RFP311-PSC

UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE:

1. 7/26/2023

2. NAME OF DEPARTMENT : Office of the Provost

CONTACT PERSON: Amber Horn

3. Service:
Creation of an Applied Engineering (AE) program for the Speed School of Engineering at the University of Louisville. Development of AE curriculum, including labs, equipment, personnel, and accreditation standards is needed by December 30, 2023.

4. Due Date: 8/15/23

5. Time Due: 3:00 pm, EST

6. Email:
amber.horn@louisville.edu

Proposals should be sent to the department by the following method:

7. EMAIL, MAIL OR FAX PROPOSALS TO: Department Name: __Procurement Services_____
Address: _2215 S Brook St., Louisville, KY 40208_____
Email:___amber.horn@louisville.edu_____ Fax #_____

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST
I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY:_____TELEPHONE:_____
PRINTED NAME:_____EMAIL: _____
FIRM NAME:_____
ADDRESS:_____
CITY:_____STATE:_____ZIP CODE:_____

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

Reporting to the Senior Vice Provost at the University of Louisville (UofL), the Applied Engineering (AE) Consultant will help to develop the Applied Engineering program, with a particular emphasis on producing the curriculum, resources, and strategies needed to successfully deliver this program.

It is anticipated that the AE consultant will assist with producing deliverables that meet the conditions and expectations for successfully delivering the proposed AE program. Working in tandem with UofL, the consultant will help us to develop:

Syllabi
A complete syllabus for each new AE course, including course title; pre-requisites; learning objectives and outcomes; course content and topics; weekly activities, including use of lab space and equipment; and methods for assessment

2+2 Flight Plan, with Course Equivalency Table
In order to allow students to enter Elizabethtown Community & Technical College (ECTC) and seamlessly transfer to UofL to complete their degree in this program, the AE consultant will assist with producing a viable 2+2 flight plan that is acceptable to both institutions; as part of this work, they will also produce a Course Equivalency Table to outline which courses will be cross-listed and accepted for transfer credit.

Resource Matrix
For each independent offering of the program (including each course and student service), the AE Consultant will outline what resources are needed to deliver that offering (including requirements for instructors/staff, equipment, labs, and other resources); taken together, this cross-listing of offerings and their needs will form a Resource Matrix.

Strategic Plan
The AE Consultant will bring together the program's goals, activities, and evaluation efforts in the form of a detailed report. This will serve as the Strategic Plan for delivering and guiding the program. It will include targeted strategies related to marketing and recruitment of students, student success services and initiatives, hiring and onboarding instructors, maintaining, and updating labs and equipment, establishing and developing 2+2 pathways and other partnerships, department policies and practices, and other strategies needed for the successful delivery of the AE program.

Budget Estimates
Based on the available information and learned experiences, the AE Consultant will work with UofL to develop and/or modify budgets for the anticipated applied engineering programs. The intent of the budget is to help UofL assess the financial obligations and risks associated with the new degree offerings.

2) Informational Background:

A four-year "Engineering Technology" degree program can work to help fill Kentucky's employment gap. Traditional "engineers" typically complete a four-year degree program heavily focused on theoretical math and

science skills. Technicians generally complete a two-year degree program focused on acquiring applicable industrial skills. A four-year Engineering Technology degree program can develop a skillset focused between these two areas and emphasize applied math and science skills directly relatable to industry. Some common job titles for Engineering Technology graduates include product development, manufacturing, product testing, technical sales and field service. These positions would likely appeal to many students that have a keen interest in application-based engineering projects, but less-so in theoretical science, research and design.

Vision Statement

We are proposing a four-year Applied Engineering degree program that will develop the skills and experiences employers need to fuel their growing demand. Five features distinguish this program:

1. Designed For, Not Against, Working Students
   For many academic programs, work opportunities and timely graduation are often at odds. Historically, students who work during college have persisted at lower rates, having to make trade-offs like delaying graduation or allowing full-time work commitments to negatively affect their performance. Our program responds to recent research findings that, when designed around students, working full-time can in fact improve a students' academic performance. These design choices include teaching and emphasizing time management skills, training instructors how to accommodate unexpected changes, and encouraging employers to provide financial incentives to their workers who are full-time students.

2. Marrying Technology & Management
   Within the general Applied Engineering degree, students will complete a series of upper-level courses in two industry-recognized pathways: one based on management (e.g., risk management, human development, and process improvement) and the other on mechatronics (e.g., applied programming, digital systems, and robotics). These upper-level courses would comprise 30 credit hours of the degree program.

3. Graduating with 2000 Hours of Applied Work Experience
   The ability for students to accumulate relevant work experience in tandem with their academic studies is a fundamental tenet of the J.B. Speed School of Engineering. Similar to current engineering students, the Applied Engineering students will complete the equivalent of one year of work prior to graduation through work-based experiential education opportunities. To accommodate differing financial needs and help promote the academic-industry knowledge transfer, the work experience will be a combination of the traditional co-op experience and accumulated hours of industry employment.

4. Seamless Transfer from 2-year Colleges
   The program is designed to integrate efficiently with community colleges and individuals already active in the workforce. The first two years of the program have been developed in concert with the capabilities of regional technical schools. The coursework has been designed to ease transferability in a 2+2 format and remove roadblocks due to scheduling. The second two years of the program have been designed to facilitate students that are also active in the workforce. As this is a new program, class times and durations can be modified to better accommodate non-traditional students.

5. Responsive to Industry Need
   This design of marrying a core curriculum with industry-recognized pathways will allow the Applied Engineering program to quickly respond to industry needs. New elective specialization areas can be added to the curriculum using existing "Curriculum Approval Process" rather than creating an entirely new degree program. This will shorten the time it takes to respond to future industry needs from years to months. This feature, of a shorter time to respond to industry need, presents two opportunities for the program: First, additional pathways can be added based on changing demand in high-growth industries that may but have not yet developed in the region. Second, existing pathways can easily pivot to

accommodate employer demand, such as modifying which specific software packages students learn for a particular machine based on new and future industry standards.

These features, working together, will prepare students for full-time job placement in high-need, high-growth occupations immediately following graduation.

3) Required Proposal Submittals:

a. Minimum requirements
    i. Terminal degree (or equivalent experience) in applied engineering/engineering technology, or equitable field
    ii. Three years leadership experience (chair or higher) in higher education
    iii. Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.
b. Letter of interest that must highlight:
    i. Experience developing new academic programs.
    ii. Experience with engineering technology/applied engineering
    iii. Specific experience in mechatronics, robotics, or automation
    iv. Demonstrated understanding of accreditation process
c. Complete curriculum vita
d. Statement on proposed fee:
    i. The payment will be based on an hourly rate worked corresponding to deliverables/services or other agreed upon time steps or milestone events.
    ii. Frequency of payment requested.
    iii. Approved travel and other expenses incurred will be reimbursed at cost by UofL.
    iv. Provide hourly rate, estimated not-to-exceed cost, and estimated time to complete the project.
    v. For scheduling and budgeting purposes, two trips to UofL, which include two full work days, should be anticipated.
e. Availability to complete services
    i. Provide a statement indicating your availability to complete the project relative to your current workload and work restrictions.
f. Statement of non-collusion and non-conflict of interest (as provided on the cover page)

4) Method of Award:

a. Cost: 25%
b. Experience: 70%
c. Timeframe to complete service 5%

5) Contract Period :

Desired contract start and end dates are September 2023 through August 2024. **No services are to be provided prior to the start date indicated on the fully executed Personal Services Contract.**

Based on Kentucky Statute requirements a PSC cannot cross the biennium. An initial contract will be established from September 1, 2023 through June 30, 2024. A subsequent additional contract may be established from this RFP process to run from July 1, 2024 through August 31, 2024 with all terms, conditions and pricing remaining the same. This will require a new contract be executed.

6) Foreign Corporation Registration <u>(Out-of-State Corporations):</u>

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states "(a) foreign corporation…shall not transact business in this state until it obtains a certificate of authority from the Secretary of State." The registration form and instructions are found at https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf

7) Reciprocal Preference:

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at http://louisville.edu/purchasing/forms.

8) Questions:

All questions regarding this RFP are due by August 1, 2023 at 2:00 PM Eastern Standard Time and are to be emailed to Amber Horn at amber.horn@louisville.edu. Answers to questions will be issued as an addendum and posted to the website location of the RFP by August 4, 2023.