative (OPAS) consistent with one or more of the following strategies:

- Motivate: Enhance the ability of education programs to increase students' interest and knowledge of engineering and applied science opportunities;
- Prepare: Increase the students' exposure to engineering and applied science and the use of improved teaching methods – active learning, student inquiry, engineering problem solving, and creative teamwork.
- Succeed: Increase the enrollment and successful completion of courses in science, technology, engineering & mathematics by underrepresented populations.
- Pathways: Create, develop, and maintain engineering and applied science pathways so that more students successfully transition among education institutions and into the workforce.

See <http://opas.ous.edu/OPAS-StrategySummaryAugust2007.pdf> for additional information.

Funding structure

\$390,000¹ will be allocated from ETIC Funds to programs to be performed during the biennium from July 1, 2007 to June 30, 2009.

Proposals that are offered a grant will be eligible for funding between \$25,000 and \$100,000. The budget provided with the proposal should show no more than 50% of the expenditures being made before June 30, 2008 because half of the program funds will come from funds available during the fiscal year ending June 30, 2009 and will not be available until September 2008.

Proposal Format

Consistency of presentation between proposals greatly improves comprehension and comparability for the reviewers. Therefore we have provided a template in Section III, which must be used for proposal submission: Please review the entire template before completing it, to minimize duplication of information. Note in particular,

- All proposals must have a short, meaningful, unique title
- All proposals must have an abstract.

¹ \$195,000 subject to approval of the ETIC Budget for the fiscal year ending June 2009 by the Oregon State Board of Higher Education.

General Tips

- Some proposal reviewers will be unfamiliar with jargon and the finer nuances of implementation. They will be reading many proposals. Please keep context, clarity and legibility in mind.
- Information should not be repeated unnecessarily.
- Limit cross-referencing between sections.
- Bulleting can be effective; complete sentences are not necessary.
- Use plain and descriptive language.
- Define terms and abbreviations.
- Make clear cause and effect connections.
- Support statements with facts, data, or references.
- Please be concise and adhere to length restrictions.
- Please address why, what, how and to what benefit?
- The larger the total budget, the more important budget detail and corresponding narrative become.

Commencement of Work

Grantee shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, and a Grant has been fully executed.

Section II – Information Required from Proposers

PROPOSAL FORM AND CONTENT

Submission of a Proposal in response to this RFP certifies that you are willing and able to enter into a grant containing the provisions contained in this RFP. Proposers are responsible for carefully reading all the terms and conditions contained in this RFP, and for following the instructions given. Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

It is expected that all qualified firms responding are thoroughly conversant with, and that work will be performed in conformance with, all applicable federal and state regulatory requirements.

Submission Format

1. The Proposal 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. Hard copy proposals should be submitted in ring binders with removable page documents. Spiral bound proposals are discouraged.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively and tabs inserted between sections.
3. Submission of the proposal must be in accordance with either Method 1 or 2 under the section titled "Delivery of Proposals." At least one printed copy delivered to OUS must bear **original blue ink signature(s)** of the official(s) authorized to sign the Proposal.
4. The Proposal must be signed by an authorized official. The Proposal must also provide the name, title, address, phone number and email address for individuals with authority to negotiate and contractually bind the Proposer, and for those who may be contacted for the purpose of clarifying the information provided.

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the Proposal is unclear, Proposers may be asked to provide written clarification. **Proposals that do not include the complete Proposal Content may be rejected.**

Required Proposal Content

1. You must complete the **Bidder/Proposer Tax Laws and Non-discrimination Certification** sheet, signed in blue ink by an authorized company official.

2. The Proposal must also include the following:
 - a. **Title Page.** The title page should include the information indicated in the template on the first page of Section III of this document and include the date, proposal title, name of the Proposer, address, telephone number, e-mail address, name and title of the Proposer’s contact person.
 - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers given as Section III of this document. Please respond by deleting the question(s) and instructions in each section and replacing them with your answer(s) beginning with section 1. Use additional pages as necessary, subject to the maximum page count of 8 excluding the title page and attachments.

3. **Summary Statement.** The Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than 500 words) any special considerations the OUS should consider.

EVALUATION CRITERIA

Proposals must be complete, responsive and appropriate according to the guidelines established in this RFP. Proposals which do not specifically address the scope of work, or which do not provide the information requested in the section titled “Required Proposal Content” may be rejected without further review or evaluation.

1. Review for Responsiveness

Upon receipt of all Proposals, the Issuing Office or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal 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, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer’s contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2. Criteria

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

Criteria	Points
1. Alignment of Goals with those of ETIC & OPAS	15
2. Quality of Evaluation Plan	10
3. Impact of project as indicated by Schedule & Project Narrative	10
4. Effectiveness of project as indicated by Budget & Budget Narrative	10
5. Potential impact of project after scheduled work as indicated by Dissemination Plan & Future Possibilities	15

6. Skills of Participating Organizations as indicated by Biographies, references, endorsements, and other materials	15
7. Overall quality of proposed project	15
8. Uniqueness of proposed project	10
Total	100

3. Oral Presentations

The OUS may require an oral presentation by the highest-scoring Proposers, including an interview with key personnel. Any costs of participating in such presentations will be born solely by Proposer and will not be reimbursed by OUS. Points may be adjusted or additional points added based on oral presentations. Oral presentations may be conducted telephonically.

4. References Review

Acceptance of a Proposal may be contingent on reference review findings, described in GENERAL PROVISIONS (7). Information provided by references submitted by a Proposer, as well as other references identified by the OUS, may prevail in final selection, regardless of preliminary scoring results.

5. Evaluation Committee

Proposals will be evaluated by a committee consisting of representatives from the OUS Chancellor’s Office and/or OUS campuses and/or other Oregon agencies and/or private individuals. The committee’s recommendations will be forwarded to the Engineering & Technology Industry Council for additional review and to the Oregon University System Chancellor’s Office for final approval.

Section III – Questionnaire for Proposers

Instructions:

The cover sheet must be no longer than one page. Include all sections in your final proposal, in the order given. Italicized instructions and questions – including this paragraph – should be deleted from the final proposal. Feel free to use more space than is provided to fill in answers, but do not exceed 8 pages in total, excluding attachments. Please insert your short, meaningful project name from the coversheet in the footer of this document. Reviewers greatly appreciate brevity, clarity, and context. Please make sure font size is large enough to be easily legible.

ETIC Pre-college Project Proposal 2007-2009 Biennium

Proposer Name:	
Proposal Title:	
Proposal Date:	
Abbreviated Description: <i>(Provide a short description of project using no more than the space provided here. A longer summary should be provided as a Project Abstract on the next page.)</i>	
Amount Requested:	

Project Contact:	
Title:	
Address:	
Phone and Email:	

Accounting Contact:	
Title:	
Phone and Email:	

ETIC Pre-College Project Proposal

1) Project Abstract

Summarize your proposal in no more than 250 words. This summary will be used for web postings and other communications.

2) Goals

a) Needs to be addressed. *What needs will your project address? Cite references as appropriate.*

b) Target Audience:	Grade Level(s)	Subject Areas	Recruitment Strategy
Teachers			
Students			
Special needs/ under-represented populations			
Other			

c) Project goals and outcome objectives. *What will this project accomplish, qualitatively and quantitatively? What will remain after the project is complete? Do not describe the work to be performed as that goes in the Schedule and Narrative section below.*

2) Evaluation Plan

a) Anticipated outcome measures and methods of measurement: *How will you know if the program was effective in meeting its objectives?*

b) Evaluation resources: *Who will do evaluation using what expertise?*

c) Formative evaluations: *What methods will be used and how will they be used to guide program development and implementation?*

d) Summative evaluations: *How will you determine the degree to which your program achieved its goals?*

3) Participating Organization(s)

- a) **Mission and history of responsible organization:** *Provide a short history of the organization's track record(s) on providing science, technology, engineering and math education and training to pre-college youth. Provide a description of the office(s) that will provide support, including its geographic location, staffing level, and a short summary of the background, experience, and qualifications of personnel. Biographies of key team members should be included as an attachment.*
- b) **Collaborative organizations:** *List any and describe their role in the program.*

4) Schedule and Project Narrative

a) Schedule.

Provide a tabular description of program activity and major milestones by quarter using the following table format. Project begins within 100 days of award notification. Program duration should be 6 – 20 months and should be complete on or before June 30, 2009. Identify critical dependencies in the schedule.

Quarter	Activity	Major Milestones	Responsibility and Dependency (if any)
December 2007			
March 2008			
June 2008			
October 2008			
December 2008			
March 2009			
June 2009		Final Report	Project Manager

b) Project Narrative

Expand on the information in the table above by providing a narrative which describes the methods to be used and work to be performed, referring to the activities and milestones as listed above.

5) Budget Narrative

Actual budget should be provided as the first attachment. In this section please provide a budget narrative that describes how the money will be used referring to line items in the

budget. Describe any other resources and in-kind contributions that will be used to magnify the effect of the proposed program, (e.g., release time of program staff; provision of facilities, special services or resources; direct fiscal contributions.

6) Dissemination Plan & Future Possibilities

- a) Dissemination Plan:** *How will your work under this project and the evaluation thereof be shared with professional peers, the education community, and other audiences, particularly within Oregon, in such a way that they will be in a position to take advantage of your methods and conclusions and be motivated to do so?*
- b) Future Possibilities:** *To what extent will this project provide insight, methods, or resources that will allow you or others to serve larger audiences in the future? How might the goals and the work described in this proposal be expanded by your organization or other organizations? What resources would be required to accomplish this expansion?*

Attachments *(Each attachment should start with a title indicating which attachment it is.)*

Required:

- a.** Project Budget. *Use the template on the next page. As appropriate replace line items in the template with those that fit your program. Use enough line items to describe the scope of your program and the intended use of funds. Budget should show indirect costs of no more than 20% if the direct costs.*
- b.** Biographies. *Provide a short (1/2 page or less) biography for each key team member and any collaborators.*
- c.** Letter of commitment from submitting institution. *The letter should be signed by an officer and state that the work will be performed as described subject to only to final review and approval of the Engineering & Technology Industry Council Partnership Grant as shown in Exhibit A of the Request for Proposals.*
- d.** Signed letter(s) of commitment from any collaborating organizations.

Optional: *Please choose materials carefully and sparingly. List all categories included.*

- a.** *1 page list of references or citations that serve to demonstrate need, document proven methods or organizational track record, etc*
- b.** *Letters of endorsement from knowledgeable stakeholders*
- c.** *Example materials (e.g., lesson plan)*
- d.** *Informative materials (e.g., product or organizational brochures)*

Project Budget

Pre-College Proposal Budget			
Nov. 1, 2007 - June 30, 2009			
	11/1/07 - 6/30/08	7/1/08 - 6/30/09	11/1/07 - 6/30/09
Salary Expenses			
[One line per role/title with FTE%]	(Salary)	(Salary)	\$ -
			\$ -
Other Payroll Expenses for above			\$ -
Subtotal	\$ -	\$ -	\$ -
Services & Activities			
e.g. Curriculum Development			\$ -
Transportation			\$ -
Printing			\$ -
Evaluation			\$ -
Telecom			\$ -
Subtotal	\$ -	\$ -	\$ -
Supplies & Equipment			
e.g. Instructional			\$ -
Computers			\$ -
Facilities			\$ -
Subtotal	\$ -	\$ -	\$ -
Grand Total	\$ -	\$ -	\$ -

Section IV – Grant Terms and Required Documents

**Engineering & Technology Industry Council Grants
RFP #2007-06**

Notice of Interest

Name of School or Company: _____

Check One:

_____ Yes, this School/Company will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

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

Comments:

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone: _____

Address: _____

Email address for contact: _____

Please return this form no later than August 31, 2007 (5:00 pm, PT) to George Marlton, Director of Purchasing and Contract Services, 1431 Johnson Lane (or P.O. Box 3175), Eugene, OR, 97403 – 0175; fax (541) 346-5790; email: george_marlton@ous.edu

**BIDDER/PROPOSER
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION**

I have read all of the terms and conditions of this Request for Proposals, 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.

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 the school/company and to the best of my knowledge; the school/company is not in violation of any Oregon tax laws.

For purposes of this certification, Oregon Tax laws are any Oregon tax laws named in ORS 305.380(4), including without limitation the state inheritance tax, gift tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue, including the Multnomah County Business Income Tax, Lane Transit District Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan Transit District Self-Employment Tax.

Business Designation (check one):

Corporation

Partnership

Sole Proprietorship

Governmental/Non-Profit

Limited Partnership

Limited Liability Partnership

Limited Liability Company

Tax Identification Number: _____

Certificate of Non-Discrimination

I, the undersigned, certify that the school/company has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

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

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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) administers funds for 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 Planning Summit (OPAS); 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 a proposal and OUS has selected Grantee's proposal 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 RFP #2007-06, and as set out in Grantee's proposal and any proposal amendments (attached as Exhibit A and incorporated by this reference).

1.2 Award. Grantee's award shall total \$ _____. Half of this award is payable in the 2008-09 fiscal year ending June 30, 2008, and the second half of the award will be payable during the first quarter of the 2008-09. The second half of the award is subject to the State Board of Higher Education's approval of the ETIC RFP fiscal year 2008-09 allocation. The award shall be for approved costs related to activities shown in Exhibit A and any amendments thereto.

1.2.1 Should the State Board of Higher Education decide to reduce or eliminate the ETIC Pre-college RFP allocation, Grantee's second half of the award will be reduced or eliminated at the discretion of OUS.

1.3 Grant Period. This Grant becomes effective upon execution by both parties and shall continue through June 30, 2009.

1.4 Reports. Grantee shall submit a one-page quarterly report due fourteen (14) days after the end of each quarter. Grantee shall submit a final report within 30 days after the project completion. These reports shall be delivered to OUS Industry Affairs, 18640 NW Walker Rd., Suite 1065, Beaverton, OR 97006.

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 outlining expenses for the current period and cumulative expenses. An institutional expenditure printout may be used. Expense summaries should be included with the quarterly reports and the final reports described in section 1.4.

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.

**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: _____