



Background

The ITE Western District annually issues a Request for Proposals (RFP) for the James H. Kell Student Competition held at the Western District Annual Meeting. This RFP contest invites ITE student chapters in the Western District to define and run the Student Competition at the Annual Meeting. The winning student chapter will be awarded \$1,500 to cover material costs and travel expenses of students and their faculty advisor to attend the Annual Meeting.

Purpose

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.

RFP Requirements

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

1. Contact Name – Identify the:
 - a. Student Chapter.
 - b. Name, address, phone number, and e-mail address of the Student Coordinator (the student coordinating the competition for your school).
 - c. Name, address, phone number and e-mail address of the Student Chapter Advisor.
 - d. Please note that the phone number and e-mail address of the Student Coordinator and Student Chapter Advisor should be valid through July of the current year so that we can contact you with any questions.

2. Description of 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 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
 - a. 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 the District on Competition Day
 - a. At least one member of the Student Funding and Initiatives Committee will be in attendance to assist the winning student chapter in implementing and managing the competition.
 - b. If your proposal requires more assistance during the competition itself, please describe your specific needs in your proposal. This includes review panels or a set of judges.

5. Equipment Needs – Identify any:
 - a. Special equipment required for your competition (e.g. calculators, laptops, projectors, easels, writing pads, measuring wheels, etc.) that you need the District to provide.
 - b. Special room setup requirements for your competition.
 - i. **Note: The facility reserved for the 2025 James H. Kell Student Competition will provide speakers but will not provide projectors or laptops.**

6. Signature of the Student Coordinator
 - a. The student that will be in attendance and coordinating the competition at the Annual Meeting should sign the proposal.

7. Faculty Advisor Signature
 - a. The Faculty Advisor of your Student Chapter should co-sign the proposal, acknowledging his/her approval of the proposal.

General Information

1. The tentative time slot for the Kell Competition is Sunday afternoon from 12-4 pm. You do not need to utilize the entire slot, though you cannot exceed it. One hour for setup (12-1 pm) is included in the time slot.
2. You are expected to provide enough 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 \$1,500 to be applied to material costs and travel expenses of students and their faculty advisor/mentor traveling to the Annual Meeting.
5. Any other requirements or alternate venues should be spelled out in your proposal.
 - a. **Note: The facility reserved for the 2025 James H. Kell Student Competition will provide speakers but will not provide projectors or laptops.**

Evaluation Criteria

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

| Criteria | Description | Points |
|-------------------------------|---|---------------|
| Creativity | Uniqueness and creativity of the proposed competition | 40 |
| Applicability of Competition | How often will the students experience the types of situations seen in the competition? | 30 |
| Competition Plan | Are the competition rules simple and clear? Will the student chapter be able to run the competition with minimal outside support? | 20 |
| Student Chapter Participation | How extensive is the participation of student members in the preparation and conduct of the competition? | 10 |

Proposal Submittal

Please return proposals by e-mail
NO LATER THAN 11:59 PM PST ON MAY 1ST to:
Kayla Fleskes-Lane
kayla.fleskes@dksassociates.com

For questions, contact Student Funding and Initiatives Committee Chair Kayla Fleskes-Lane at kayla.fleskes@dksassociates.com