

# BOND BILL – FY 2010

## Request for Proposal

### FOCUS: Business, Finance, and Marketing Education

- Accounting
- Banking Services
- Administrative Services
- Business and Corporate Management
- Business Information Technology
- Marketing Communications
- Marketing Management
- Technology Education and Skilled and Technical Sciences  
(if not funded FY 2009)

### *Other 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.

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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.

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

Return by May 15, 2009, to:

Tech Prep Delaware  
371-A W. North St.  
Dover, DE 19904  
[State Mail: D 104]

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INSTITUTE SUBMITTING FORM: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROJECT SITE (SCHOOL/CAMPUS): \_\_\_\_\_

ARTICULATION AREA: \_\_\_\_\_

Applicant's Chief Officer Signature \_\_\_\_\_ Applicant's Business Manager Initials \_\_\_\_\_

## PROPOSAL OVERVIEW

- Purpose:** The General Assembly's Bond Bill Committee and Tech Prep Delaware have a history of collaborating 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. Bond Bill funding must win the approval of the General Assembly each year.
- 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 initialed by 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](mailto:ltucker@doe.k12.de.us).
- Deadline:** Completed forms must be received in the Tech Prep Office by 4:00 p.m., May 15, 2009.
- Review:** The Tech Prep Bond Bill Review Committee reviews 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. Agencies represented on the review committee are: Delaware Advisory Council on Career and Technical Education, Department of Education, and Tech Prep Delaware. 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:** At the completion of the review process, a formal request is made to the General Assembly's Bond Bill Committee. At their pleasure, funds are allocated to Tech Prep Delaware. Tech Prep Delaware then reconvenes the Review Committee to decide upon final disbursements based on the amount of funds received. The Board of Directors of Tech Prep Delaware has final review and sign off for funding.

Institutions awarded funds receive two notifications: 1) announcement of award, and, 2) announcement of funds transfer from the Polytech School District to their institution. 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 spend the funds during FY 2010 and submit an end-of-year report with documentation detailing funds dispersal (i.e., copies of PO's, etc.). The report will be used to determine future eligibility for this program.**

**Institutions funded for FY 2009 should complete the enclosed summary sheet and return with your FY 2010 RFP.**

**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).

## **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.

## BUDGET

Description of Items	Unit Cost	Quantity	Total
Total Projected Budget			\$
Minus District Share			\$
Bond Bill Request			\$

If additional lines are required, attach a photocopy of this page.  
 Attach any supportive materials such as copies of catalog pages, brochures, etc.

# **TECH PREP DELAWARE**

*Delaware Consortium for Technical Preparation Programs*

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