

Appendix C.4

**RFP for Great Plains Interactive Distance Education Alliance
(Great Plains IDEA) Lead Institution**

Due _____

The Great Plains IDEA Lead Institution will serve a five (5)- year term (October 1, 2003 – July 1, 2008 for the first term) and must be a member of the Great Plains IDEA. The responsibilities of the Lead Institution are attached for your review. In addition, please provide the information listed below.

Date: _____

Institution: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

E-mail address: _____

Telephone: _____ Fax: _____

Please provide the following information:

1. Describe in detail the management plan, if you are the Lead Institution, i.e., fiscal management, web management, Alliance Coordinator duties, and who will oversee the total project management. Attach resume(s) of key personnel.
2. Provide a detailed plan of action with a timeline for assuring that all responsibilities are met. Identify the responsibilities that you will assume immediately and a timeline for phasing in the other responsibilities.
3. Provide a financial budget to support Great Plains IDEA Lead Institution costs based upon 70% of the previous year's Alliance revenue. Alliance revenue will be used to support student database and website maintenance as well as other administrative costs. The budget submitted may include resources available at your institution and resources needed from the Great Plains IDEA. Clearly note responsibilities that you can and cannot complete without additional resources and those that you are likely to subcontract.
4. Describe the infrastructure at your institution to support you as the Lead Institution i.e., space, computers, web access, etc.
5. Attach any other pertinent information that would enhance your application.

6. Forward an electronic copy or mail four (4) copies of all materials to The Great Plains IDEA Treasurer, *(insert name and e-mail address)*. Material can be mailed to: *(insert name and mailing address)*. For additional information, call *(insert telephone number)*.

For Great Plains IDEA use only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <hr/> (Date)
