REQUEST FOR PROPOSALS AND GUIDELINES TO SUPPORT THE ARMY'S EDUCATION AND OUTREACH PROGRAM (AEOP)

Proposals Due: July 22, 2021 by 5:00 p.m. EST
Mandatory Bidders Webinar: June 22, 2021 at 1:00 pm EST

Administered and managed by the Army Educational Outreach Program (AEOP) Consortium
Lead Organization: Battelle Memorial Institute

STRUCTURE
Background & Objectives Purpose
Program Guidelines
Proposal Preparation
Evaluation Criteria
Proposal Submission Deadlines
Contact Information
Proposal Forms and Attachments

BACKGROUND & OBJECTIVES

AEOP offers our nation's youth and teachers opportunities for meaningful, real-world STEM experiences, competitions, and paid internships alongside Army researchers. From elementary school through graduate school, students of all proficiency levels, interests, social and economic backgrounds are encouraged to participate in real-world STEM experiences while also engaging with Army-sponsored mentors. Information about the programs can be found on the AEOP website.

Through its programs, AEOP focuses on three primary goals:
- **STEM Literate Citizenry** – Broaden, deepen and diversify the pool of STEM talent in support of our defense industry base.
- **STEM Savvy Educators** – Support and empower educators with unique Army research and technology resources.
- **Sustainable Infrastructure** – Develop and implement a cohesive, coordinated, and sustainable STEM education outreach infrastructure across the Army.

Battelle is the lead organization for the AEOP Consortium that includes representatives from academia, industry, non-profit organizations and government. Existing Consortium members are MetriKs Amerique, National Science Teaching Association (NSTA), North Carolina State University (NCSU), Rochester Institute of Technology (RIT), Technology Student Association (TSA), Tennessee Technological University (TTU), and Widmeyer Communications.

The consortium works to promote and enhance AEOP. We expect applicants to visit the AEOP website and contact AEOP program representatives to explore how their proposed project might complement existing efforts. Applicants who do not consult with the AEOP program administrators will not be considered. The programs and their primary contacts are below:

AEOP PROGRAMS AND REPRESENTATIVES

PROGRAM NAME	PROGRAM LEAD CONTACT INFORMATION	POPULATION SERVED
APPRENTICESHIPS	Donna Burnette donna.burnette@rit.edu	High school and undergraduate
eCYBERMISSION	Winnie Boyle wboyle@nsta.org	6th-9th grade
GEMS/CAMP INVENTION	Renee Wells rwells@nsta.org	5th-12th grade at Army Labs/Elementary
JUNIOR SCIENCE AND HUMANITIES SYMPOSIUM	Alexis Mundis amundis@nsta.org	9th-12th grade
JUNIOR SOLAR SPRINT	Sue King sking@tsaweb.org	5th-8th grade
UNITE	Hillary Lee hlee@tsaweb.org	Rising 9th-12th grade

PURPOSE

The U.S. Army Educational Outreach Program (AEOP) through its cooperative agreement (COA) with Battelle is seeking new and innovative partnerships with organizations that have similar STEM goals with the purpose of reaching more students through programs already within the AEOP portfolio. Through these partnerships and by leveraging strong STEM networks, and building on already existing relationships, AEOP can reach more students specifically from underserved populations and those that are military connected. The AEOP defines underserved participants as those who possess at least **two** of the following criteria:

- attend a rural, urban, or frontier/tribal school;
- low-income students (FARMS)
- females in certain STEM fields (e.g. physical science, computer science, mathematics or engineering);
- identify as racial/ethnic minority in STEM (i.e., Alaska Native, Native American, Black or African American, Hispanic, Native Hawaiian and other Pacific Islander, other);
- students with English as a second language (ELL);
- first generation college student (1stGEN);
- students with disabilities (ADA);
- a dependent of a military service member or veteran.
  - o Military child – dependents of members of the Active Duty Armed Forces o

    Military-connected – military child plus the dependents of members of the

    National Guard and Reserves o Military-affiliated – military-connected plus the dependents of Veterans o Military-connected schools – schools where a minimum of 15% of the student population is military-connected

Battelle will accept proposals from organizations and associations in support of AEOP STEM education initiatives for underserved and military-dependent K-12 students, their parents, and teachers. Potential applicants also will be required to participate in a Bidders Webinar on **June 22, 2021 at 1:00 p.m. EST.**

Under this solicitation, Battelle will accept proposals for the following activities:
- Support new or existing partnerships with AEOP programs that extend the reach of AEOP to underserved student populations.
- Develop AEOP programming opportunities for underserved student populations in rural or geographically challenging areas.
- Create new strategic outreach initiatives designed to support the AEOP mission and current programs within the AEOP portfolio.
- Support the Consortium in increasing students' awareness of STEM careers including Army/DOD careers.
- Support efforts to recruit military connected students to participate in AEOP programs.
- Support expansion of the Junior Solar Sprint Jumpstart program, an on-site elementary school-based event which provides 5th and 6th grade students that are housed in elementary schools a fun, hands-on opportunity to learn more about solar and renewable energy by building solar powered cars.
- Develop programming for Unite students that extends beyond the summer program and encourages participation in other programs within the AEOP portfolio.

Proposals that do not address one of these focus areas will not be considered. Additionally, we are NOT accepting proposals to add new programs to the AEOP portfolio.

Through this strategic outreach initiative RFP to support AEOP, the AEOP expects the awardees to:

- Promote and increase participation in the AEOP portfolio of programs.
- Become well versed in AEOP programming and information to actively answer questions and engage in AEOP communication efforts.
- Distribute AEOP materials and information when relevant at organization's STEM engagements to include but not limited to summer STEM camps, academies, STEM competitions, assemblies, parent nights, and teacher orientations.
- Utilize existing networks to promote participation and support of AEOP programs.

PROGRAM GUIDELINES

Distribution of Funds and Eligibility Requirements
Applicants may apply for awards of up to $50,000 for one year. This is a one-time funding opportunity. Proposals may be submitted from entities representing nonprofit organizations, a single Local Education Agency, a consortium of schools, post-secondary entities, and STEMoriented and/or innovative business. Guidelines for the proposal narrative and budget are noted in the section, "Preparation of Proposal." Organizations eligible to submit proposals must:

- Participate in a Bidder's conference at 1:00 p.m. EST on June 22nd, 2021.
- Notify Battelle of intent to submit a proposal by 5:00 p.m. EST on June 24th, 2021.
- Submit proposal by 5:00 p.m. EST on July 22nd, 2021.

Eligible Activities
Applicants must address the following:

1. Increase *student* participation in AEOP.
2. Promote AEOP programs and opportunities.
3. Participate in the marketing and communications of AEOP.

PROPOSAL PREPARATION

All proposals must be submitted online. Required attachments must be formatted as described below. The Review Team appreciates clear, concise, complete, carefully written, and proofread proposals that meet all guidelines**.**

Page limits are noted below. Narrative must not exceed 10 pages (excluding 5 pages for attachments), (8.5" x 11", standard letter size), double-spaced, with one-inch margins; use Arial, 11-point font. The narrative must address, in sequence, each section identified below. Number all pages and include the applicant's name in the header of each page. **All documents must be submitted as PDFs.**

Applicants will submit three attachments:
• Proposal cover letter
• Proposal narrative with attachments
• Proposal budget and narrative

1. Proposal Cover Letter (1 page limit)
Please include signature(s) of the Principal Partners(s) of the Lead Applicant and the signature of the Institutional Representative of the Fiscal Agent(s) who has the authority to accept and expend grant monies. The cover letter should describe the commitment being made by the partner(s).

2. Proposal Narrative
A. Project Description (5 page limit)
1. Identify specific AEOP program(s) and area/topic(s) the proposed project addresses.

2. Identify the target student population (grade, geographic location, underserved groups, military connected), how students will be recruited, and the organization's experience in working with the target population. Must include expected number of student and/or adult participants.

3. List overall project goals and objectives. Goals and objectives must be measurable. The objectives should pinpoint what the applicant plans to do and expects to achieve. Objectives should be relatively few and listed in approximate order of priority or importance. Remember that what is stated as the applicant's objectives sets the framework and tone for judging what the applicant plans to achieve.

4. Describe the project. Provide a clear statement of the work to be undertaken. The project narrative should include a description of the innovative strategy. Descriptions must include details about the content and structure of the proposed program, how project goals and objectives will be achieved and measured, length of program, and location of program.

B. AEOP Priorities (1 page limit)
Explain how the proposed project addresses the gap identified in section A1 above.

C. Experience (1 page limit)
The proposal should describe the organization's previous successful experience and expertise as it relates to the project and/or in student engagement and STEM education. Additionally, applicant should describe any previous experience with programs within the AEOP portfolio.

D. Key Personnel (1 page limit)

List key personnel, describing the role they will serve on the project, their relevant experience and how their experience benefits the project. Resumes or CVs of key personnel can be attached in the Appendix.

E. Work Plan (Scope of Work/Gantt Chart) (1 page limit)

The proposed work plan should specify the major activities to meet the stated goals and objectives with a set of corresponding tasks, timeline, and key personnel that will cover all the activities needed to establish the project. Included in the proposed work plan, the Grantee must show willingness and capacity to participate with the AEOP Consortium. *If awarded a grant, the proposer will work with Battelle to establish a Scope of Work with deliverables from the work plan to establish the basis of the award contract.

F. Sustainability (1 page limit)

The proposed work must show evidence of capacity and commitment to enable the work to continue beyond the initial investment. Additionally, proposers must demonstrate ability to share best practices and challenges with consortium members and other strategic partners. (300 word limit)

3. Project Budget and Narrative

- Please include an itemized budget reflecting requested support and any cost-sharing and/or in-kind support. Must use Budget Template form. Personnel rates and hours must be included.
- All costs included in the budget must be directly related to the proposed AEOP project. The funding amounts in the Budget Narrative should match the funding amounts on the Budget Form.
- Specify cost-sharing or in-kind contributions (i.e., university in-kind support, school district support, leveraged funds from other state and national sources, etc). Cost-share is not a requirement for proposal submission.
- Cost per participant (entire budget/number of expected student participants).
- Note - Indirect costs, to a maximum of **10 percent** of the TDC, may be charged.
- Include a narrative that explains each budget line item for they budget request. The budget must be consistent with the proposed activities, and the Budget Narrative must justify the proposed expenditure. (No word limit).

4. Attachments (5 page limit)

Proposal applicants may include additional information to enhance their proposal. Information may include resumes, budget details, examples of experience, or data. The information in the Attachment section must be referenced within the proposal narrative.

EVALUATION CRITERIA

All applications will be screened to ensure the applicant is eligible and the proposal is compliant with the request. A review panel consisting of members from the AEOP Consortium will review applications. Reviewers will score the applications, basing their scoring decisions and funding recommendations on the evaluation criteria specified in this grant program announcement. The following criteria are used to score proposals. Proposals must address all evaluation criteria. A scoring rubric will be reviewed during the Bidder's Conference.

A. Project Design

1. Identify specific AEOP program(s): Describes the area/topic(s) within this program that the proposal will address.
2. Target population: Describes target student population including relevant demographic information and details plan for recruitment. Target student population is aligned to AEOP priorities of underserved and military dependents. Has prior experience recruiting and retaining target population.
3. Goals and objectives: Goals and objectives are measurable and relevant to project activities.
4. Project description: Description of the project with key components detailing innovative design features and practices related to the selected focus area. The project description provides sufficient details about the proposed project so that the reviewers have a clear picture of its scope.

B.   AEOP Priorities – Details how the project will address the identified focus area and support AEOP priorities of engaging ALL students, especially underserved populations and military connected students, in real-world STEM experiences. Explains how this project will promote the entire portfolio of AEOP opportunities.

C.   Experience – The application describes the applicant's prior experience related to the selected focus area, student engagement, STEM and/or with programs within the AEOP portfolio. Experience described includes leadership, content knowledge, and capacity to deliver on the results promised. Experience in successful previous implementation of similar grants will be viewed favorably.

D.   Key Personnel – The key personnel have relevant experience for the proposed project. Roles are clearly described.

E.   Work Plan –The work plan will require goals and milestones. In its simplest form, it will describe who does what and when. A fully developed work plan that demonstrates how the proposed activities relate to the proposed project will allow the reviewer to understand the work that will take place and how it will be accomplished with benchmarks and milestones. The work outlined in the plan should also be achievable within the timeframe allotted.

F.   Sustainability – This section describes the Grantee's vision for sustainability and gives a detailed plan on how sustainability will be achieved. Applications should reflect thoughtfulness in terms of the financial obligations and the effort it will take to ensure the work continues beyond the initial investment. A commitment to sharing knowledge gained and importing/exporting best practices must be evident in the design of the project.

G.   Project Budget/Narrative – Documentation of how the budget will be apportioned and prioritized and the acknowledgement of any matching investments or commitments from private

or community partners. The resources that will be needed to conduct the start up of activities are specified and separated to indicate costs for the project, including personnel, time, and budget and a plan for long-term sustainability. The staffing pattern clearly links responsibilities/levels of efforts to project tasks. Any collaborative effort (including subcontracts) with other organizations is clearly identified. The budget includes justifications and explanations for the amount requested, and the estimated costs must be reasonable considering the anticipated results. Description is included of how the budget aligns with the overall project goals and activities including how funds are prioritized, and how existing or in-kind resources are being repurposed to ensure a dynamic project structure.

H.   **Proposal Collaboration** – Applicants are expected to collaborate with the AEOP Individual Program Administrators (contact information above) for the programs for which they are submitting a proposal. Battelle will confirm the applicant has contacted and collaborated with the administrators.

PROPOSAL SUBMISSION DEADLINES

DATE	ACTIVITY
June 4, 2021	Request for Proposals released
June 22, 2021	**Mandatory** Bidders Webinar; 1:00 p.m. EST Webinar registration: https://battelleeducation.typeform.com/to/NXrZxi
June 24, 2021	**Due:** Email notification of intent to apply to johnsonsa@battelle.org by 5 p.m. EST (required)
July 22, 2021	**Due:** Final Proposals due by 5 p.m. EST. All proposals must be submitted online at https://battelleeducation.typeform.com/to/VZrZHGvK
August 2021	Awards announced
September 2021	Start date

CONTACT INFORMATION

DAVID BURNS	STEPHANIE JOHNSON
Program Director, AEOP Cooperative Agreement at Battelle	Program Manager, AEOP Cooperative Agreement at Battelle
V: 614.424.5187	V: 614.424.4841
Email: burnsd@battelle.org	Email: johnsonsa@battelle.org

Organization:

Fundamental Element: TITLE

	Position	% effort	Projected Labor Hours	Total FY21 Budget	Total FY22 Budget	Grand Total Budget
Personnel						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
	Total Personnel Salaries			-	-	-
	Total Fringe Benefits					-
Equipment						-
						-
						-
						-
	TOTAL Equipment			-	-	-
Travel						-
						-
						-
						-

	TOTAL Travel	-	-	-
Materials/Supplies	Promotional Materials			-
	Printing			-
	Speaker Expenses			-
	Professional & Consultant Fees			-
	Instructional Supplies			-
	Awards			-
	Postage			-
	Telephone /Internet			-
	Miscellaneous (explain):			-
				-
	TOTAL Materials/Supplies	-	-	-
				-
				-

Contractual Services				-
				-
	TOTAL Contractual Services	-	-	-
	TOTAL Direct included in MTDC- Indirect Base	-	-	-
Direct Costs not in MTDC				-
				-
				-
				-
				-
	TOTAL Direct NOT in MTDC	-	-	-
Indirect Cost	**TOTAL Indirect (Calculate):**	-	-	-
CLIN 0001	**Cost Share**			0
	TOTAL CLIN 0001	-	-	-