

FY 2010 Program Development Request for Proposal

FOCUS: All State Approved CTE Programs

(Priority will be given to new state approved programs and AgriScience Requests in accordance with the Rotating Curricular Focus)

RFP Areas Accepted Based on Available Funds

Tech Prep Delaware's Board of Directors directed that this year's RFP focus on the pathways listed above. RFP's submitted in these areas will receive priority consideration.

Secondary and Postsecondary Partners are eligible to apply for funding provided that:

- The request is for a capital expenditure (See Proposal Overview),
- Funds would enhance existing classroom technology or introduce new options,
- Funds would go to an articulated program, or would allow a pending articulation to be finalized, and,
- Funds would be supplemented by other state, local, or grant resources.

Complete in full and submit one form for each project. Attach any supporting documents.

Return to:

Tech Prep Delaware

371-A W. North St.

Dover, DE 19904

[State Mail: D 104]

Telephone Number 302-739-6163

FAX Number 302-739-6171

INSTITUTE SUBMITTING FORM: _____

CONTACT PERSON: _____ TITLE: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

PROJECT SITE (SCHOOL/CAMPUS): _____

ARTICULATION AREA: _____

Chief Officer Signature _____ Date: _____

Business Manager Signature _____ Date: _____

PROPOSAL OVERVIEW

Purpose: Tech Prep Delaware has a history of collaborating with school districts to deliver capital improvement funds directly to classrooms of articulated programs. RFP's that would enhance student preparation in high school, through postsecondary, and into high-tech careers are funded.

Application: Any school district or postsecondary institute may submit an RFP on behalf of any Tech Prep Delaware-articulated program they provide. The RFP application must be completed fully, signed by the institution's chief officer and the business manager. The signed form is to be sent to: Tech Prep Delaware, 371A W. North St., Dover, DE 19904 [State Mail – D104].

Assistance: Tech Prep Delaware is prepared to assist in proposal development. Please contact us by phone at (302) 739-6163, by fax 739-6171, or through e-mail at ltucker@doe.k12.de.us.

Deadline: Completed forms must be received in the Tech Prep Office no later than May 17, 2010.

Review: The Tech Prep staff and Education Associates from the Delaware Department of Education review the RFP's. This committee ranks the RFP based on: appropriateness in support of articulation agreements, the ability to advance the technical skills of students beyond existing opportunities, and district support of the effort. Additional analysis, if requested by the committee, comes from invited consultants with expertise in specific technologies. If the committee determines that a RFP has merit but is deficient in specific areas, the submitting institution is notified, asked to address the needs, and invited to resubmit.

Follow Up: Final disbursements are based on the amount of funds available to fund local projects. The Board of Directors of Tech Prep Delaware has final review and sign off for funding.

Institutions awarded funds receive formal notification of the announcement of the award. Business managers are required to send a copy of each purchase order (PO) used to expend awarded funds, to Tech Prep Delaware at the address listed above. In addition, Tech Prep staff visits will determine fulfillment of RFP obligations.

If for any reason an institution needs to substitute for an item on the original RFP, they must first notify Tech Prep Delaware in writing, and then await formal approval before proceeding. Substitutions must further enhance the same articulated technical area as identified in the original proposal.

Institutions submitting RFP's must adhere to the grant source guidelines included in the district notification of grant award.

RFP Notes: Although there are no specific recommendations, there are guiding principles the Review Committee uses to determining acceptability:

1. RFP's enhance existing articulated programs by moving them beyond current levels.
2. Items requested are "capital" in nature.
 - Software is acceptable but not texts and other printed materials.
 - Furniture is not acceptable unless integral to the technology item (i.e., electronics bench).
3. Funds are to be utilized to purchase new equipment designed to move the program in a new and expanded direction. Funds are not to be used to replace existing equipment.

PROJECT ABSTRACT

1. What is it you want to do?
2. How will this enhance the articulated program?
3. Describe how you determined a need for this project.
4. Did you contact your secondary/postsecondary partner to determine how this capital item would affect your articulation agreements? If so, describe any impact.
5. Describe the ‘District Share’ of project expenses as indicated on the Budget Sheet.

TECH PREP DELAWARE

Delaware Consortium for Technical Preparation Programs

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