

Date:

RFP responsibility of DPS ( )

## REQUEST FOR PROPOSAL

Prior to this Request for Proposal (RFP) being given consideration by the Alums & Friends of GW, it must first be submitted to the principal and/or administration staff appointed by the principal to determine if the request can be fulfilled by Denver Public Schools (DPS). If this request falls within the purview of DPS and can be fulfilled, the school will indicate so by checking the enclosed parentheses on the upper right hand corner of the request form.

If the RFP cannot be satisfied by DPS, the review of the RFP should be completed within 15 days of receipt of the Proposal by the Review Committee of the Alums & Friends of GW. The applicant will receive an e-mail response at the end of the review period. In the event the applicant has not received an e-mail response from the Review Committee within this time frame, the applicant should contact Stan Cook (303-377-3320) or Jim Eichberg (303-750-5509).

**SUBJECT:** (Project title)

1. **Project Description:** (one or two paragraphs describing the project and how it meets curriculum requirements. All Proposals will be reviewed by the Principal of George Washington High School):
  - a. **Background Information:** (anything necessary for context to define your proposed project):
  - b. **Project Objectives:** (bulleted or numbered list of specific project):

c. **Project Significance and/or Relevance** (Potential significance of your project to impact your target population):

d. **Schedule/Milestones** (Be as specific as possible, include milestones and approximate dates to achieve them):

2. **Project Team** (List all members and contact information):

3. **Qualifications of Key Staff** (Brief statements of qualifications or resume; please list names, titles, and estimated percentage of their time that will be spent in implementing the proposed project):

4. **Budget** (Be as specific as possible):

a. Travel:

b. Contract Support:

c. **Demonstrated Effectiveness** (Detail your department's background and experience in implementing this proposal; please indicate how much money your organization will contribute to the project):

## SIGNATURE SHEET

- The information provided is true and accurate to the best of my (our) knowledge.
- Failure to specifically answer the requirement(s) may result in disqualification of the proposal.
- A materially false statement willfully or fraudulently made in connection with this proposal may result in being disqualified from consideration in this process and future proposal submissions.

Signed and accepted this \_\_\_\_\_ day of \_\_\_\_\_

Name (Print): \_\_\_\_\_

Position \_\_\_\_\_

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

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

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

Name (Print): \_\_\_\_\_

Position \_\_\_\_\_

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

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

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