* FUNDING OPPORTUNITY * Request for Proposals: Programs to Enhance STEM/STEAM Education for Northeast Oklahoma City Priority Service Area

RFP Date of Release: July 22, 2024

by

OKC Innovation District, Inc. ("OKCID"), STEM Education and Workforce Development ("SEWD") Committee

Rolling RFP

Responses will be accepted beginning immediately after release of the RFP.

Responders are encouraged to submit responses as soon as possible. OKCID/SEWD will accept responses on a rolling basis and select proposals until the 1st round of funding is exhausted with a priority on proposals submitted by July 31st.

> Submit via email to <u>monique.walker@okcinnovation.com</u> CC: <u>paige.cudjoe@okcinnovation.com</u>

> > Contact Persons for Questions Concerning this RFP: Monique Walker 405-570-6341 or Paige Cudjoe: <u>paige.cudjoe@okcinnovation.com</u>

I. PURPOSE OF RFP

The STEM Education and Workforce Development Committee of the Oklahoma City Innovation District seeks proposals from (1) public education institutions or (2) individuals or entities providing services to or for the benefit of public education institutions and/or students of public education institutions for programs to enhance education and educational opportunities in science, technology, engineering, and mathematics ("STEM") as well as the arts ("STEAM") with a focus on a targeted area of Northeast Oklahoma City.

II. BACKGROUND

The STEM Education and Workforce Development Committee ("SEWDC" or "the Committee") was established by The City of Oklahoma City as part of the Oklahoma Regional Innovation District Project Plan. Its primary purpose is to enhance learning and educational opportunities in science, technology, engineering, and mathematics to increase the number of students, specifically from areas neighboring the Innovation District. Additionally, the SEWD Committee seeks opportunities for the advancement of community members to become STEM professionals by acquiring the skills necessary to take advantage of the employment opportunities stimulated by the Innovation District. The priority area for the SEWDC's activities is Northeast Oklahoma City, from the Innovation District Project Area (also known as the Oklahoma Health Center) to the adjacent neighborhoods and continuing northward between I-235 and I-35. This is known as the "Priority Area" (see exhibit A).

As an initial phase of its activities, the SEWDC seeks to enhance and improve access to STEM/STEAM opportunities already available in the general Metro area for students, teachers, schools, and public institutions in the Priority Area. Qualified services, activities, and programs include, but are not limited to: (1) providing enrollment at lowor no-cost to students or public educators from the Priority Area in existing programs, (2) expanding size or scope of programs to reach more students, teachers, and residents of the Priority Area, and (3) reducing barriers, such as a lack of transportation, to participation by students, educators, and residents of the Priority Area or locating programs in or near the Priority Area to improve access.

Over the past two years, the SEWD Committee has awarded close to \$495,000 to 12 education specific programs run by 7 different entities in their efforts to grow STEM education in the Priority Area. These programs served have shown significant and positive results in growth in math scores, participation in STEAM professional development from teachers, and a general interest in STEAM education and careers by students.

III. PROGRAMS AND SERVICES DESIRED

The programs and services must have demonstrated success, supported by data, of educational programs and/or training that apply evidenced-based, high-impact practices specific to enhancing conceptual understandings of science, technology, engineering, and mathematics (STEM).

The specific programs and/or training must:

- Be designed to develop problem-solving skills, increase self-efficacy, and improve learning outcomes for students.
- Incorporate tools to assess, measure, understand, and demonstrate student learning outcomes, retention, completion, and preparedness for STEM careers.
- Demonstrate sustainable and scalable methods of impacting and serving the maximum number of students long -term.
- Serve public school students, teachers, administrators, or support public institutions. Preference will be given to programs most directly related to public institutions, including those located on-site at public institutions.

Service providers must have data-supported understanding and expertise of programs in disadvantaged and underserved communities. Programs should be designed to reduce inequities related to access, including cost, technology, location, transportation, and scheduling.

III. RFP SUBMITTAL REQUIREMENTS

When submitting a proposal, open with an executive summary of any past projects that demonstrate the ability to successfully perform this work. In this summary, specifically address the following:

- Experience you have working in the Priority Area and/or with diverse and underserved communities.
- Experience in the providing of education, workforce training, employment

opportunities, in STEM or innovation fields.

- Provide an anticipated staffing plan for this engagement, including biographical sketches of staff who will be engaged, their proposed role, and the amount of time (as a %) they would devote to this activity.
- Proof of contact and schedule planning with principals of schools the program will be hosted in (if applicable to program).
- Plans to utilize a subcontractor to perform any of this work must be disclosed in your written Response.
- Three customer references for relevant prior work, including name, title, phone, email, and a description of the work performed.

Following the executive summary, the listed points below must be included in your response to give a clear and thorough description of the program and its details.

1. **Statement of Professional Credentials and Qualifications Related to Services Provided.** List all relevant professional services you feel you or your institution are qualified to perform. If you or your institution has particular expertise, please give details.

2. **Cost Proposal.** Please provide a cost summary using either total cost to provide the program, or a unit cost, such as a cost per participant (*e.g.*, cost per student enrolled in program or per teacher receiving training). For this round of funding, projects with a total budget less than \$50,000 will be given priority.

3. **Guidelines.** When preparing your response to this RFP, please adhere to the following requirements and guidelines:

a. Your proposal should consist of the following sections, in the order listed below:

- i. Cover Letter
- ii. Table of Contents
- iii. Executive Summary
- iv. Approach and Methodology to Address Items Detailed In Scope of

Work

- v. Proposed Project Timeline and Activities to Meet Goals
- vi. Cost/Pricing Proposal

- vii. Biographical Sketches of Key Personnel
- viii. Organizational Background & Qualifications
- ix. References

x. Certificate of Insurance showing legally required and commercially reasonable limits of general liability, automobile, workers compensation, and other appropriate coverage.

xi. IRS Form W-9

- b. The proposal should be formatted as follows:
- i. paper size 8.5 x 11 inches
- ii. minimum font size: 11 point (except for footnotes, headers, or footers)

iii. Ready for printing: all electronic files submitted must be preformatted for printing.

iv. Software: all electronic files submitted should be created (or fully compatible with any of the following software suites or packages: Microsoft Office, Adobe PDF.

c. Responder must submit one (1) digital copy of the proposal responding to this RFP.

III. REVIEW OF SUBMISSIONS; TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness, then reviewed and evaluated based upon, but not limited to, the following criteria:

- 1. Review of consultant and/or team qualifications and their demonstrated expertise and ability to successfully perform the requested work.
- 2. Prior experience.
- 3. Professionalism, reputation, and integrity.
- 4. Competitiveness and cost-effectiveness of proposed costs.
- 5. Ability to provide insurance coverage requested.
- 6. Final phase of the review process may include a request for an oral presentation to the STEM Education and Workforce Development Committee

RFP Release	Not later than July 22, 2024
RFP responses	Rolling – with preference as received
Staff authority review period	Generally, within 10 days of receipt of proposal.

Note: Estimated time frames are subject to change.

GENERAL

Submission of your proposal assumes the acceptance of the following understandings:

1. SEWDC/OKCID reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any time it chooses, in its sole discretion, if SEWDC/OKCID determines that it is in the interest of SEWDC/OKCID.

2. SEWDC/OKCID further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications, and price standpoint. SEWDC/OKCID reserves the right not to accept the lowest priced proposal.

3. Proposals must be signed by an authorized officer of the Contractor/Respondent. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind Contractor, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.

4. SEWDC/OKCID will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
5. SEWDC/OKCID's selection of a Contractor(s) through this RFP is not an offer and SEWDC/OKCID reserves the right to continue negotiations with the selected Contractor(s) until the parties reach a mutual agreement.

6. Contractor will execute a Professional Service Agreement (PSA) on mutually acceptable terms. If the Contractor does not agree with any of the specific terms proposed by SEWDC/OKCID, SEWDC/OKCID may select another Contractor/Respondent.

END OF RFP NARRATIVE

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