



Oregon
University
System

**REQUEST FOR APPLICATIONS
RFA #2012-04**

**Engineering and Technology Industry Council
Engineering Design in Oregon Science Classrooms**

APPLICATIONS DUE: January 18, 2013 5:00 P.M. (Pacific Time)

INTRODUCTION

The Oregon University System (“OUS”), in conjunction with the Engineering and Technology Industry Council (“ETIC”) and its Oregon Pre-engineering & Applied Science (“OPAS”) Initiative, is seeking applications for grants to partially fund participation in the **Engineering Design in Oregon Science Classrooms program (“EDOSC Program”)**. This Request for Application (“RFA”) may result in the award of multiple grants (“Grants”). Any Oregon school district or Oregon private school may submit an application in response to this RFA. Additional information about ETIC can be found at www.oregonetic.org and information about OPAS can be found at www.opas.ous.edu.

BACKGROUND

The EDOSC Program is a professional development program designed specifically for Oregon elementary, middle and high school teachers to prepare them to incorporate hands-on “Engineering Design” activities and processes into their science curricula. The EDOSC Program focuses on science teachers for grades 6 through 12 and all teachers for grades 1 through 5.

The EDOSC Program also allows teachers to use the Engineering Design process and scientific inquiry process to increase understanding of science by students. Further, the EDOSC Program prepares educators to improve their application of the current [Oregon Science Content Standards](#),¹ which describe what all Oregon students are expected to learn during science instruction in K-8 and three years of science taken in high school. Since 2009, these Standards have included Engineering Design as a core science process skill. In this context, the term Engineering Design refers to *a way that scientific knowledge is used to solve practical problems as well as a way of better engaging students in learning science and deepening their understanding of scientific knowledge.*

GRANT AWARDS

Successful Applicants will be awarded Grants ranging from \$2,000 to \$20,000. The Grants will partially support the following EDOSC Program activities: training of “Trainers” in June 2013, the Trainer’s efforts in training and supporting teachers in their schools and districts, and initial use of Engineering Design curricula in classrooms (including materials to support engaging activities in a variety of science subject areas).

IMPORTANT NOTICE

It will be the responsibility of applicants to refer daily to the OUS Procurement website (<http://secure.ous.edu/bid>) to check for any available addenda, responses to clarifying questions, or cancellations to this RFA.

¹ See [www.ode.state.or.us/teachlearn/subjects/science/curriculum/2009_adopied_k-h_science_standards_updated\(11.13\).pdf](http://www.ode.state.or.us/teachlearn/subjects/science/curriculum/2009_adopied_k-h_science_standards_updated(11.13).pdf)

GENERAL INFORMATION

The OUS Industry Partnerships Office is the Issuing Office and is the sole point of contact for clarifications regarding technical aspects of this RFA. The OUS Department of Contracting and Purchasing will be the sole point of contact for clarifications regarding the RFA process. All correspondence pertaining to this RFA should be appropriately addressed per the contact information below:

Content and Technical Questions	RFA Process Questions
Ken Cone, Project Manager OUS Industry Partnerships Telephone: (503) 725-2918 Email: Ken_Cone@ous.edu	Ian Best, OUS Contract Manager Telephone: (503) 725-5770 Email: PACS@ous.edu Office Address: OUS Chancellor’s Office <i>(required for FedEx, UPS, etc)</i> 1800 SW 6 th Avenue, Suite 520 Portland, OR 97201 Mailing Address: Oregon University System <i>(required for USPS)</i> PO Box 751 Mail Code: CHAN Portland, OR 97207-0751

SCHEDULE OF EVENTS

This schedule is illustrative of optimal timing goals, but these dates are subject to change at the sole discretion of the OUS.

RFA Issue Date.....	October 30, 2012
Deadline for Protest of Specifications.....	November 14, 2012 (5:00 pm, PT)
All Clarifying Questions Due.....	November 14, 2012 (5:00 pm, PT)
Closing Date (Applications Due).....	January 18, 2013 (5:00 pm, PT)
Selection Panel.....	February 04-15, 2013 (5:00 pm, PT)
Deadline for Protest of Award	10 calendar days after date on Notice of Award letter
Anticipated Grant Start Date.....	May 1, 2013

TERM OF GRANT

Grants are expected to begin on or about May 1, 2013 and extend to June 30, 2014. OUS reserves the right to terminate the Grant upon 30 days notice to the Grantee.

DELIVERY OF APPLICATIONS

Applications may be submitted via two methods.

Preferred Method: Complete Applications (including all attachments) may be emailed to the OUS Contracts Manager per the contact information provided under “General Information.” The Applications must be electronically received by the Closing Date and time indicated by the Schedule of Events. **Email subject line must be “Response to RFA #2012-04.”** Applicant ***must*** telephone and confirm electronic receipt of the complete emailed document(s) before the time and date deadline. Applications delayed or lost by email system filtering or failures may be considered at the OUS’s sole discretion.

Alternative Method: An original and electronic copy (on compact disk or an alternative electronic storage device) of the complete Application may be mailed or hand-delivered to the OUS Contract Manager per the contact information provided below prior to the Closing Date and time indicated by the Schedule of Events. The envelope/package containing the response must be clearly marked “**Response to RFA #2012-04.**”

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

It is the responsibility of the Applicant to ensure that Applications arrive by the Closing Date and time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** Applications may be e-mailed, mailed, or hand delivered to:

E-Mail:

PACS@ous.edu

Hand Delivery: *(Including UPS, FEDEX)*

OUS Chancellor’s Office
1800 SW 6th Avenue, Suite 520
Portland, OR 97201

Mailing Address:

Oregon University System
PO Box 751
Mail Code: CHAN
Portland, OR 97207-0751

GENERAL PROVISIONS

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

1. Modification or Withdrawal of Application: Any Application 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 Contracting and Purchasing prior to the Closing Date. The withdrawal of an Application will not prejudice the right of an Applicant to submit a new Application.

2. Protests of Specifications: Protests of the RFA specifications may be made only if a term or condition of the RFA violates applicable law. Protests of Specifications must be received in writing by the Director of Contracting and Purchasing by the date and time indicated in the Schedule of Events. Protests may be submitted by email, but may not be faxed. Protests of the RFA specifications must include the reason for the protest and any proposed changes to the requirements.

3. Requests for Clarification and Requests for Change: Applicants may submit questions regarding the specifications of the RFA. Questions must be received in writing by the Director of Contracting and Purchasing by the date and time indicated in the Schedule of Events. 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 RFA terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.

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

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

5. Post-Selection Review and Protest of Award: OUS will notify apparent successful Applicants in a “Notice of Intent to Award” letter. Identification of the apparent successful Applicants is procedural only and creates no right in the named Applicant to award of the Grant. Competing Applicants will be notified in writing of the selection of the apparent successful Applicant(s) and shall be given ten (10) 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. OAR 580-061-0145. Any award protest must be in writing and must be delivered by hand delivery or email to the address for the OUS Director of Contracting and Purchasing as listed under “General Information” in this RFA.

OUS will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any Grant language negotiation with, the apparent successful Applicant and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a Grant with the named Applicant; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Applicant as nonresponsive if such Applicant is unable to demonstrate that its Application complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, OUS may name a new apparent successful Applicant; OR
- (C) reject all Applications and cancel the procurement.

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

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

7. Public Records: Applications are deemed confidential until the “Notice of Intent to Award” letter is issued. This Request for Applications and one copy of each original Application received in response to it, together with copies of all documents pertaining to the award of a Grant, will be kept and made a part of a file or record which will be open to public inspection. If an Application contains any information that the Applicant

considers to be a TRADE SECRET under ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING APPLICATION AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:

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

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

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

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

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

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

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

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

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

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

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

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

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

19. Evaluation Committee: Applications will be evaluated by a committee consisting of representatives from OUS and ETIC. The committee's recommendations will be forwarded to the OUS Chancellor's Office for Grant execution.

Section I – Information Regarding Grant

GRANT OVERVIEW

Eligibility:

Any Oregon school district or Oregon private school may apply for this Grant. Qualified Applicants may propose to use the services of Educational Service Districts or other educational organizations but these organizations are not eligible to apply for a Grant.

Goals:

The ETIC/OPAS Initiative has identified the following goals for the EDOSC Program, to be adopted in Oregon elementary, middle and high schools:

- Implementation of the EDOSC Program beginning in the 2013-2014 school year.
- Effective professional development, that results in teachers gaining a better understanding of:
 - Engineering Design in the Oregon Science Standards.
 - how Engineering Design can be used to enhance student engagement and deepen the understanding of science content by students.
 - the relationship of Engineering Design to science inquiry as two complementary processes for learning and using scientific knowledge.
- Successful use of Engineering Design as a teaching and learning process at all grade levels.
- Improvement in student competence consistent with the Oregon Science Standards.

Funding Structure:

- Grants in the range from \$2,00 to \$20,000 will be allocated from ETIC Funds to support training professional development staff, educator training and the purchase of classroom equipment and supplies.
- The project period is a 14-month period beginning May 2013 through June 2014 but the impact of the EDOSC Program is expected to be long lasting in support of Oregon Science Standards and enhanced student engagement and learning.
- Funds can be used to cover some of the costs associated with the three stages of the EDOSC program:
 1. Training the trainers: In June 2013, OUS will provide training workshops for up to 3 of Applicant's staff members or contractors who will thereafter serve as Trainers.
 2. Training of teachers: Applicant's Trainers will provide workshops for teachers during summer 2013 and/or fall 2013. In some cases, additional workshops will be scheduled during the period between fall 2013 and June 2014 . OUS will provide support to the Trainers during this period. Initial use of Engineering Design by teachers in their classrooms: During the 2013-14 school year, Applicant's teachers who have received training will deploy the methods they have learned in their classrooms. Trainers will provide coaching and other support to these teachers, while OUS continues to provide support to the Trainers.

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- The maximum dollar amount of **Grant requests** varies depending on the number of teachers who will attend EDOSC Program workshops facilitated by Trainers and hosted by Applicants, and subsequently practice what they learned in their classrooms. The following table lists the maximum EDOSC Program Grant awards based on the number of teachers to be trained by Applicant. For example, if Applicant plans to train 145 teachers, its maximum Grant request would be \$7,500.

Number of science teachers to be trained	Grant request not to exceed
10 - 50	\$5,000
51 - 100	\$7,500
101 – 200	\$10,000
201 - 300	\$12,500
301 - 400	\$15,000
401 - 500	\$17,500
501 or more	\$20,000

Material costs. – The Workshops include sample Engineering Design activities, which have associated materials costs. When you develop the budget associated with your Grant application you will need to consider the cost of materials for the workshops as well as the use of the activities in the teachers’ classrooms. The table below shows the activities and *approximate costs* for classroom materials supporting 30 students. These estimates are based on a combination of local and online shopping. Purchasing all or most of the materials online will increase the costs, partly because of shipping charges.

	Life Science	Physical Science	Earth/Space Science	Totals
Elementary School	Hand pollinator \$40	Toad’s Car \$75	Brick for a Pig \$35	\$150
Middle school		Coaster Car \$85	Water Filter \$35	\$120
High school	Algae machine \$205	HS Roller Coaster \$105		\$310
				\$580

You will notice that the table shows activities for seven of the nine combinations of elementary, middle, and high schools and Life, Physical, and Earth/Space Science. OUS will provide one complete set of materials for the seven activities to each Trainer attending the EDOSC Program workshop held in June 2013.

Your budget should include the cost of materials for training teachers in your district as well as for the teachers’ use in their classrooms based on the grade level, students per classroom, etc. In addition to the materials for the sample activities covered in the workshop, you should consider the cost of materials for activities that your teachers will develop based on what they have learned in the workshops. An Excel file is available to help develop the budget for Grant applications including estimating the costs of materials for workshops and for use in classrooms. To download a Microsoft Word file containing the application forms that occur later in this document or the Excel file for preparing application budgets visit www.oregonetic.org/grant-info

Required Elements of the Project:

Project Elements

Applicants who receive a Grant will assure the completion of the following required project elements:

- A team of up to 3 staff members and/or contractors designated by Applicant will receive training at an EDOSC Program workshop that OUS and Oregon Department of Education (“ODE”) will hold in June 2013.
- These designees will serve as Trainers who will provide training and support to Applicant’s teachers during the summer and fall of 2013.
- The number of and type of teachers indicated in the Application will attend the EDOSC Program workshops sponsored by Applicant and led by Trainers.
- Teachers who receive training sponsored by the Applicant will use what they learned in their classrooms.
- Applicants who receive a Grant will complete quarterly reports using forms provided by OUS.
- Applicants who receive a Grant will complete a final report using forms provided by OUS.

Intended Results

1. Outputs anticipated include:

- Applicant’s staff or contractors² are trained at EDOSC Program workshop(s).
- Identified teachers will complete professional development training during the summer and fall of 2013.
- Teachers integrate Engineering Design processes into their teaching of science during the 2013-2014 school year.

2. Outcomes anticipated for the Grant include:

- An increase in the number of Oregon teachers who are capable, confident and successful in integrating the Engineering Design process in teaching science,
- Increased understanding of science content and Engineering Design processes by Oregon students,
- Increased critical thinking, problem-solving and communication skills by Oregon students.

3. The primary desired long-term **Impact** for these Grants is that students have improved college and career readiness, these students will have a better understanding of career paths in science, technology, engineering and math, and more of them will choose these career paths.

Reporting Schedule:

Quarterly: Applicants who receive a Grant will be required to submit quarterly reports that summarize progress, expenditures, and outstanding issues. The reporting schedule and forms for this reporting process are posted at www.oregonetic.org/grant-info and made available to successful applicants.

Final: The project period ends on June 30, 2014. Final reports EDOSC Grants are due by July 31, 2014. The form for this report are posted at www.oregonetic.org/grant-info and made available to successful applicants.

² As documented in the application in the table titled “Those that will attend EDOSC training in June 2013 and then serve as Engineering Design Trainers in the applicant’s schools.”

Section II – Information Required from Applicants

APPLICATION FORM AND CONTENT

Submission of an Application in response to this RFA certifies that you are willing and able to enter into a Grant containing the provisions included in this RFA. Applicants are responsible for reading all the terms and conditions contained in this RFA and for following the instructions given. Applications that do not contain all of the information requested may be rejected as non-responsive.

It is expected that all qualified institutions/organizations responding are thoroughly conversant with, and will perform work in conformance with, all applicable federal and state regulatory requirements.

Submission Format

1. The Application should be formatted for 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.
2. The Application must be signed by an authorized official. The Application must also provide the name, title, address, phone number and email address for individuals with authority to negotiate and contractually bind the Applicant. If not the same as the above, please provide the name and contact information for the appropriate person to be contacted for clarification of the information provided.

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

Required Application Content

1. You must complete the **Applicant Tax Laws and Non-discrimination Certification** sheet. It must be signed by an authorized official.
2. The Application must also include the following:
 - A. **Required Application Information (Form 1)**. Complete and specific answers to the Grant application questions set forth in Section IV of this document.
 - B. **Organization Commitment Form (Form 2)**. This form must be completed and signed by an authorized signatory for the organization.

Section III – Evaluation Criteria

Evaluation Criteria

Applications must be complete, responsive, and appropriate according to the guidelines established in this RFA. Applications that do not specifically address the scope of work or do not provide the information requested in the section titled “Required Application Information” may be rejected without further review or evaluation.

1. Review for Responsiveness

Upon receipt of all Applications, the Issuing Office or designee will determine the responsiveness of all Applications before submitting them to the evaluation committee. If an Application is incomplete or unresponsive, it may 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 grounds for disqualifying an Application. The Applicant’s contact person will be notified, identifying the reason(s) the Application is non-responsive. One copy of the Application will be archived.

2. Criteria

Applications will be evaluated based on the following criteria:

PROJECT PLAN INFORMATION	30%
<ul style="list-style-type: none"> - Evidence of current support for science professional development and how long the practices have been in place. - Evidence that the applicant will use the Grant to strengthen the effectiveness of science teaching within their district or organization. -The major activities to be undertaken during the period of the Grant that will support the EDOSC program, and are clearly described, including a schedule with specific beginning and ending times for each activity and its primary goal. 	
DISTRICT IMPACT AND SUSTAINED DEVELOPMENT	30%
<ul style="list-style-type: none"> - Number of teachers to be trained relative to Grant dollars requested. - Number of students that will benefit relative to Grant dollars requested. - Evidence that teachers who participate in this science professional development will engage in additional professional development after the Grant period. 	
COMMITMENT OF APPLICANT	20%
<ul style="list-style-type: none"> - Amount of Applicant’s funds to be used in support of program relative to Grant funds requested. - Plans for additional investments in Engineering Design after Grant period. 	
PROJECT AND QUALITY MANAGEMENT	20%
<ul style="list-style-type: none"> - Evidence that progress vs. milestones will be closely monitored. - Evidence that the quality of training and support will be closely monitored 	

3. References Review

Acceptance of an Application may be contingent on a review of references. Information provided by references, including references separately identified by the OUS, may prevail in final selection regardless of preliminary scoring results.

4. Evaluation Committee

Applications will be evaluated by a committee consisting of members selected by OUS.

Reminder to include the following with your Application

- Form 1— Grant Application (Form 1, Section IV)
- Form 2— Organization Commitment Form (Form 2)
- Applicant Tax Laws and Non-Discrimination Certification

**Section IV – Required Application Information
Form 1 – GRANT APPLICATION RFA #2012-04**

OUS RFA #:	
Oregon Public School District or Legal Entity operating school(s):	
Address:	
County:	
School District Administrator (name and title):	
Application Date:	
Amount Requested³:	

Project Contact:	
Title:	
Address:	
Phone:	
Email address:	

Accounting Contact:	
Title:	
Address:	
Phone:	
Email address:	

³ From Project Budget, Grant Total

Schools that will deploy EDOSC Program						
School Name *	School enrollment	Free / reduced Lunch % at school	Number of teachers to be trained	Expected start date of science classes with Engineering Design content	Indicate the number of semester-long class sections/periods ⁴ that will use Engineering Design in the 2013-2014 school year	Number of students expected to benefit in 2013-2014 school year

Most recently reported race/ethnicity data for school (percentages)						
School Name*	White	African American / Black	Hispanic / Latino	Asian / Pacific Islander	American Indian / Alaskan Native	Multi-Racial / Multi-Ethnic

Those that will attend EDOSC training in June 2013 and then serve as EDOSC Trainers in the applicant's schools		
Name ⁵	Title & endorsement	Email address

* If more than five schools will participate, add rows to these tables.

⁴ For example if you have 10 middle school teachers who will be trained and who teach an average of 5 science classes per semester and you plan on them incorporating Engineering Design throughout all of their classes during the spring semester of 2014 you would fill in 50 plus a similar calculation for high school teachers. For elementary schools forecast the number of teachers who will be trained and then use what they learn in their classrooms during the 2013-2014 school year.

⁵ Please attach a biography or resume for each staff member or contractor. Do not include home address.

Table 1 PROJECT BUDGET Template (An Excel file that should help you prepare your budget is available at www.oregonetic.org/grant-info)

Project Budget			
Budget Category	Funds from proposed Grant	District Funds	Total Cost
1. Training the Trainers			
Staff Salaries & benefits and/or contracted labor for those who will be trained ⁶			
Substitute Costs ⁷			
Travel			
Other (specify)			
Subtotals			

⁶ The cost of trainers should only be budgeted if those attending the training will be doing so outside their normal work hours or if you plan to hire staff or contractors specifically for the purpose of conducting the workshops.

⁷ The cost of substitutes should only be budgeted to the extent that the Trainers are classroom teachers who will not be able to teach their class because they are being trained. In this case, the salaries and benefits of these teachers should not be included in the row above. In the other words, the budget should not include both salaries and substitutes for the same people.

Budget Category	Funds from requested Grant	District funds	Total Cost
2. Training and supporting of teachers			
Staff Salaries & benefits and/or contracted labor ⁸			
Substitute Costs ⁹			
In-area travel			
Lesson materials			
Other (specify)			
Subtotals			

Budget Category	Funds from requested Grant	District funds	Total Cost
3. Deploying in the classrooms			
Lesson Materials			
Other (specify)			
Subtotals			

4. Indirect Costs @ _____% ¹⁰			
Grand Total			

⁸ The cost of trainers should only be budgeted if those doing the training will working outside their normal work hours or if you plan to hire staff or contractors specifically for the purpose of conducting the workshops. The cost of teachers attending workshops should only be budgeted if the workshops are to be scheduled outside normal work hours.

⁹ The cost of substitutes should only be budgeted in two cases (1) Trainers are classroom teachers who will not be able to teach their classrooms because they are facilitating workshops. (2) Teachers will not be able to teach their classes because they are attending workshops. In such cases, the salaries and benefits of these teachers should not be included in the row above. In the other words, the budget should not include both salaries and substitutes for the same people.

¹⁰ The fiscal agent may use no more than 5% of the requested funds for indirect costs.

Table 2 Project Plan

PROJECT PLAN INFORMATION
Please give a brief description of how EDOSC Program will be deployed in your district. Include the extent to which you plan to involve elementary-, middle- and high-school teachers.
Does your district have an active professional training program? If so please describe, including the extent that it includes the Science Inquiry process. Likewise, indicate whether you have already begun training your teachers on the Engineering Design process and if so describe this training program.
What processes and activities will you use after the workshops are completed to provide support to the teachers and monitor their success?
Please indicate any plans you have for continuing training teachers in the use of Engineering Design, and supporting its use in the classroom after the Grant period.

Please describe how you will monitor progress vs. schedule during the Grant period.

Please describe how you will monitor and assure the quality of training of teachers as well as the follow-up support of these teachers.

Table 3 Schedule

Describe the major activities to be undertaken during the period of the Grant that will support science professional development in Engineering Design. Provide specific beginning and ending dates for each activity and its primary goal. Add additional rows as needed.

Activity	Begin Date	End Date
1. Training the Trainers		
2. Training and supporting the teachers		
3. Deploying in the classroom		

I certify that the above information is correct and that I am authorized by the school district or non-profit corporation to submit this Grant application.	Signature: Name (print):	Title: Date:
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Form 2- Organization Commitment Form

RFA #2012-04 Engineering Design in Oregon Science Classrooms

Legal Name of Organization: _____

Our organization will commit to implement the project as described in this application if it is accepted and funded.

Comments:

Signature of authorized official

Date

Print Name: _____

Title: _____ Phone: _____

Email Address: _____

Mailing Address:

Applicant
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION
RFA #2012-04 Engineering Design in Oregon Science Classrooms

I, the undersigned, have read all of the terms and conditions of this Request for Applications, and I understand that if awarded a grant, I and the entity herein shall be bound by its terms and conditions and representations made in this response. I certify the organization 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 N/A

Certificate of Compliance with Tax Laws

I, the undersigned,
(Check one)

- hereby certify under penalty of perjury as provided in ORS 305.385(6), that, I am not in violation of any of the tax laws described in ORS 305.380(4).
- hereby certify that I am authorized to act on behalf of the Applicant, and affirm, under penalty of perjury as provided in ORS 305.385(6), that, to the best of my knowledge, the Applicant is not in violation of any of the tax laws described in ORS 305.380(4).

For purposes of this certification, "tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Entity Designation (check one):

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Governmental/School District |
| <input type="checkbox"/> Limited Partners | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Limited Liability Company | |

Tax Identification Number (Federal TIN): _____

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

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

e-mail: _____ Fax: _____

Exhibit A- Model ETIC Grant Agreement

OREGON UNIVERSITY SYSTEM
ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL PARTNERSHIP GRANT
#G-2013-

This Grant ("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 ("OUS"), and ("Grantee").

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

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

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

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

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

ARTICLE I Grant Parameters

- A. **Performance.** Grantee agrees to perform in accordance with the requirements as set out in ETIC RFA #2012-04, and the project as described in Grantee's application (attached as Exhibit A and incorporated by this reference).
- B. **Award.** Grantee's award shall total . Half of this award will be disbursed by , and the second half of the award will be disbursed by . The second half of the award is subject to the Oregon State Board of Higher Education's approval of the ETIC fiscal year 2013-15 allocation. The award shall be for approved costs related to activities shown in Exhibit A.
1. Should the State Board of Higher Education decide to reduce or eliminate the ETIC Pre-college allocation, Grantee's second half of the award will be reduced or eliminated at the discretion of OUS.
 2. The second half of the Grant award is contingent on Grantee's timely submission and completion of the report for the quarter ending September 30, 2013.
- C. **Grant Period.** This Grant becomes effective upon execution by both parties. All projects must be completed by . This Grant shall expire on .
- D. **Reports.** Grantee shall submit a quarterly report due fifteen (15) days after the end of each calendar quarter. Grantee shall submit a final report by the earlier of 30 days after project completion or by July 31, 2014. These reports must use the templates provided at www.oregonetic.org/grant-info and shall be emailed to: ETIC-Reports@OUS.edu.

- E. **Grantee's Coordinator.** Grantee's Coordinator is . Any changes in the project coordinator must be approved, in writing, by OUS.
- F. **Accounting and Funds Usage.** Grantee agrees to the following:
1. Grantee shall expend funds to complete project objectives and activities only as specified in Exhibit A. Funds for items not specified in the plan must be approved by OUS in writing prior to costs being incurred.
 2. Grantee shall maintain accounting and programmatic records of the project in accordance with generally accepted accounting principles.
 3. In order to facilitate monitoring of expenditures of projects receiving ETIC funds, Grantee shall submit an expense summary on a quarterly basis giving cumulative expenses incurred on the project. Expense summaries shall be included with the quarterly reports and the final reports described in section 1.4 using the template provided.
 4. Upon completion of the project or expiration of this Grant, Grantee shall return to OUS any unspent funds.
- G. **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. Statements, press releases, and other documents shall indicate that funds came from the ETIC Program.
- H. **Responsibility for Disallowed Costs.** Grantee shall be responsible to OUS and shall repay any funds that are disallowed, if the disallowance is due to actions or failures to act by Grantee. Disallowed costs are any costs not approved in this Grant or in Grantee's application.

ARTICLE II General Grant Provisions

- A. **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.
- B. **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.
- C. **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.

- D. **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.
- E. **Termination.** This Grant may be terminated by mutual consent of both parties or by OUS upon thirty (30) days notice. Termination must be in writing and delivered in person or by certified mail. Termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- F. **Default.** OUS, by written notice of default delivered to Grantee may terminate the whole or any part of this Grant:
1. If Grantee fails to provide services called for by this Grant within the time specified herein or any extension thereof; **or**
 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.
 3. 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.
- G. **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 \$2,000,000 per occurrence and auto liability insurance with a minimum limit of \$2,000,000 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.
- H. **Worker's Compensation.** Grantee and all employers providing work, labor **or** materials under this Grant are subject 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.
- I. Out-of-state employers must provide Oregon Workers' Compensation coverage for their workers who work in Oregon.
- J. **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.

K. **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.

1. 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.

L. **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.

M. **Notice.** Except where expressly stated otherwise in this Grant, all communications or notices between the parties hereto shall be given in writing by personal delivery, email, or mailing at the addresses set forth in this Table 1. Any communication or notice so addressed and mailed shall be deemed given five (5) days after mailing. Any communication or notice by personal delivery shall be deemed effective upon actual delivery.

Table 1. Notice Contact	OUS Notice Contact
	Ken Cone OUS Industry Affairs P.O. Box 751 Portland OR, 97207-0751 503-725-2918 Ken_Cone@ous.edu

N. **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.

O. **Sexual Harassment Policy.** Grantee understands that OUS has adopted policies applicable to Grantee that prohibit sexual harassment and accepts that Grantee’s company/institution and its employees are required to adhere to the OUS policy prohibiting sexual harassment in their interactions with members of the OUS community.

P. **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: _____

SAMPLE