iTEC Spring Break Camp Instruction: Request for Proposal

Purpose:
The purpose of this Request for Proposal (RFP) is to seek organizations that are interested in providing high quality instruction for iTEC’s Spring Break. Instructors are the primary teachers for each camp. Each Instructor is responsible for teaching, coordinating, carrying out provided activities and guiding campers in their science, engineering, mathematics, and communication skills. iTEC will provide: training, camp curriculum/materials and shirts for all instructors. Camp topics include but are not limited to: Robotics, Programming, Chemistry and Engineering week.

The intent of this RFP is to award a contract to the organization(s) who present a detailed proposal conforming to this RFP. iTEC reserves the right to award the contract resulting from this RFP to one or more of the respondents, as required and appropriate to meet the needs of the program.

Scope of Service
The Interactive Technology Experience Center, iTEC, was established in 2007 to introduce visitors to the many different fields of S.T.E.A.M. (Science, Technology, Engineering, Arts and Math). Since then, iTEC has grown into a year-round Kinder - 12th grade S.T.E.A.M education program.

iTEC seeks to be an inspiration for young people by creating an environment where they can understand how engineering, science, math, arts and technology shape our lives and the future of the world. iTEC’s mission is to motivate young people to pursue STEM related careers by demonstrating advanced technologies and engaging them in interactive activities that build technical skills and foster critical thinking, self-confidence, communication, and leadership. Every year, iTEC runs several Science, Technology, Engineering, Arts and Math education programs: Fall camp, Spring Break camp, Summer camp and Saturday classes.

Proposal:
• Spring Break schedules will be submitted as: 5 one-day camps.
• Camp hours are from 7:30 am – 5:45 pm.
• Organizations will need to have a minimum of 4 instructors per awarded program.
• Organizations will receive 20% of the total revenue for each awarded program.

Spring Break Camp Program:

<table>
<thead>
<tr>
<th>Location</th>
<th>Grade Level</th>
<th>Topic</th>
<th>Program Dates</th>
<th>Maximum award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1604 campus</td>
<td>Kinder – 2nd</td>
<td>General S.T.E.A.M.</td>
<td>3.12.18 – 3.16.18</td>
<td>$1600.00</td>
</tr>
<tr>
<td>1604 campus</td>
<td>3rd – 5th</td>
<td>General S.T.E.A.M.</td>
<td>3.12.18 – 3.16.18</td>
<td>$1600.00</td>
</tr>
<tr>
<td>1604 campus</td>
<td>6th – 8th</td>
<td>Programming</td>
<td>3.12.18 – 3.16.18</td>
<td>$1100.00</td>
</tr>
<tr>
<td>Downtown</td>
<td>Kinder – 5th</td>
<td>General S.T.E.A.M.</td>
<td>3.12.18 – 3.16.18</td>
<td>$1900.00</td>
</tr>
</tbody>
</table>

*Award is based on 20% of the total camp revenue received. Award amount that is listed above is based on full camp capacity – this is listed to provide a rough estimate on what to expect for each awarded program.
If your student organization is interested in submitting a ‘iTEC Camp Instruction Proposal’, please be sure to address the following components in your proposal:

1. Desired Program(s):
   a. Student Organizations can submit proposals for one, several or all the programs listed in the table above
2. Student Organization History and Background
3. Experience and Leadership
4. Commitment
5. Staffing:
   a. Student Organization shall provide adult instructional staff for each awarded program. All members of the instructional staff must have the following:
      i. An approved UTSA Criminal Background Check form A
      ii. A valid RG0101 – Child Protection Training certificate
         • This is due 2 weeks before the camp is to begin.
      iii. Attend a 1-day training session with iTEC
   b. An appropriate ratio of adult instructors : participants shall be maintained at all times with the required time periods as listed above. If you are joining forces with another organization, please list the names of the organizations working together with the total number of members who have committed.
      i. Kinder – 2nd grade: 4 instructors per class (Instructors 1-4)
      ii. 3rd – 5th: 4 instructors per class (Instructors 1-4)
      iii. 6th – 8th: 3 Instructors per class (Instructors 1-3)
      iv. 9th – 12th: 2 Instructors per class (Instructors 1-2)
   c. Instructor Responsibilities:
      • Lead provided S.T.E.A.M. camp curriculum and lessons
      • Maintain high standards of health and safety in all activities for campers and staff.
      • Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp to meet the intended camper outcomes.
      • Modify activities/lessons as needed to better implement within camp structure.
      • Prepare materials needed prior to each camp and/or before lesson begins.
      • Responsible for cleaning up after lessons.
      • Facilitate classroom management techniques.
      • Act as a positive role model for the campers.
      • Represent UTSA, College of Engineering and iTEC when interacting with parents or community members.
   d. Submit an organizational chart which includes the following positions along with the names of the students who will fill each position for each proposed program:
• **Student Organization Representative:** is the point of contact for the student’s organization for the awarded program. He/She has overall responsibility for ensuring that the student organization is fully engaged and staffed for the assigned program(s). He/She will ensure that the appropriate student members attend all training and prep sessions.

• **Instructors 1 – 4:** Instructors are the primary teachers for each camp. Instructors are responsible for a group of 20 – 30 children.

**Instructions for submitting proposals:**
To be considered by the Selection Committee, a respondent’s proposal must be received by iTEC at the appropriate location by the required time. Proposals received after this deadline will not be considered. The **DATE, TIME and LOCATION ARE:**

DATE: Friday, January 12, 2018  
TIME: 4:00 P.M. (CST)  
CONTACT: Roberta Bauer or Katherine Alexander  
LOCATION: AET 1.328 or AET 1.310

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the iTEC Spring Break Instructor RFP.

Proposals made in any other manner are not valid and will not be considered. Sealed proposals may be mailed or delivered personally but must be received by the point of contact listed in this Section of this RFP by the deadline listed in this Section. Proposals received late will be returned unopened. Respondents shall assume full responsibility for timely delivery of sealed proposals at the designated location. Proposals submitted via e-mail or facsimile will not be accepted.

**Selection Criteria:**
The evaluation of proposals will be performed by a Selection Committee composed of representatives from the College of Engineering.

Student Organizations will be notified on Friday, January 26, 2018, of the status of the RFP.

**Additional Proposal Information:**
Right to Withdraw Proposal:  
Organizations will be allowed to withdraw their proposals at any time prior to the deadline for
receipt of proposals. The respondent must submit a written withdrawal request signed by the authorized respondent’s and addressed to iTEC.

Termination:
In the event the organization is no longer able to fulfill their contract obligation, a thirty (30) day notice must be submitted in writing to iTEC. The notice must be received 30 days prior to the start of the awarded program and include the reason for termination.

Failure to deliver:
Student Organization must keep iTEC advised at all times of the status of their agreement. iTEC reserves the right to issue a fine, in the event the organization fails to deliver the agreed service or fail to provide a timely proposal cancelation. The fine shall be no more than $400.00 per awarded program and the organization will not be eligible to submit another Instructor Proposal for a minimum of one year.

Award Payments:
iTEC will complete an Interdepartmental Transfer (IDT) to the Student Organization’s UTSA account within 7 days after the conclusion of the program. Student Organization must provide the account information to iTEC for the process to be completed.

Award amount is based on the total revenue that has been received. Student organizations are welcome to market their awarded program with marketing material that is approved by iTEC.

If there is a cancelation request that is due to an unsatisfied parent based upon poor performance from the instructors, the student organization will be charged a 20% cancelation fee for that camp. This amount will be deducted from the total award balance. Please note that every attempt to prevent the cancelation request will be taken by iTEC and will be discussed with the instructors prior.

Questions and Inquiries:
Questions and inquiries, both oral and written, will be accepted from any and all offerors. However, when requested, complex oral questions shall be submitted in writing. iTEC is the sole point of contact for this solicitation unless otherwise instructed herein.

Points of Contact for this solicitation are:

NAME: Roberta Bauer or Katherine Alexander
PHONE: 210.458.5201
EMAIL: iTEC@utsa.edu