



Oregon  
University  
System

## **REQUEST FOR PROPOSALS**

**RFP # 2009-08**

**Engineering & Technology Industry Council Grants**

ISSUE DATE:

**CLOSING DATE:**

**CLOSING TIME:**

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**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 Engineering & Technology Industry Council (ETIC) and the Oregon Pre-engineering & Applied Science (OPAS) Initiative. Only non-profit entities are eligible to apply and receive these grants. Additional information about ETIC can be found at [www.oregonetic.org](http://www.oregonetic.org) while information about OPAS can be found at [opas.ous.edu](http://opas.ous.edu).

This RFP provides for two grant opportunities. The first is to offer a High School Internship Program. The second is to create a Computer Science Pre-College Curriculum and Professional Development Program. Eligible entities may submit a proposal 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 proposers to refer daily to the OUS Procurement Gateway website 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 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

**Address:** OUS Industry Affairs  
P.O. Box 751, IAFF  
Portland, OR 97207

Email: [bruce\\_schafer@ous.edu](mailto:bruce_schafer@ous.edu)

**RFP Process Questions:** George Marlton, OUS Director of Purchasing & Contract Services  
Telephone (541) 346-5748

**Address:** P.O. Box 3175  
Eugene, OR 97403-0175

## **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 Chapter 580, Divisions 61 and 62 govern the procurement process for OUS.

**1. Modification or Withdrawal of Proposal:** Any Proposal 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 a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

**2. Protests of Specifications:** Protests of the RFP specifications may be made only if a term or condition of the RFP 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 RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

**3. Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. 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 RFP. 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 Proposals, RFP 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 Proposal. OUS will provide reasonable notice of its decision to all Proposers that have submitted a Notice of Interest in accordance with section 21.

**4. Addenda:** If any part of this RFP 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 21.

**5. Post-Selection Review and Protest of Award:** OUS will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the grant. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(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 RFP.

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 Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a grant with the named Proposer; OR
- (B) 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 solicitation and Oregon public procurement law; thereafter, OUS may name a new apparent successful Proposer; OR
- (C) reject all Proposals and cancel the procurement.

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

**6. 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.

**7. Public Records:** Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. 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.

**8. Investigation of References:** OUS reserves the right to investigate all references in addition to supplied references and investigate 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.

**9. Proposal 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.

**10. 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.

**11. 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.

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

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

**14. 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 material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be born solely by Proposer and will not be reimbursed by OUS. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

**15. 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.

**16. 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 – Model ETIC 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.

**17. 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 or is a minor informality which may be waived, 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.

**18. Rejections and Withdrawals.** The OUS reserves the right to reject any or all Proposals or to withdraw any item from the award.

**19. RFP Incorporated into Grant.** This RFP will become part of the Grant between the Board and the selected grantee(s). The grantee(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of Exhibit A.

**20. 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 Proposer is selected, and all protests, if any, have been resolved.

**21. 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 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. Submission of Notice of Interest is not a mandatory requirement in order for Proposers to submit a Proposal.

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

**23. 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).

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

**25. 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.

**26. 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.

**27. Evaluation Committee:** Proposals 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.

**28. Commencement of Work:** The 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.

## **TERM OF GRANT**

The Grant is expected to begin on or about October 1, 2009, and extend to September 30, 2011.

OUS intends to reserve the right upon 30 days notice to the Grantee to terminate the Grant for its convenience.

## **DELIVERY OF PROPOSALS**

Proposals may be submitted via two methods.

**Method #1:** An original copy of the Proposal, and an electronic copy (on compact disk) of the complete Proposal must be received on or before 4:00 p.m. Pacific Time, \_\_\_\_\_. The envelope/package containing the response must be clearly marked “**Response to RFP #2009-08.**”

**Method #2:** Complete proposals (including all attachments) may be emailed and must be electronically received by 4:00 p.m. Pacific Time, \_\_\_\_\_. **Email subject line must be “Response to RFP#2009-08.”** 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 \_\_\_\_\_.** The envelope/package containing the Proposal must be clearly marked “**Response to RFP #2009-08.**”

The original Proposal must 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 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

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.....	
Deadline for Protest of Specifications .....	(5:00 pm, PT)
All Clarifying Questions Due .....	(5:00 pm, PT)
Notice of Interest Deadline .....	(5:00 pm, PT)
Closing Date (Proposals Due).....	(4:00 pm, PT)
Finalist Presentations (if required) .....	
Deadline for Protest of Award .....	7 calendar days after date on Notice of Award letter
Anticipated Grant Begin Date.....	

## 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>.

This RFP provides for two grant opportunities. The first is to offer a High School Internship Program. The second is to create a Computer Science Pre-College Curriculum and Professional Development Program. Eligible entities may submit a proposal 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 proposing on both grants must complete a separate proposal packet for each grant.

## **SCOPE OF WORK**

### **High School Internship Program**

#### **Funding Goals:**

The ETIC/OPAS Initiative has identified these strategic goals for Oregon high school out-of-Class Internship Program:

- Provide a high-quality internship program for high school students that gives these students insights into engineering<sup>1</sup> careers that will help them make informed decisions about possible college majors.

#### **Funding structure:**

- \$65,000<sup>2</sup> will be allocated from ETIC Funds to projects to be performed during 24-month period from October 2009 to September 2011.
- Projects will be eligible for funding up to \$65,000. The budget provided with the proposal should show no more than 50% of the expenditures being made during the 12 months ending September 30, 2010.

#### **Required Elements of the Proposal:**

##### **Project Elements**

- Recruitment of mentors that will provide students a high quality internship experience that allows them to experience engineering disciplines.
- Training mentors so that they understand how to effectively perform their role.
- Recruiting Oregon students from diverse backgrounds to participate as interns.
- Matching students to internships that provide opportunity over at least six weeks. Up to 50% of the student internships may take place at universities in Oregon.
- Provide culminating event(s) that cause the interns to reflect on and report to others the learning that has occurred.
- Support of mentors and interns to assure a high quality experience.
- Evaluation of the quality of experience of the students with the program including the impact that it has had on their college plans.

##### **Intended Results**

- **Outputs** anticipated for this segment include:
  - Trained mentors who provide rewarding experiences for students.
  - High school students who have completed high quality internships and participated in a culminating .
- **Outcomes** anticipated for this segment include:
  - Participating Oregon high school students gain insight into engineering and applied science careers.

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<sup>1</sup> “Engineering” will include all aspects and subspecialties of computer science, mechanical engineering, industrial and manufacturing engineering, environmental engineering, materials science, nuclear engineering, transportation engineering, aerospace engineering, electrical engineering, chemical engineering, biotechnology, civil engineering, and any other engineering discipline approved by ETIC for an internship.

<sup>2</sup> \$32,500 is subject to approval of the ETIC Budget for the fiscal year ending June 2010 by the Oregon State Board of Higher Education and \$32,500 is subject to approval of the ETIC Budget for the fiscal year ending June 2011 by the Oregon State Board of Higher Education.

- Participating Oregon professionals and faculty members willing and able to successfully participate in internship programs and recommend them to colleagues and potential interns;
- The most important desired **Impact** for this segment is more high school graduates who are motivated and prepared to pursue college majors in engineering and applied science.

### **Evaluation Plans**

Formative and Summative Evaluation Plans with focus on proposed outputs and outcomes. See Proposal Content in Section II below for general instructions on what your proposal should include regarding these plans. Here are some specific suggestions that relate to this scope of work.

1. The formative evaluation should review output and outcome metrics as well as other aspects of the internship and mentoring experiences that facilitate making improvements during the period of the project. Possibilities include
  - a. Quality of experience of the interns.
  - b. What changes would the interns like to see in format and content?
  - c. Other content-specific questions that relate to improving the quality of the program.
2. The summative evaluation could include things like
  - a. Summaries of pre- and post- surveys of those participating – both student interns and their mentors
  - b. A discussion of how the participants compare to the wider population.
  - c. Suggested improvements in recruitment, implementation and ongoing support.

## **SCOPE OF WORK**

### **Computer Science Pre-College Curriculum and Professional Development**

#### **Funding Goals:**

The ETIC/OPAS Initiative has identified these strategic goals for high school In-Class Computer Science and Discrete Mathematics in Oregon:

- Implementation of state-of-the-art Computer Science Instruction in more high schools using Carnegie Mellon University's CS4HS curriculum materials<sup>3</sup>, CS Unplugged<sup>4</sup> curriculum materials, and Discrete Mathematics curriculum to be developed in compliance with the Oregon State Math Standards<sup>5</sup> approved in June, 2009.
- Appropriate professional development and ongoing support for teachers such that these curricular changes will be widely accepted and used past the life of this grant.

#### **Funding structure:**

- \$140,000<sup>6</sup> will be allocated from ETIC Funds to projects to be performed during 24-month period from October 2009 to September 2011.
- Projects will be eligible for funding up to \$140,000. The budget provided with the proposal should show no more than 50% of the expenditures being made during the 12 months ending September 30, 2010.

#### **Required Elements of the Proposal:**

##### **Project Elements**

- Development of a professional development project for Oregon high school and middle school teachers:
  - including these content elements
    - Carnegie Mellon University's Computer Science for High School (CS4HS)
    - CS Unplugged
    - Discrete Mathematics
  - Recruitment of Oregon mathematics and science teachers as well as existing computer science teachers through presentations at their professional meetings and/or email, mail, and phone campaigns.
  - Assistance and support to teachers who have participated in the professional development workshops featuring CS4HS or Discrete Mathematics.
- Development of a new Discrete Mathematics curriculum that will conform to the new Oregon Discrete Mathematics standard and introduce students to computer science fundamentals via hands-on activities that allow a deep understanding and appreciation of these principles and their relationship to computer science as a discipline.
- Training of existing computer science teachers and mathematics teachers to offer this new Discrete Mathematics curriculum as a high school mathematics course.
- Cost relief and potential incentives to attract motivated teachers to these projects.

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<sup>3</sup> See <http://www.cs.cmu.edu/cs4hs/summer09/>

<sup>4</sup> See <http://csunplugged.org>

<sup>5</sup> The new Oregon Discrete Mathematics standard is given on pages 9 through 13 of <http://www.ode.state.or.us/teachlearn/subjects/mathematics/advancedmathknowledgeandskills.pdf>

<sup>6</sup> \$70,000 is subject to approval of the ETIC Budget for the fiscal year ending June 2010 by the Oregon State Board of Higher Education and \$70,000 is subject to approval of the ETIC Budget for the fiscal year ending June 2011 by the Oregon State Board of Higher Education.

- Plans for delivering CS4HS or Discrete Mathematics curricula to district schools.

### **Intended Results**

- **Outputs** anticipated for this segment include:
  - Professional development workshop(s) and cost relief/incentives schedule;
  - Teacher support structure;
  - Discrete mathematics curricular materials such as lesson plans, lecture materials, worksheets, exercises, and assessments;
  - Pilot implementation report for discrete mathematics curriculum; and
  - Wider implementation plan for discrete mathematics curriculum.
- **Outcomes** anticipated for this segment include:
  - Participating Oregon teachers who are capable and confident in teaching computer science topics and classes;
  - Wider exposure of Oregon high school students to computer science;
  - More computer science classes offered in more Oregon high schools.
- The main desired **Impact** for this segment is more high school graduates who are motivated and prepared to pursue college majors in computer science and information technology.

### **Evaluation Plans**

Formative and Summative Evaluation Plans with focus on proposed outputs and outcomes. See Proposal Content in Section II below 3 for general instructions on what your proposal should include regarding these plans. Here are some specific suggestions that relate to this scope of work.

3. The formative evaluation could include things like
  - a. Review of output and and outcome metrics for professional development workshops that facilitate making improvements during the period of the project. Possibilities include
    - i. Quality of experience of participants
    - ii. Would they recommend this project to peers?
    - iii. What changes would they like to see in training format and content?
    - iv. Will this training help them offer new course content or new courses at their school in the coming year? In subsequent years?
    - v. Additional content-specific questions that could help improve the delivery of the program.
  - b. Input on the curriculum materials that facilitate making improvements to these materials during the period of the project.
4. The summative evaluation could include things like
  - a. Summaries of pre- and post- surveys of those participating in professional development.
  - b. A discussion of how the participants compare to the wider population – were the participating teachers hand-picked or exceptional in some way?
  - c. Summaries of evaluations of new curriculum materials.
  - d. Suggested improvements in recruitment, delivery, curriculum, and ongoing support content and mechanisms for teachers using CS4HS, CS Unplugged and Discrete Mathematics.
  - e. A discussion of issues affecting the growth in adoption of the curricula by Oregon schools.

## Section II – Information Required from Proposers

### PROPOSAL FORM AND CONTENT

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

#### **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.
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. Pages should be numbered consecutively and tabs inserted between sections.

### REPORTING SCHEDULE, SUBMISSION TIPS, PROPOSAL CONTENT OUTLINE, TEMPLATES AND FORMS

#### **Reporting Schedule**

Quarterly reports and a final report will be required of all organizations receiving funding via this RFP. Quarterly reports must include actual completion dates and goals achieved vs. the schedule included in the project proposal. Quarterly reports must include outputs and outcomes vs. the forecasted outputs and outcomes<sup>7</sup> for the period in question and the results of any formative evaluation<sup>8</sup> that occurred during the period. Final reports must also include the actual outputs and outcomes vs. the forecasted outputs and outcomes and the results of the summative evaluation<sup>9</sup> described in your proposal. A template for quarterly and final reports will be provided to those whose proposals are funded. The person responsible for implementing a project may also be asked to attend a quarterly meeting where project progress and plans will be discussed. ETIC has a web page outlining this RFP and details of the grant reporting schedule. Go to: <http://www.oregonetic.org/09-11/OPASrfp/grantreporting.htm>

#### **Proposal submission tips**

- Use plain, descriptive language. Avoid jargon. Define terms, acronyms and abbreviations
- This RFP Appendix uses the W.K. Kellogg Foundation “Logic Model” format including: Assumptions, Planned Work, and Intended Results. An excellent reference on the development and use of Logic Models in Project Planning and Evaluation is the following document: “Logic Model Development Guide” W.K. Kellogg Foundation available on line at this URL: [http://opas.ous.edu/Committees/Resources/Publications/WKKF\\_LogicModel.pdf](http://opas.ous.edu/Committees/Resources/Publications/WKKF_LogicModel.pdf)

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<sup>7</sup> See definition of outputs and outcomes under Intended Results in Proposal Content below

<sup>8</sup> See definition of formative evaluation in Proposal Content below.

<sup>9</sup> See definition of summative evaluation in Proposal Content below.

- This Logic Model can be briefly summarized as
  - Identify project assumptions and external constraints
  - Identify project resources: human, financial, organizational and community
  - Show how project planned activities take resources to create outputs such as events, materials, etc.
  - Show how project outputs effect participant outcomes: changes in behavior, knowledge, skills
  - Connect project outputs and outcomes to three- to five-year impact on the organization and community

## **Proposal Content**

Please describe your proposed project using the following outline. Be concise, specific and give examples and references where appropriate. Conform to the format requirements given in the body of the RFP. Items 1 through 6 below should be covered in no more than ten pages.

1. You must complete the **Bidder/Proposer Tax Laws and Non-discrimination Certification** sheet, signed in blue ink by an authorized company official.
2. **Cover Page.** *Use the cover sheet template provided below.*
  - a. *Please provide a short meaningful title and an abstract for your proposal in the spaces provided.*
  - b. *The project contact should be person who should contacted for the purpose of clarifying the information provided in the proposal.*
  - c. *The accounting contact should be the person who should be contacted if/when the proposal is approved and funded, regarding transmittal of funds and related matters.*
3. **Assumptions.** *Give a very brief summary of the problem and issues that your project addresses as well as any additional assumptions.*
4. **Project Plan**
  - a. **Resources** - *Include the human, organizational and community resources to be deployed to implement the proposed project. Include a description of the team that will implement the project and biographies of the team members. If other organizations are expected to collaborate, include a description of their capabilities.*
  - b. **Budget** - *Use the budget template given below to describe the financial resources to be deployed to implement the proposed project. Start your budget at the top of a new page. Follow it with a discussion of the thinking behind each section of the budget. Discuss the staffing, services, supplies, and equipment to be funded by the budget, referring, as appropriate, to the more general discussion of Resources that precedes the Budget. The budget discussion can refer to the description of collaborators and Project Activities that follow the Budget in your proposal. Likewise, your discussion of the cost of evaluations, whether they are budgeted as staff time (covered by Salary Expenses) or as Services, can refer to the description of evaluations that comes later in your proposal.*
  - c. **Other collaborators** - *Other collaborators are resources outside your organization that will contribute to the overall project. Examples might be community partners or subcontractors.*

- d. **Project Activities** – Describe what the project will do with resources to achieve the intended results. Describe the logical connection between these project activities and outputs and outcomes.
  - e. **Schedule.** Use the schedule template in this appendix. Use a separate page or two for your schedule. For each quarter of the project indicate activities that will occur during the period and the measurable outputs of these activities. Indicate who will be responsible by title for each activity and output. Under Milestones indicate what will be completed during the quarter and the date you expect it to be completed.
5. **Intended Results.** This section should include forecasts for the following
- a. **Outputs.** Outputs are the direct products of project activities. At a minimum you should forecast the number participants in each of your proposed activities and the number of contact hours you expect for each category of participant. (Contact hours are the sum hours of participation by all those in each participation category.)
  - b. **Outcomes.** Outcomes are the specific changes in project participants' behavior, knowledge, skills, status, and level of functioning.
  - c. **Impact.** Impact is the fundamental intended or unintended change occurring in organizations, communities or systems as a result of project activities within three to five years.
6. **Evaluation Plans**
- a. **Formative Evaluation.** Formative Evaluations help you fine-tune the delivery and quality of experience for participants and staff. This section should describe the resources including the expertise to be used for the formative evaluation as well as the data to be collected, how it will be collected and how it will be used to improve the outcomes of the project. At a minimum the formative evaluation should give the actual outputs and outcomes vs. the forecasted outputs and outcomes for the period in question.
  - b. **Summative Evaluation.** A Summative Evaluation measures actual performance vs. planned performance, including quantitative and qualitative measures. It can also include recommendations for further work. This section should describe the resources including the expertise to be used as well as the data to be collected, how it will be collected and how it will be used to create a summative evaluation report. At a minimum the summative evaluation should give the actual outputs and outcomes vs. the forecasted outputs and outcomes for the project as a whole.
7. **Commitment form from proposing organization.** Use the form provided below. This form should be signed by an authorized official of the proposing organization. This person should have authority to negotiate and contractually bind the proposing organization.
8. **Commitment form from collaborating organizations, if any.** (Use the form provided below.)
9. **Optional letters of endorsement from knowledgeable stakeholders**

*The templates and forms referenced above start on the next page. Instructions for each section are given above and in the templates in italics. Remove the instructions before using the templates so your proposal does not include the instructions.*

*Use this template to create the cover page for your proposal.*

<b>Proposing Organization</b>	
<b>Proposal Title:</b>	
<b>Proposal Date:</b>	
<b>Project Abstract:</b> <i>(Provide a short description of project using no more than the space provided here.)</i>	
<b>Amount Requested:</b>	

<b>Project Contact:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone and Email:</b>	

<b>Accounting Contact:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone and Email:</b>	

***Schedule Template***

<b>Quarter Ending</b>	<b>Planned Activity and Measurable Outputs</b>	<b>Responsible persons by title</b>	<b>Milestones with target dates</b>
Oct. 2009			
Dec. 2009			
Mar. 2010			
Jun. 2010			
Sep. 2010			
Dec. 2010			
Mar. 2011			
Jun. 2010			
Sep. 2011			
Dec. 2011	Final report including evaluation & assessment		Final report submitted by October 31, 2011.

**Budget Template**

<b>Proposal Budget</b>			
Oct. 1, 2009 - Sep. 30, 2011			
	<b>10/1/09 - 9/30/10</b>	<b>10/1/10 - 9/30/11</b>	<b>10/1/09 - 9/30/11</b>
<b>Salary Expenses</b> <i>(for those to be assigned to project)</i>			
<i>One line per role/title with FTE%</i>			\$ -
			\$ -
Other Payroll Expenses for above			\$ -
Subtotal	\$ -	\$ -	\$ -
<b>Services</b> <i>(to be subcontracted)</i>			
Curriculum Development			\$ -
Instructor stipends			\$ -
Printing			\$ -
Evaluation			\$ -
Communications			\$ -
<i>Replace above with your list of services to be subcontracted</i>			
Subtotal	\$ -	\$ -	\$ -
<b>Supplies</b> <i>(to be consumed during project period)</i>			
			\$ -
			\$ -
			\$ -
Subtotal	\$ -	\$ -	\$ -
<b>Equipment</b> <i>(to be retained after project period)</i>			
			\$ -
			\$ -
			\$ -
Subtotal	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -



**Collaborating Organization Commitment Form**

Legal Name of Organization: \_\_\_\_\_

Our organization will commit to participating in the project described by this proposal if it is accepted and funded.

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section VI – Evaluation Criteria

### EVALUATION CRITERIA

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 specifically address the scope of work or do not include the complete Proposal Content may be rejected.**

Proposals will be evaluated based on the following criteria:

	<i>Weight</i>	<i>Maximum Score</i>	<i>Middle Score</i>	<i>Minimum Score</i>
<b><i>ASSUMPTIONS</i></b>				
Assumptions include a very brief summary of the problem and issues that the project addresses as well as any additional assumptions used in designing the project plan.	5%	Project problem statement is concise and clear and aligns very well with the funding goals given in the RFP. Other relevant assumptions are stated clearly and succinctly with citations where appropriate.	Some alignment of problem statement with RFP goals.	Vague problem statement or lack of alignment with RFP goals.
<b><i>PROJECT PLAN</i></b>				
<b>Resources</b> include the human, organizational, and community resources and expertise a project has available to direct toward doing the work.	15%	Proposing organization and any collaborating organizations have extremely high quality and very relevant expertise relative to the proposed project and all its aspects.	Proposing Organization appropriate for project and includes relevant expertise.	Proposing Organization inappropriate for project or lacks relevant expertise.
<b>Budget</b> describes the financial resources to be applied to the project to underwrite staff salaries, subcontracted services, supplies and equipment.	10%	Budget is very clear about how proposed grant funds will be spent and describes an extremely efficient use of these funds that matches proposed project activities extremely well. Budget	Budget is clear and reflects appropriate project costs, but lacks detail or the details are not completely consistent the proposed project activities and its evaluation.	Budget is not clear, does not adequately support the proposed project, and/or does not provide detail for accountability of funds.

	<b>Weight</b>	<b>Maximum Score</b>	<b>Middle Score</b>	<b>Minimum Score</b>
		will support excellent accountability of use of funds.		
<b>Project Activities</b> are what the project does with the resources. Activities are the processes, tools, events, technology, and actions that are an intentional part of the project implementation. These activities are used to bring about the intended project outputs and outcomes as described by the project narrative.	25%	Project includes extremely high quality processes and activities, use resources extremely effectively to produce the desired outputs and outcomes. Proposed activities align very well with required elements given in the RFP. The project delivery model allows full engagement by participants, allowing them to make new knowledge personally relevant and to develop new skills that are very well aligned with the goals of the project.	Project includes good processes and activities that use resources somewhat effectively to produce the desired outputs and outcomes. Proposed activities are somewhat in alignment with required elements given in RFP. Project delivery model should produce some engagement by participants, allowing them to gain new knowledge and skills that are consistent with the goals of the project.	Project processes and activities do not seem to be appropriate or do not use resources effectively to produce outputs and outcomes. Proposed activities show little or no alignment with required elements given in the RFP. Project delivery unlikely to produce engagement with participants or allow them to gain new knowledge and skills.
<b>Schedule</b> provides activities, outputs, responsible parties, milestones and completion dates by quarter.	20%	Very detailed and well thought-out schedule describes aggressive but achievable plan that uses the time available very effectively to implement the proposed project activities and produce the associated outputs and outcomes.	Reasonable schedule should allow most of the proposed activities to be completed during the project period and produce some of the desired outputs and outcomes.	Vague or incomplete schedule seems unlikely to implement project activities that will produce the desired outputs and outcomes.
<b>INTENDED RESULTS</b>				
<b>Outputs</b> are the direct products of project activities and may include types, levels and targets of services to be delivered by the project.	5%	Outputs are described that are extremely consistent with the goals of the project. These outputs are tightly coupled to the project activities. The forecasted outputs are described qualitatively and quantitatively.	Outputs are described that are somewhat consistent with the goals of the project. These outputs are connected to proposed project activities. These outputs are described in somewhat quantitative way.	Outputs are vague or unconnected to the project activities and/or inconsistent with the project goals.
<b>Outcomes</b> are the specific changes	5%	Outcomes reflect reasonable,	Outcomes reflect some progress	Outcomes are vague, unrelated to

	<b>Weight</b>	<b>Maximum Score</b>	<b>Middle Score</b>	<b>Minimum Score</b>
in project participants' behavior, knowledge, skills, status and level of functioning during the project period.		progressive steps that participants can make toward longer-term results. Outcomes are within the scope of the project's control or sphere of reasonable influence. Outcomes are specific, measurable, action-oriented, realistic, written as change statements, and achievable.	toward longer-term goals. Outcomes relate to project's control or sphere of influence. Outcomes are well articulated and seem achievable.	project activities and/or do not reflect longer-term goals.
<b>Impact</b> is the fundamental change occurring in organizations, communities or systems as a result of project activities within 3 to 5 years. Impact may include change that is likely to occur after the project period.	5%	Impact described would make a significant contribution to long-term goals and this impact appears to be highly likely based on the plan and the proposing organization's capabilities. Project shows high potential for expansion, portability or scalability in areas such as <ul style="list-style-type: none"> <li>• Geographic reach</li> <li>• Underrepresented groups</li> <li>• Educational sectors</li> </ul>	Impact of project is would make some contribution towards long-term goals and appears somewhat likely to occur.	Impact of project is vague, has little relation to the long-term goals or seems unlikely to occur.
<b>EVALUATION PLANS</b>				
<b>Formative Evaluation Plan.</b> Formative evaluations help fine-tune the delivery and quality of experience for participants and staff.	5%	Extremely high quality Formative Evaluation Plan, including plan for measuring: <ul style="list-style-type: none"> <li>• Number of participants in appropriate categories.</li> <li>• Contact hours per participant category.</li> <li>• Quality of participant experience.</li> <li>• Other outputs describes in the</li> </ul>	Formative Evaluation Plan would measure some important success factors and will help make adjustments to the project during its execution. The people that would be doing the evaluation have some skills in formative evaluation.	Formative Evaluation Plan is vague or incomplete. Little or no evidence that those would do the evaluation have required skills.

	<b>Weight</b>	<b>Maximum Score</b>	<b>Middle Score</b>	<b>Minimum Score</b>
		<p>proposal.</p> <ul style="list-style-type: none"> <li>• Other aspects that will help tune project during project period.</li> </ul> <p>The plan would support making appropriate adjustments to the project during its execution increasing the likelihood of maximum success. The people that would be doing the evaluation are highly skilled in formative evaluation.</p>		
<p><b>Summative Evaluation Plan.</b> A summative evaluation measures actual performance vs. planned performance, including quantitative and qualitative measures.</p>	5%	<p>Extremely high quality Summative Evaluation Plan, including plan for measuring:</p> <ul style="list-style-type: none"> <li>• Number of participants in appropriate categories.</li> <li>• Contact hours per participant category.</li> <li>• Quality of participant experience.</li> <li>• Other outputs, outcomes, and impacts described in the proposal.</li> <li>• Other aspects that will help understand the results of the project and opportunities for the future.</li> </ul> <p>The evaluation would support a deep understanding of the outputs, outcomes, and impact of</p>	<p>Summative Evaluation Plan will measure some important success factors and would help with the understanding of the outputs and outcomes of the project. The people that will be doing the evaluation have some skills in summative evaluation.</p>	<p>Summative Evaluation Plan is vague or incomplete. Little or no evidence that those that would do the evaluation have required skills.</p>

	<b><i>Weight</i></b>	<b><i>Maximum Score</i></b>	<b><i>Middle Score</i></b>	<b><i>Minimum Score</i></b>
		the project. The people that will be doing the evaluation are highly skilled in summative evaluation.		

**Section IV – Grant Terms and Required Documents**

**ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL GRANTS  
RFP #2009-08**

**Notice of Interest**

Name of Consultant/Firm: \_\_\_\_\_

Check One:

\_\_\_\_\_ Yes, this firm 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 \_\_\_\_\_ 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](mailto:george_marlton@ous.edu)

**BIDDER/PROPOSER  
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION  
RFP #2009-08**

I, the undersigned, 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. I certify that Proposer 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    \_\_\_ Partnership    \_\_\_ Sole Proprietorship  
\_\_\_ Governmental/Non-Profit    \_\_\_ Limited Partnership    \_\_\_ Limited Liability Partnership  
\_\_\_ Limited Liability Company

Tax Identification Number: \_\_\_\_\_

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 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 #2009-08, 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 disbursed by November 30, 2009, and the second half of the award will be disbursed by November 30, 2010. The second half of the award is subject to the State Board of Higher Education's approval of the ETIC RFP fiscal year 2010-11 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 September 30, 2011.

**1.4 Reports.** Grantee shall submit a 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, 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 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: \_\_\_\_\_