

TECHNOLOGY IMPLEMENTATION/UPGRADES FOR COMPREHENSIVE SCHOOLS REQUEST FOR PROPOSAL

Agency Issuing Request for Proposal

The Oklahoma Department of Career and Technology Education requests proposals for funding to implement and/or upgrade instructional and training technology. The funds made available through this proposal are intended for the following purposes:

- Develop or purchase innovative projects, hardware and software.
- Develop or purchase curriculum materials to support effective instruction and improve student performance.
- Obtain necessary training in the use and application of computers and advanced electronic instructional technology to implement interactive learning environments in the classroom.
- Improve broadband access.
- Update obsolete equipment, software and hardware.

Eligible Applicants

Approved *CareerTech* programs in comprehensive schools are eligible.
Only one program area per school site may receive funding.

Funding Available

Approximate amount: \$1.7 million
Maximum award: Up to \$25,000 per proposal

Grant Period

July 1, 2014, through June 30, 2015

Electronic Application Deadline

Proposals must be received no later than **April 1, 2014**.

Send proposals to cslotterygrants@careertech.ok.gov

Reimbursement Deadline

Must submit paperwork for reimbursement no later than December 15, 2014

Contact Person

Blake McCrabb
Oklahoma Department of Career and Technology Education
blake.mccrabb@careertech.ok.gov

Specific program questions may be directed to the following people:

- Jack Staats, Agricultural Education (405) 743-5495
- Terri Hollarn, Family & Consumer Sciences (405) 743-5465
- Jeff Huffman, Trade & Industrial Education (405) 743-5145
- Saeed Sarani, Science, Technology, Engineering and Mathematics (405) 743-5478
- Carrie DeMuth, Business, Marketing & IT Education (405) 743-5121
- Lara Skaggs, Health Careers (405) 743-5106

GUIDELINES: REQUEST FOR PROPOSAL

Special Note

Any and all technology equipment purchased with these funds become the sole property of the local school district and is placed on the local school district inventory.

Technology Defined

For the purpose of this grant request, technology refers to any use of innovative processes, equipment and software that will enhance advanced instructional techniques or an advanced interactive learning environment to provide for the needs of the students and clients of the district, including business and industry.

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I. Review Procedure

Each qualified proposal will be reviewed by a review committee. Notification to schools of awards of technology funds will be made no later than June 21, 2014. **Purchases must be made and invoiced after July 1, 2014.**

II. Selection Specifications

- A. Describe the technology project and rationale and how it will increase student and program performance.
- B. Describe how this project will affect student learning/performance and support career development, career readiness, academic enhancement, work and family studies, end-of-course assessments and/or industry credentials.
- C. Describe how this initiative will be sustained after the one-time award.
- D. Describe how this project will enhance program objectives and infuse innovation.
- E. List how this project will increase and/or diversify enrollment.
- F. Provide a budget narrative and detail in the template provided.
- G. Submissions should be grammatically correct and properly punctuated and formatted.

Innovative collaboration between CareerTech education programs receive up to five additional points.

III. Proposal Submission

All proposals shall be or have the following:

- Electronically submitted to cslotterygrants@careertech.ok.gov
- Times New Roman, 12-point.
- Double-spaced.
- In MS Office (Word and Excel).
- 1-inch margins.
- Maximum of six pages including budget.
- A letter of commitment and support from the superintendent or designee.
- Received no later than April 1, 2014.

IV. Budget Template

The budget page must be submitted using the attached Excel spreadsheet.

To complete the Excel spreadsheet simply fill in the following sections:

1. School name.

2. Description of each item, unit cost and cost per item.

- Recurring costs will not be permitted (e.g., AT&T monthly charges for iPads, service contracts, warranties, etc.).
- Reimbursement for installation and shipping costs will be reimbursed up to 5 percent of the award amount. Total award cannot exceed \$25,000.
- If you require additional rows, simply insert more rows as needed.