



## PROPOSAL DETAILS

**NOTE: Prior to writing each proposal section, please review the current year's Request for Proposals (RFP) and Reviewer's Rubric for evaluation criteria.**

- A. **Technology Description:** Clearly and thoroughly details the technology requested, and project size, scope, and goals for implementation of this technology. *Summarize your response in 1,800 characters or less (spaces included in the count).*

B. **Justification:** Clearly Identify why this technology is being requested and how it fits in the program's long-term plan. *Summarize your response in 1,800 characters or less (spaces included in the count).*

- C. **Instructional Delivery:** Clearly define the mode of instructional delivery, potential to involve many students/clients in multiple age groups and demographics, and method of long-term project sustainability. *Summarize your response in 1,800 characters or less (spaces included in the count).*

**D. Student/Client Success:** Clearly describe assessments, evaluations and reporting tools that are relevant to the technology, and appropriately measure student/client success. *Summarize your response in 1,800 characters or less (spaces included in the count).*

## HOW TO APPLY

- Obtain and PDF the Letter of Support and Sustainability. *It must be signed by the technology center superintendent, explain how he or she intends to sustain the project's funding, and be printed on technology center letterhead.*
- Ensure you have completed the Proposal Details in this document. *Applicants should compare their responses to the Reviewer's Rubric and the information in the RFP before saving as a PDF or submitting it.*
  - A. **Technology Description:** Clearly and thoroughly details the technology requested, and project size, scope, and goals for implementation of this technology.
  - B. **Justification:** Clearly identify why this technology is being requested and how it fits in the program's long-term plan.
  - C. **Instructional Delivery:** Clearly define the mode of instructional delivery, potential to involve many students/clients in multiple age groups and demographics, and method of long-term project sustainability.
  - D. **Student/Client Success:** Clearly describe assessments, evaluations and reporting tools that are relevant to the technology, and appropriately measure student/client success.
- Complete the Budget Request worksheet. *Applicants should compare their responses to the Reviewer's Rubric and the information in the RFP before saving as a PDF or submitting it.*
- Combine completed proposal application into one PDF document and in this order for submission:
  1. Letter of Support and Sustainability
  2. FY25 Technology Center Competitive Proposal Application (2024-2025)
  3. FY25 Technology Center Budget Request Form (2024-2025)
  4. Any additional requested documentation PDF, such as a Letter of Matching Funds Support, a Letter of Shipping, Handling and Installation Support, and/or a supplemental vendor document that breaks down shipping, handling, and installation when it is included in a lump sum.
- E-mail completed proposal to [tcslotterygrants@careertech.ok.gov](mailto:tcslotterygrants@careertech.ok.gov) by March 1, 2024.
- Check e-mail 24 hours after submitting proposal. Applicants should receive a verification e-mail response regarding agency receipt of proposal. Applicants that have not received an e-mail during the work week should contact Kim Downey at [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov) as soon as possible.

<b>SCORING INFORMATION</b>
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Proposal Section:	Maximum Number of Points:
A. Technology Description	6 Points
B. Justification	8 Points
C. Instructional Delivery	6 Points
D. Student/Client Success	6 Points
E. Budget	6 Points
F. Grammar and Punctuation	6 Points
G. Letter of Support & Sustainability	2 Points
<i>TOTAL Points Possible</i>	<i>40 Points</i>

- Grant award recipients (and their superintendent) will be notified after the May 16, 2024 CareerTech Board Meeting.