

**CALL FOR PROPOSALS  
IMPROVING CTS PROGRAMMING  
THROUGH ENHANCING CTS EQUIPMENT AND TOOLS**

**BACKGROUND**

The Career and Technology Studies (CTS) Program plays a significant role in Alberta Government's tri-Ministry initiative, *Connecting Learning and Work: Alberta's Career Development Strategy* and is currently undergoing a re-visioning and refocusing process. As a component of this, Alberta Education is pleased to provide \$4.5 million through the Call for Proposals (CFP) procedure to school authorities to provide and maintain business and industry standard CTS equipment and tools. School jurisdictions, francophone authorities and charter schools have the opportunity to apply for up to \$300,000 each through this CFP.

Skills Canada Alberta will assist Alberta Education with the administration of the CFP. Skills Canada Alberta is an established not-for-profit organization with industry and educational contacts that will provide valuable advice to Alberta Education related to equipment standards, specifications and placement.

The CFP supports the following strategies in Alberta Education's 2007-2010 Business Plan:

- Strategy 1.1: Work with stakeholders to develop and implement province-wide strategies, actions and community initiatives that will increase Alberta's five-year high school completion rate.
- Strategy 1.5: Develop new, and revise existing, Career and Technology Studies curricula.
- Strategy 1.8: Implement shared ministry strategies to enhance opportunities for Kindergarten to Grade 12 students to explore career options and to enable seamless transitions within school and to further study and work.

**CAREER AND TECHNOLOGY STUDIES CLUSTERS**

One of the components of the re-visioning and refocusing process of the CTS program has been the realignment of the 22 CTS strands into 8 career clusters (based on the National Occupational Classifications) at the senior high level and the identification of potential career pathways. This CFP requires applicants to identify which career cluster/s and related course/s their project will address. The 8 career clusters are:

Business, Administration and Finance  
Natural and Applied Science  
Health and Human Services  
Arts and Communication  
Tourism, Sales and Services  
Construction and Transportation  
Agriculture, Forestry, Oil and Gas  
Processing, Manufacturing and Utilities

## **PURPOSE OF CFP**

Alberta Education and Skills Canada Alberta are issuing the CFP to school jurisdictions, Francophone authorities and charter schools interested in exploring innovative ways to support specific educational goals for **high school students** by enhancing CTS equipment and tools.

The objectives of the CFP are to enable school jurisdictions and authorities to:

1. meet or exceed applicable industry equipment and tool standards,
2. increase the breadth of CTS courses offered,
3. increase the enrollment in the intermediate and advanced level CTS courses,
4. provide opportunities for a greater diversity of students accessing CTS courses,
5. develop innovative strategies for providing CTS equipment and tools (i.e., collaborations between teachers, students, parents, schools, and business/industry).

### **Examples of Innovative Strategies:**

- Develop partnerships with business, industry, not-for-profit organizations and/or other educational institutions to provide industry standard equipment/tools to provide connections between learning and work.
- Provide industry standard equipment/tools in small schools to increase enrollment in CTS courses.
- Provide industry standard equipment/tools in more than one school to increase the opportunity for students to explore a variety of career pathways.
- Provide specialized equipment/tools to increase the number of students completing advanced CTS courses.

Initiatives that would NOT be considered include the following:

- Proposals to develop or significantly modify building or facilities.
- Content and/or course development initiatives.

## **PROPOSAL SUBMISSION REQUIREMENTS**

Only proposals that have met the following requirements will be considered for evaluation:

- The proposals are submitted electronically (by e-mail) using Word or PDF format to Skills Canada Alberta by 12:00 noon MST, Friday, November 30, 2007.
- All mandatory components described within the PROPOSAL FORMAT are included.
- Proposals are submitted by the school authority central office (rather than individual schools). In the event that a school authority submits more than one proposal, only the first proposal received will be considered.
- Proposals are within the range of \$100,000 to \$300,000 and include a description of the monetary and/or in-kind funding that applicant has committed to the project.

## TIMELINES AND REPORTING SCHEDULE

Proposal Components	Date/s
Intent to Submit Form – via e-mail	12:00 noon MDT, Friday, October 19, 2007
Proposal Submission	12:00 noon MST, Friday, November 30, 2007
Proposals Reviews	December 1, 2007 – March 28, 2008
Results Announced	Week of March 31, 2008
Cycle Begins/Ends	April 2008 – August 2010
Reports: 2 required	<b>Interim:</b> November 30, 2009 <b>Final:</b> November 30, 2010

## SUCCESSFUL APPLICANTS

All successful applicants must agree to the following:

- Host site visit/s for Alberta Education and Skills Canada Alberta personnel;
- Participate in knowledge sharing coordinated by Alberta Education and Skills Canada Alberta; and
- Provide one interim report November 2009 and one final report November 2010.

## PROPOSAL FORMAT

Proposals must meet the format and content requirements set out below.

### 1. Format requirements:

- Maximum of 6 pages excluding the title page, Applicant Information (item 2 below), mandatory forms, or attachment
- Include all components, labeled accordingly and in the sequence provided on the attached template
- Font size of the proposal must be no smaller than 11 point in either Times New Roman or Arial
- Maximum of 1 attachment of no more than 5 MB
- Submitted electronically (Word or PDF)

### 2. Applicant Information:

- Project Title
- Name of the school authority (the applicant)
- Lead contact person for the project (name, title, mailing address, phone number, and email address)
- List of project team members, including a brief description of their roles, expected time devoted to project, experience, and planned contributions
- Funding requested and description of monetary and/or in-kind contribution
- Letter of support from senior official (or designate) for applicant

### 3. Project Description Components:

- Description of Project
- Objectives
- Participants/Collaboration
- Description of Equipment and tools
- Sustainability
- Evaluation
- Technical support/training
- Budget

**Criteria for eligible and non-eligible funding are described below.**

Costs **eligible** for funding by the grant include:

- equipment and tools purchases/leases/insurance and deployment/maintenance;
- minor facilities upgrades necessary for new equipment (e.g. wiring, ventilation);
- technical support and training;
- project coordination; and
- participation in stakeholder events at the request of Alberta Education.

Costs **not eligible** for funding by the grant include:

- communications and/or promotional costs;
- travel to and attendance at conferences.

**Criteria for eligible and non-eligible monetary and/or in-kind contributions are described below:**

Costs **eligible** as monetary or in-kind contributions include:

- staffing;
- office expenses;
- minor facilities upgrades including supplies and labour; and
- training and professional development.

Costs **not eligible** as monetary or in-kind contributions include:

- travel to and attendance at conferences.

**Note: Applicants must be willing to participate in research and knowledge sharing activities coordinated by Alberta Education and Skills Canada Alberta.**

## PROPOSAL SUBMISSION

Proposals must be submitted electronically (by email) by 12:00 noon MST Friday, November 30, 2007 using Word or PDF format to:

Skills Canada Alberta  
Email: [alberta@skillscanada.com](mailto:alberta@skillscanada.com)

## INFORMATION CONTACT

Dr. Barbara Jacobson, Program Manager, CTS  
E-mail: [Barbara.Jacobson@gov.ab.ca](mailto:Barbara.Jacobson@gov.ab.ca)  
Phone: (780) 422-3275 [toll-free by dialing 310-0000 first]

**OR**

Chris Browton - Executive Director, Skills Canada Alberta  
E-mail: [chrisb@skillscanada.com](mailto:chrisb@skillscanada.com)  
Phone: (780) 493-2774

## PLEASE NOTE:

1. Alberta Education and Skills Canada Alberta are not responsible for technical difficulties encountered during transmission of electronic proposals. Applicants will receive an e-mail from Alberta Education to confirm that the proposal has been successfully received.
2. Applicants submitting proposals may not request information about other proposals that have been submitted.
3. Alberta Education has the right to cancel this Call for Proposals at any time and to reissue it for any reason whatsoever, without incurring any liability and no organization will have any claim against Alberta Education as a consequence. Alberta Education is not bound to accept a proposal that provides the lowest budget, nor any proposal of those submitted.

4. **Alberta Education reserves the right to request further information from applicants as required.**
5. **Successful applicants will not make public announcements or provide information for public release prior to the announcement of the successful projects by Alberta Education.**

## PROPOSAL EVALUATION

**MANDATORY COMPONENTS:** Only those proposals that meet **ALL** criteria outlined below will be reviewed.

- Submitted electronically in Word or PDF format by 12 noon MST, Friday, November 30, 2007.
- Complete proposal – PART A and PART B.
- Applicant meets eligibility criteria.
- Letter of support from senior official.
- Budget does not exceed \$300,000.

### **PART A: APPLICANT INFORMATION**

1. Project Title
2. Name of school authority (the applicant)
3. Lead contact person for the Project: Name, Title, Address, Phone number, e-mail address
4. List of project team members, including a brief description of their roles, expected time devoted to project, experience, and planned contribution
5. Funding requested: (\$100,000 - \$300,000 maximum)
6. Description of monetary and/or in-kind contribution
7. Letter of support from senior official (or designate) for applicant

### **PART B: PROJECT DESCRIPTION (Maximum Score – 60 points)**

**Rationale** (10 points): Provide the rationale for selecting the project and requesting grant funds; identify the educational need/s and the CTS cluster/s and course/s that the project addresses; explain the impact the project will have on student success.

**Objectives** (15 points): Describe how project objectives and related activities are linked to the CTS curricula and the enhancement of teaching and learning; indicate the steps to be taken to ensure that students and teachers in identified school/s have access to the equipment/tools and are prepared to utilize them effectively in the classroom; describe how the project will address access to unavailable courses and curricula due to geographical isolation or insufficient resources.

**Description of Equipment and Tools** (10 points): Include information confirming that the equipment meets or exceeds applicable business/industry and Occupational Health and Safety Act (OHSA) standards, i.e., documentation outlining businesses/industries that are currently using the equipment/tools, ratings equipment/tools have received from users, evidence that equipment/tools meet the OHSA standards.

**Sustainability** (3 points): Describe innovative strategies to be used to ensure continued accessibility and maintenance of equipment/ tools.

**Evaluation** (10 points): Describe the process and measure(s) that will be used to evaluate the extent to which the project's activities are effective in increasing the ability of teachers to teach and of students to meet CTS course outcomes.

**Technical Support/Training** (2 points): Describe technical support and associated training for technical/teaching staff.

**Budget** (10 points): Provide a proposed budget, describing how the Alberta Education funding and applicant's monetary and/or in-kind contribution will be used. Include items such as human resource costs, hardware and software, technical support and professional development.

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**INTENT TO SUBMIT FORM**

In order to assist Alberta Education and Skills Canada Alberta with planning for the Proposal review, you are asked to complete and return a copy of this *Intent to Submit Form*.

Please forward all *Intent to Submit Forms* to  
**Chris Browton – Executive Director, Skills Canada Alberta, by e-mail:**  
[Alberta@skillscanada.com](mailto:Alberta@skillscanada.com) by 12:00 noon MDT, Friday, October 19, 2007.

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**General Information:**

Name of school authority (applicant): \_\_\_\_\_

Potential Project Title: \_\_\_\_\_

**Contact Person for this Proposal Submission:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Name of the person who completed this form (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PROPOSAL FORMAT

(Form field will expand as you type)

## PART A. APPLICANT INFORMATION

Project Title: \_\_\_\_\_

Name of jurisdiction or charter school (the applicant): \_\_\_\_\_

Lead contact person for the project: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

List of project team members, including a brief description of their roles, time devoted to project, experience, and planned contributions:

Name	Role	Time	Experience	Planned Contribution

Funding Requested (\$100, 000 - \$300, 000 maximum): \_\_\_\_\_

Description of monetary and/or in-kind contribution: \_\_\_\_\_

Letter of support from senior official (or designate) for applicant: \_\_\_\_\_

## PART B. PROJECT DESCRIPTION (Maximum Score – 60 points)

Rational (10 points): \_\_\_\_\_

Objectives (15 points): \_\_\_\_\_

Description of Equipment and Tools (10 points): \_\_\_\_\_

Sustainability (3 points): \_\_\_\_\_

Evaluation (10 points): \_\_\_\_\_

Technical Support/Training (2 points): \_\_\_\_\_

Budget (10 points): \_\_\_\_\_