REQUEST FOR PROPOSALS
Green Schools Quest Educational Presentations / Activities
Issued June 11, 2013, Proposals due June 28, 2013

BACKGROUND
The U.S. Green Building Council - Missouri Gateway Chapter (USGBC-MGC) has launched the Green Schools Quest which challenges public and private schools within the Chapter’s territory (Missouri and Southern Illinois) to devise and implement, with the help of Green Mentors, the most creative, effective and no or low cost sustainable practices for their schools.

Each school is expected to form a Green Team which may be a single classroom, a grade level, an entire school or a new or existing student club. Each Green Team will select a low or no cost ($250 or less) project to begin October 2013 and conclude on March 14, 2014. Participating schools will have the opportunity and flexibility to engage in projects fitting their schools’ unique needs and resources.

To assist the Green Teams, a USGBC-MGC Green Mentor will be assigned to each school Green Team to help with ideas, documentation, and resources. As part of the mentor’s responsibilities, the mentor will deliver an educational presentation or activity surrounding the environmental, health/social and fiscal impacts of buildings to participating students.

While the immediate impact of these projects may result in energy/water savings, cleaner air, or healthier learning environments; USGBC-MGC hopes that the Green Schools Quest will strengthen relationships between schools and the community. We also hope to create a lasting awareness of the importance of green schools, and catalyze a movement that fosters an attitude among youth and future generations to appreciate and model sustainable practices.

More information about USGBC-MGC and the Green Schools Quest is available at: http://www.usgbc-mogateway.org/green-school-quest/

ACTIVITY DESCRIPTION
USGBC-MGC is requesting proposals for the development of three (3), twenty (20) minute educational presentations or activities that Green Mentors can use to teach participating students about the environmental, social and economic impacts of buildings as well as green building concepts and benefits/ Separate educational material should be prepared for each of the following grade level audiences:

- Kindergarten/Elementary
- Middle School
- High School
**Presentation/Activity Description:**  *Building Impacts & Green Building Concepts and Benefits*

**Topics:** Each presentation should:

- Explain the environmental, health/social/learning and economic impacts of buildings
- Introduce major concepts of green building and green schools
- Relate those concepts to environmental, health/social and economic benefits of:
  - Reducing energy usage
  - Reducing water usage
  - Improving the indoor environmental quality
  - Sourcing, utilizing and disposing of materials responsibly
  - Implementing sustainable site practices
- Communicate the items outlined above in a manner appropriate for the specified grade level audience
- Include hands-on learning elements to engage the students

**BUDGET**
USGBC-MGC’s budget for the proposed project is $2,000. Please include a detailed budget with the proposal outlining major tasks and their associated costs. Please also indicate any level of in-kind support that will be offered in completion of the project.

**SUBMISSIONS**
Please submit a proposal by 5 PM CST on Friday, June 28, 2013 that includes:

- Overview of proposed project methodology
- Timeline and work plan
- Budget
- Experience with green building and/or sustainability
- Experience with similar organizations and programs
- 1-3 examples of similar curriculum or classroom activities you have developed
- At least three references for which similar work was performed, including contact information

All proposals must be submitted as a single PDF file no larger than 5 MB and sent to usgbc-mogateway@mobot.org by 5 PM CST on Friday, June 28, 2013. Respondents are responsible for ensuring their submissions have been received by USGBC-MGC before the deadline.

**QUESTIONS**
Please contact Emily Andrews at (314) 577-0854.

*Please see following page for time table and deliverables.*
**TIME TABLE AND DELIVERABLES**

**Time Table:**

**July 8 - 19, 2013**
- Participate in detailed requirements development session with USGBC-MGC Green Schools committee.
- Provide draft detailed learning objectives and presentation outline for review by the USGBC-MGC Green Schools committee.
- Submit final learning objectives, final presentation outline for review by the USGBC-MGC Green Schools committee.

**July 22 - August 16, 2013**
- Develop deliverables for the presentations working with the Mentor Training sub-committee of the USGBC-MGC Green Schools committee.
- Submit draft course materials to the Mentor Training sub-committee of the USGBC-MGC Green Schools committee for review and participate in review meeting.
- Complete pilot versions of the three presentations.
- Deliver pilot version of the three presentations prior to finalizing the materials.
- Evaluate pilot results with Mentor Training sub-committee of the USGBC-MGC Green Schools committee and make any necessary revisions to the content and materials.

**Deliverables:**
- Participate in detailed requirements development session with USGBC-MGC Green Schools committee.
- Detailed learning objectives and an outline for each of the three grade level specific presentations/activities for review by the USGBC-MGC Green Schools committee.
- Final learning objectives and final outlines for each grade level specific presentation/activity for review by the USGBC-MGC Green Schools committee.
- Submit draft course materials to the Mentor Training sub-committee of the USGBC-MGC Green Schools committee for review and participate in review meeting.
- Complete pilot versions of the three presentations/activities.
- Deliver pilot version of the three 20 minute presentations/activities prior to finalizing the materials.
- Evaluate pilot results with Mentor Training sub-committee of the USGBC-MGC Green Schools committee and make any necessary revisions to the content and materials.
- Provide final versions of presentations/activities which should be in the appropriate format for mentors to deliver (i.e. a Power Point Presentation appropriate to the grade level, instructions for delivering a classroom activity with handouts, etc.)