

## TECHNOLOGY IMPLEMENTATION/UPGRADES FOR TECHNOLOGY CENTERS 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:

- Innovative hardware and software.
- Curriculum materials in support of improving instructional technology.
- Machinery and equipment for new technologies (for example, aerospace and defense, energy, agriculture and biosciences, information and financial services, transportation and distribution, health care, etc.).
- Instructor training.

### Eligible Applicants

Oklahoma Technology Centers

### Funding Available

Approximate amount:       \$1.6 million  
Maximum award:            **Up to \$150,000 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 [tslotterygrants@careertech.ok.gov](mailto:tslotterygrants@careertech.ok.gov)

## Reimbursement Deadline

April 30, 2015

## Contact Person

Blake McCrabb  
Oklahoma Department of Career and Technology Education  
[blake.mccrabb@careertech.ok.gov](mailto:blake.mccrabb@careertech.ok.gov)  
405.880.0059

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## 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.

### I. Review Procedure

Each qualified proposal will be reviewed by a proposal review committee. Notification to schools of awards of technology funds will be made by June 21, 2014. **Purchases must be made and invoiced between July 1, 2014 and April 30, 2015.**

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STILLWATER, OK 74074-4364  
405.880.0059 – (Fax) 405.743.6809  
[blake.mccrabb@careertech.ok.gov](mailto:blake.mccrabb@careertech.ok.gov)

## II. Selection Specifications

- A. Describe in general the technology project and rationale.
- B. Describe how this project affects student learning and leads to economic development.
- C. Describe how this project enhances innovation and increases training and certification for the five wealth generating ecosystems and health.
- D. Describe how this project increases relevant industry credentials through the implementation/enhancement of career clusters, pathways and career majors.
- E. List projected additional enrollments and/or clients served by these funds.
- F. Provide a budget narrative and detail.
- G. Submissions should be grammatically correct and properly punctuated and formatted.

## III. Proposal Submission

All proposals shall be or have the following:

- Electronically submitted to [tcslotterygrants@careertech.ok.gov](mailto:tcslotterygrants@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.
- Be received no later than April 1, 2014.

## IV. Budget Template

The budget 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.).
- Please include shipping costs.
- If you require additional rows, simply insert more rows as needed.

**NOTE:** Please associate big purchase items with any related sub-components as best you can. This will help us match your purchases with the approved budget and result in timelier

processing of invoices. If you have additional questions about associating items, please contact Diane Durham, 405.743.5577.

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