



**Request for Proposals (RFP)
Western District Annual Meeting**

James H. Kell Student Competition

Submittals Due: May1

Background

The Western District Board of Directors holds an RFP contest for the James H. Kell Student Competition held annually at the Western District Annual Meeting.

This Request for Proposals invites ITE Student Chapters in the Western District to define and run the Student Competition at the Annual Meeting. The requirements for the competition are outlined in this RFP. The winning Student Chapter will be awarded up to \$1,500 to help defray travel expenses of students and their Faculty Advisor to attend the Annual Meeting.

Purpose of the Student Competition

The James H. Kell Student Competition is intended to give Student Members attending the Annual Meeting an opportunity to apply transportation and traffic engineering classroom knowledge to a specific “real-world” problem. The competition also gives students the chance to meet and interact with students from other schools.

The most effective competitions in the past have been those that divided the students into groups of 4-6 students from different schools and had those groups compete against one other. This format has allowed the participation of a large number of students while still giving them an opportunity to meet students from other schools.

Requirements of this RFP

A written proposal of no more than five pages (8.5" x 11" paper, 1" margins, minimum 11 point font) should be submitted to include the following information:

1. Contact Name: Identify the Student Chapter and the name, address, phone number and email address of the student who will be coordinating the competition for your school. The phone number and email address of the Student Coordinator should be valid through July of the current year so that we can contact you with any questions.

Identify your Student Chapter Advisor along with an address, phone number and email address that will be valid through July.

2. Description of the Proposed Competition: This section of the proposal should describe the proposed competition. The description should include:
 - a. An overall description of the format and purpose of the competition.
 - b. A description of the type of problem/situation that forms the basis of the competition.
 - c. An estimate of the time required to run the competition, including opening instructions.
 - d. A description of the end product of the competition.
 - e. A detailed description of the method for selecting the winning team.
 - f. A description of tie-breaker procedures.
 - g. A description of your plan for managing and running the competition.
3. Estimate of Student Chapter Participation: Provide an estimate of the number of Student Chapter members who will travel to the Annual Meeting to assist in running the competition.
4. Personnel Assistance Needed from District on Competition Day: Two members of the Student Initiatives Committee will be in attendance to assist the winning Student Chapter implement and manage the competition. If your proposal needs more assistance during the competition itself, please spell out your needs in your proposal. This includes requirements for a review panel or a set of judges, if needed.
5. Equipment Needs: If your competition requires special equipment (e.g., calculators, laptop computers, powerpoint projectors, presentation easels/writing pads, measuring wheels, etc.) that you need the District to provide, these need to be listed in this section of the proposal. This section of the proposal should describe any special room setup requirements for your competition.

6. Signature of the Student Coordinator: The student that will be in attendance and coordinating the competition at the Annual Meeting should sign the proposal.
7. Faculty Advisor Signature: The faculty Advisor of your Student Chapter should co-sign the proposal, acknowledging his/her approval of the proposal.

General Information

1. The available time slot for the Kell Competition is Sunday afternoon from 1-5pm. You do not need to utilize the entire time period, but cannot exceed it.
2. Typical participation levels are in the range of 40-50 students. You are expected to provide sufficient supplies to serve the entire group.
3. The Student Chapter winning this proposal will not be eligible to participate in the competition.
4. The winning proposal will be awarded up to \$1,500 to be applied to travel expenses for Student Members and one Faculty Advisor/Mentor traveling to the Annual Meeting.
5. The competition will be held in a hotel meeting room that can be set up with tables and chairs and a podium with a microphone. Any other requirements or alternate venues should be spelled out in your proposal.

Clarifying Questions

Any questions on the request for proposals should be submitted to the Student Initiatives Chair at the e-mail address below. The question and written responses may be submitted to all recipients of the RFP.

Evaluation Criteria

The winning proposal will be selected by a review panel based on the following criteria:

1. Creativity 40 points
Uniqueness and creativity of the proposed competition
2. Applicability of Competition 30 points
How often will the students experience the types of problem(s)/situation(s) seen in the competition?
3. Competition Plan 20 points
Are the competition rules simple and clear? Will the Student Chapter be able to run the competition with minimal outside support?
4. Student Chapter participation 10 points
How extensive is the participation of Student Members in the preparation and conduct of the competition?

Successfully completed proposals will be evaluated by a panel consisting of three ITE Western District professional members.

Proposal Submittal

The completed proposal should be submitted to:

Danielle Scharf
Student Initiatives Chair
Sanderson Stewart
106 E Babcock
Bozeman, MT 59715
dscharf@sandersonstewart.com

Written proposals with the required signatures should be submitted by 11:59 pm on May 1. Proposals submitted via email with electronic signatures are acceptable.