Regional Grant

Request for Proposal

Fall 2019 Application Process
for the
2020-21 Regional Grant Program
1. Request for Proposal (RFP)

The Robotics Education & Competition (REC) Foundation, is currently accepting proposals to develop, design, and launch VEX IQ Challenge (focused on elementary and middle school aged students) and VEX Robotics Competition (focused on middle and high school aged students) programs within regions. Single school districts, a combination of school districts, or a combination of school districts and community agencies may constitute a region for purposes of this grant.

The purpose of this RFP is to solicit proposals from various regions, conduct a fair and extensive evaluation based on the criteria listed herein, and select the regions that can best develop, design, launch and sustain a robotics program within their region. The grant program assists recipients in reaching this goal by providing training, initial equipment and operational support.

The REC Foundation intends to award regional grants to qualified applicants starting in Spring 2020 for teams to compete during the 2020-21 season. Please reference the guidelines below for more information regarding submission deadlines.

2. Summary and Background

The REC Foundation exists to bring the excitement of competitive robotics to students all over the globe. To advance its mission, the organization presents annual VEX Competitions, which engage elementary school through college students in hands-on robotics and STEM experiences across the United States and around the world. Today, these competitions reach over 26,000 teams in 66 countries.

3. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals are accepted between September 1 and December 1, 2019. Interested parties are encouraged to submit their proposal as quickly as possible for inclusion in the review process. All proposals must be signed by the District Superintendent and Chief Business Officer (or equivalents).

Contract terms and conditions for specific grants are negotiated after the review process is completed and successful applicants are identified. All contractual terms and conditions are subject to review by the REC Foundation and includes scope, budget, schedule, and other necessary items pertaining to the project.

4. Grant Requirements

The grantee is responsible for planning and executing a thorough implementation plan with the assistance of REC Foundation Staff. If awarded a REC Foundation Regional Grant, the region will:

   A. Assign a Program Manager to oversee and ensure the successful implementation and integration of the robotics program in the region.
B. Designate a minimum of 18 sites (coaches) trained per training session:
   i. For VEX IQ Challenge (VIQ), the requirement is two (2) kits per site.
   ii. For VEX Robotics Competition (VRC), the requirement is one (1) kit per site.
   iii. A combination of the above is acceptable, but only one training session is awarded for every 18 sites. For example, if 10 VEX IQ sites and 8 VRC sites are designated in a region, the region must determine which training the Regional Grant will provide.
   iv. Interested applicants with less than 18 sites are still applicable to receive a Regional Grant but no training is guaranteed. An applicant with less than 18 sites is encouraged to seek partnerships within the region to increase the number of sites prior to submission.

C. Reserve and pay, if necessary, for the training location.

D. Order and pay for all training participants to receive an in-class working lunch for the two (2) full training days.

E. Pay for half of the kits (refer to Section 5 for Kit costs). The REC Foundation matches those kits one-for-one:
   i. For VIQ the minimum number of kits is two for every site, or 36. 18 kits purchased by the region and 18 kits granted by the REC Foundation.
   ii. For VRC the minimum number of kits is one for every site, or 18. Nine (9) kits purchased by the region and nine (9) kits granted by the REC Foundation.
   iii. Note: Robot kits, and the associated robotics tournament equipment, must remain accounted for and maintained in a secure, clean location for a minimum of two (2) years. Failure to do so may result in granted kits being returned to the REC Foundation.

F. Purchase all robot kits through RobotEvents.com.

G. Pay team registration fees on all kits for a minimum of two (2) years, starting in the year of training.

H. Pay all applicable shipping costs. Note: Free shipping is available on all kits if the region receives all items at a central location.

I. Host at least one (1) tournament each year for all teams from the individual sites.

J. Identify at least one (1) site to host the tournament(s).

K. Designate “Event Partners” to host competition events in support of the teams started with this grant.

L. Guarantee that teams from the individual sites will participate in at least one (1) local tournament.
M. Determine how each site will start and run their team(s). Typically, programs are either run:
   a. Within a school curriculum during school hours.
   b. As a club before or after school hours.
N. Demonstrate capability for long-term sustainability of their programs beyond the duration of the grant.
O. Work with the REC Foundation, or its designee, to support the collection of statistical and self-efficacy data related to the success of the project.

5. **Grant Allotment**

All equipment provided through the grant is disbursed after contract terms and conditions are established through a proper Memorandum of Understanding (MOU).

Upon completion of the MOU, the REC Foundation will:

A. Match one (1) VIQ Grant Kit for every one (1) VIQ Grant Kit purchased by the region at a value of $575.00. The VIQ Grant Kit consists of:
   a. One (1) VEX IQ Super Kit
   b. One (1) VEX IQ Competition Add-on

B. Match one (1) VIQ Full Field Kit & Materials for every three (3) VIQ Full Field Kit & Materials purchased by the region at a value of $450.00. The VIQ Full Field Kit & Materials consists of:
   a. One (1) VEX IQ Challenge Full Field Perimeter and Tiles
   b. One (1) VEX IQ Full-Field and Game Element Kit

**Note:** Free shipping is not included on the VIQ Competition Full Field Kit & Materials.

C. Match one (1) VRC Grant Kit for every one (1) VRC Grant Kit purchased by the region at a value of $1,400.00. The VRC Grant Kit consists of:
   a. One (1) V5 Competition Starter Kit
   b. Four (4) V5 Smart Motors
   c. One (1) V5 Smart Cable Starter Pack

D. Match one (1) VRC Full Field Kit & Materials for every three (3) VRC Full Field Kit & Materials purchased by the region at a value of $2,400.00. The VRC Full Field Kit & Materials consists of:
   a. One (1) Competition Field Perimeter Kit
   b. One (1) Competition Field Tile Kits
   c. One (1) VEXnet Field Controller Kits
   d. One (1) VRC Full-Field and Game Element Kit

**Note:** Free shipping is not included on the VRC Competition Full Field Kit & Materials.
E. Provide Professional Development (valued at $12,000) consisting of:
   a. Two and a half (2.5) days project based learning for participants.
   b. One (1) REC Foundation subject matter expert as lead.
   c. A REC Foundation Regional Support Manager who will:
      i. Host a virtual refresher (webinar) session six (6) weeks following on-site professional development.
      ii. Give on-site support for first grant required tournament.
      iii. Provide traditional support to district.

6. **RFP and Project Timeline**

   **RFP Timeline:** Proposals in response to this RFP are accepted on a rolling basis. Applicants that wish to be considered for a summer 2020 award, should submit proposals no later than December 1, 2019. Note that applications are considered as they are submitted and the number of grants awarded is dependent on available funding.

   Please include contact information in the proposal for the person(s) that are responsible for working with the REC Foundation in developing an acceptable MOU if the grant is approved.

   **Project Timeline:** The RFP must submit a timeline for the development and full implementation of the robotics program supported by this grant. Please use a simple table, like the one below.

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<tr>
<th>Task Description</th>
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   **Note:** Project specifics may be modified and updated during the initial planning and MOU development period.

7. **Budget**

   All proposals must include proposed costs to complete the tasks described in the project scope. Please include a table for the projected budget in the proposal. It is important to list direct costs to the REC Foundation, outlined in Section 5, in addition to in-kind and matching support committed to execute the entirety of the grant. Do not forget to include a total cost of the project for the REC Foundation and for the applicant.
8. **Regional Demographics**

Regions must provide the following as part of their proposal for consideration:

A. Total number of sites:
   a. Elementary Schools
   b. Middle Schools
   c. High Schools
B. Community organizations
C. Total number of Title I schools
D. Total number of students within region
E. Socio Economic status of participating schools
F. Project Management methodology

9. **Sections of the Proposal**

The proposal must include, at a minimum, the following sections:

A. Project Summary
B. Background information related to applicant (including Regional Demographics)
C. Purpose and description of project
D. Scope of project (including Budget information)
E. Documents supporting the sustainability of the robotics program

10. **Proposal Evaluation Criteria**

REC Foundation evaluates all proposals based on the requested criteria. Each Region must submit their proposal through [RobotEvents.com](http://RobotEvents.com). Use the following guide to submit.

1. Login to your [RobotEvents.com](http://RobotEvents.com) account.
2. Go to [RobotEvents.com/regional-grants](http://RobotEvents.com/regional-grants).
3. Click the upper right blue “+ Register Organization” button.
4. Complete form to register organization. Click “Save”.

5. Select “Apply”. Note: Program will be 2020-21 Grant with corresponding game.
6. Select “Apply without teams” and click “Choose File” to attach your proposal. Click “Save”.

7. The application process is completed, and your application is being reviewed. Expect to be contacted by a REC Foundation Regional Grant program representative within 15 days.