



Enriched IT Programme
資訊科技增潤計劃

REQUEST FOR PROPOSALS

FOR ORGANISING

2015/16 ENRICHED IT ACTIVITIES PROGRAMME

IN SECONDARY SCHOOLS

ISSUED BY

Office of the Government Chief Information Officer
The Government of the Hong Kong Special Administrative Region

December 2015

I. REQUEST FOR PROPOSALS (RFP)

PURPOSE

The Government of the Hong Kong Special Administrative Region, represented by the Office of the Government Chief Information Officer (OGCIO), requests for proposals from government, aided, caput secondary schools, and local secondary schools under the Direct Subsidy Scheme to design and organise IT activities for secondary students from March 2016 to December 2016 with an aim to foster a pro-IT atmosphere and stimulate interest in IT in the school community.

BACKGROUND

2. The Financial Secretary proposed in the 2014-15 Budget to incorporate enrichment programmes in secondary schools to cultivate young IT professionals and even entrepreneurs to meet the development needs of a digital society. A funding of \$75 million is provided for the implementation of a two-pronged Enriched IT Programme for eight school years from 2015/16 to 2022/23. The Enriched IT Programme comprises two complementary elements as follows —

- (a) **Enriched IT Class** — Intensive IT training will be provided by eight partner schools to students (from secondary two to secondary six) who are interested and talented in IT.
- (b) **Enriched IT Activities** — IT activities will be organised by secondary schools each year to foster a pro-IT atmosphere and stimulate interest in IT in the school community.

ENRICHED IT ACTIVITIES IN SECONDARY SCHOOLS

3. The Enriched IT Activities Programme aims at enriching IT learning outside the school curriculum, providing opportunities for applying IT knowledge and nurturing creativity through IT. Examples of activities can be short courses in making mobile apps, digital games, robotics; intensive workshops to prepare students for IT competitions; coding and programming boot camps; IT projects or codefests, seminars in business intelligence, those akin to ‘sand-box’ concepts of allowing students to design their own solution, etc.

4. For the 2015/16 Enriched IT Activities Programme exercise, we intend to select up to 50 proposals from proponent schools to design and organise IT activities for secondary students from March 2016 to December 2016.

OBLIGATIONS AND REQUIREMENTS

5. The Government has the following requirements and expectations on the selected schools (school) in running the Enriched IT Activities Programme.

Objectives and scope

6. School should articulate the objectives and intended outcomes of the proposed IT activities to foster a pro-IT atmosphere and stimulate interest in IT in the school community. In particular, school should design and organise a programme of activities which could nurture creativity and IT learning with modes and styles most appropriate to the targeted students and beneficiaries.

7. Each programme should generally allow at least 20 secondary students to participate. It is preferable that students from other schools can also participate fully or in selected components of the programme.

Programme learning design and approach

8. The programme should be critically designed with an aim to develop students' creativity, logical thinking and problem solving skills. It is preferable that the total programme hours should include at least 50% interactive elements such as inquiry activities, discussions, hands-on activities, mini projects, presentations, competitions, exhibitions, etc.

9. The teaching facilities, equipment and tools that will be used in running the IT activities should be prevalent and contemporary. The mode of delivery should cater for the diverse learning needs of students.

10. The 2015/16 Enriched IT Activities Programme should complete in December 2016.

Teachers and service providers

11. School may partner with tertiary institutions, industry bodies or commercial organisations in running the programme. However, it is expected that school should play an active role in designing and organising the programme.

12. School should identify and select students to join the programme through an open and effective process. School should be responsible to monitor the attendance and progress of students in the programme.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

13. School should share experience and deliverables of the IT activities such as teaching materials, promotion and publicity materials, among the school community and interested stakeholders, as well as participate in promotion and publicity activities of the Enriched IT Programme.

IT activity plan

14. School should submit the IT activity plan to the Secretariat of the Enriched IT Programme before commencement of the programme. The plan should include, among others, the objectives and intended outcomes to the beneficiaries of the programme, number of expected participants, activities schedule, promotion and outreach arrangements. The plan will be published in the portal of the Enriched IT Programme to facilitate publicity and enrolment for the IT activities.

Funding

15. A maximum funding of \$50,000 will be provided to support the school in running the programme. The fund can be deployed in the following areas -

- (a) Hiring of professional services, such as from tertiary institutions, industry corporations, and teaching service providers;
- (b) Preparation of programme materials;
- (c) Procurement of consumables for organisation of IT activities;
- (d) Rental of IT teaching facilities and venue;
- (e) Promotion of IT activities;
- (f) Subsidising registration fees, travelling expenses and accommodation expenses of students in participating in competitions, exhibitions, industrial visits, etc.; and
- (g) Subsidising examination fees of students in acquiring industry recognised certificates.

16. School should submit the programme budget to the Secretariat of the Enriched IT Programme before commencement of the programme for approval. Fund will only be released to school based on the approved budget.

Programme monitoring and review

17. School principal should be fully accountable for the execution, financial control and performance of the programme. School principal should appoint a teacher as the teacher-in-charge who is responsible for the planning, administration and implementation of the proposed IT activities.

18. School should submit the IT activity plan and programme budget within one month before the commencement of the programme.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

19. If there are unexpected conditions or major incidents adversely affecting the implementation of the programme, school should report the issues and provide recommendations to resolve the issues to the Secretariat of the Enriched IT Programme as soon as possible.

20. School should submit Programme evaluation report and financial statement to the Secretariat of the Enriched IT Programme within two months after the completion of the programme. In particular, the programme evaluation report should address whether the objectives and intended outcomes have been achieved. Participants' feedback, suggestions for improvement and further development of the programme should also be included. The financial statement should present the actual expenditure and income against each budget item. The programme evaluation report and financial statement should be signed by the school principal.

Programme deliverables

21. In summary, school should deliver, among other things, the following deliverables –

- (a) IT activity plan
- (b) Programme budget
- (c) All functions, activities and services in accordance with the IT activity plan and programme budget
- (d) Sharing of experience and deliverables of the programme
- (e) Programme evaluation report and financial statement

ACCOUNTING AND MONITORING ARRANGEMENT

22. School should not assume that any Government funding support will be available prior to formal funding approval. School shall be responsible for ensuring that all Government funding allocated to them for the purpose of the programme is solely and exclusively used for the approved purpose only. School shall be fully accountable for the use and management of the public money and the performance of the IT activities. Deficit, if any, should be borne by school's own funds or other sponsorship. Any remaining unspent balance shall be returned to the OGCIO.

23. School should create and keep a separate ledger account entitled "2015/16 Enriched IT Activities Programme" to record all the income and expenditure chargeable to the programme. School should ensure that all receipts and payments in respect of the programme are properly and timely recorded.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

24. School should include auditing of all incomes and expenditures chargeable to the programme under the ledger in the annual audit exercise as specified in the School Administration Guide. Copies of audited financial statement related to the ledger should be submitted to the Secretariat of the Enriched IT Programme.

25. School should adhere to the related principles of handling school's finance matters and follow proper procedures for procurement, accounting and financial control as specified from time to time by the Education Bureau (EDB).

IMPLEMENTATION SCHEDULE

26. Major milestones of the 2015/16 Enriched IT Activities Programme are shown below –

Major Milestones	Tentative Timeframe
A. Evaluation and selection of proposals	February 2016
B. Implementation of IT activities	March to December 2016

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

II. EVALUATION PROCESS & SELECTION CRITERIA

27. An evaluation panel comprising representatives from the OGCIO, the EDB and the Hong Kong Academy of Gifted Education will evaluate proposals submitted by proponent schools based on the evaluation criteria below –

Evaluation Criteria		Submission
Assessment on Proposal (80%)		
(a) Objectives and Intended Outcomes Merits will be given to proposals which articulate the objectives and intended outcomes to stimulate students' interest in IT and foster a pro-IT atmosphere in the school community, in particular to develop students' competence in logical thinking, creativity/innovative mind, problem solving abilities, and/or broaden/nurture students' horizon in IT skills or applications.	16%	<ul style="list-style-type: none"> • Objectives and Beneficiaries • Intended Outcomes and Methods of Evaluation
(b) Programme Design and Features Merits will be given to proposals which articulate the alignment of the learning topics with the proposed objectives and intended outcomes, provide a diverse and interactive mode of learning, and will use prevailing IT facilities for running the programme.	28%	<ul style="list-style-type: none"> • Programme Design • Programme Features • Facilities, Equipment and Tools
(c) Teachers and Service Providers Merits will be given to proposals for which the proponent school will actively involve in the design and organisation of the programme; and the service provider(s) has rich experience in similar area.	20%	<ul style="list-style-type: none"> • Roles and Responsibilities of Teacher(s) • Qualifications and experience of Teacher(s) and Service Provider(s)
(d) Deliverables and Further Development Merits will be given to proposals which produce deliverables which can be reused and/or shared with the school community; and the school will ride on the experience and deliverables of the proposed programme to develop a programme to enrich IT learning in the school.	16%	<ul style="list-style-type: none"> • Deliverables • Further Development
Assessment on Existing Capability (20%)		
(e) Past Experience in Organising/Participating in IT Related Activities Merits will be given to proponent schools which have past experience in organising/participating in IT related activities.	12%	<ul style="list-style-type: none"> • Past IT Related Activities Organised /Participated
(f) Past Experience in Sharing IT Teaching Resources Merits will be given to proponent schools which have past experience to share teaching resources related to teaching IT with other schools.	8%	<ul style="list-style-type: none"> • Types of Resource for Teaching IT • Channel/Medium for Sharing Resources

III. SUBMISSION OF PROPOSALS

28. Proposals shall be delivered by hand in sealed envelope marked with words

“RESTRICTED - Proposal for Enriched IT Activities Programme”
to the following address by **12:00 noon on 1 February 2016**. Late proposal will not be considered.

Office of the Government Chief Information Officer
15/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong
(Attn: Secretariat of Enriched IT Programme)

29. The proposal shall be signed and submitted in THREE hardcopies and ONE softcopy on a CD/DVD. The proponent school shall make certain that the information contained in the proposal is accurate. In the event of conflict between the hardcopy and the softcopy, the hardcopy shall prevail.

30. The proponent school shall complete the Application Form (as enclosed in **Annex A**) for participation in the 2015/16 Enriched IT Activities Programme. The application form can be downloaded from the Enriched IT Programme Portal at <http://www.eitp.gov.hk>. Any other relevant reference materials can also be submitted.

31. In the event of a typhoon signal no. 8 or above being hoisted or the black rainstorm warning signal being issued between 9:00 a.m. and noon on the date of submission mentioned above, then the closing date will be postponed to the first working day (excluding Saturday) after the day the typhoon signal no. 8 or above or the black rainstorm warning signal is lowered.

ENQUIRY

32. Schools may download this RFP document from the Enriched IT Programme Portal at <http://www.eitp.gov.hk>. For enquiries concerning the Enriched IT Activities Programme or this RFP exercise, please send email to the address scitp_secretariat@ogcio.gov.hk or fax at 2573 7113 (Attn: Secretariat of Enriched IT Programme).

DISCLOSURE OF INFORMATION

33. The Government shall have the right to disclose, whenever it considers appropriate or upon request by any third party (written or otherwise), to any person the information in the proposals.

34. Each proponent school shall complete and deliver to the Government an agreement on “Consent to Disclosure” (as enclosed in **Annex B**) together with its proposal.

CONFIDENTIALITY

35. The proponent school shall not disclose, except with the prior written consent of the Government, at any time to any person any information received by or made known to it in relation to the proposal. All information derived from the proposal shall remain the property of the Government. The proponent school shall keep the information confidential and shall not release it in any circumstances without prior written consent from the Government. Furthermore, the proponent school shall not publish any advertising or publicity material relating to the RFP without the written consent of the Government.

INTELLECTUAL PROPERTY RIGHTS

36. All works in the submission of proposal shall not contain any materials infringing any third party intellectual property rights. The proponent school shall indemnify and keep the Government fully and effectively indemnified against all costs, claims, demands, expense and liabilities of whatsoever nature arising from or incurred for reason for any such infringement or alleged infringement.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Annex A

**2015/16 Enriched IT Activities Programme
Application Form**

Points to Note

1. Please read carefully the “Request for Proposals for Organising 2015/16 Enriched IT Activities Programme” issued on 15 December 2015, before completing this form.
2. The Proponent School must be a government, aided, caput secondary school, or local secondary school under the Direct Subsidy Scheme. Application submitted in the name of an individual will not be accepted.
3. Please complete the form in either Chinese or English. This form is divided into the following sections —

Part A Particulars of Proponent School
Part B Proposal on Enriched IT Activities Programme
Part C Track Records of Proponent School
Part D Declaration and Commitment
4. **Each Proponent School shall submit one application for one Enriched IT Activities Programme only.** Multiple applications are not allowed.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Part A: Particulars of Proponent School

School Name:	(English)								
	(Chinese)								
School Code:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>								
Finance Type:	<input type="checkbox"/> Government <input type="checkbox"/> Aided <input type="checkbox"/> Caput <input type="checkbox"/> Direct Subsidy Scheme								
School Address:	(English)								
	(Chinese)								
School Website:									
School Principal:	(English)								
	(Chinese)								
Telephone No.:									
Fax No.:									
Email Address:									
Teacher-in-charge:	(English)								
	(Chinese)								
Post:									
Telephone No.:									
Fax No.:									
Email Address:									

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Part B: Proposal on Enriched IT Activities Programme

(a) Title of the Proposed Enriched IT Activities Programme (the Programme)		
(English)		
(Chinese)		
(b) Beneficiaries		
	Number of Students	Class Level of Students
Proponent School:		
Other Schools:		
(c) Objectives of the Programme		
<i>Please state the objectives of the proposed enriched IT activities programme in clear and concise terms and elaborate how the proposed IT activities could stimulate students' interest in IT and foster a pro-IT atmosphere in the school community.</i>		
(d) Intended Outcomes and Methods of Evaluation		
<u>Students</u>		
<u>Proponent School</u>		
<u>School Community and Other Stakeholders</u>		

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

(e) Programme Design

It is preferable that the total programme hours should include at least 50% interactive elements such as inquiry activities, discussions, hands-on activities, mini projects, presentations, competitions, exhibitions, etc.

Session	Duration (hours)	Topic Highlight	Mode of Delivery
1	2	Creativity thinking process	Group dynamics
2	3	Introduction to 3D printing	Hands-on, Visit

(f) Programme Features

Please elaborate on the salient features or characteristics of the mode of delivery with specific examples on laboratory and hands-on assignments, and activities such as competitions, industrial visits, etc.

(g) Teaching Facilities, Equipment and Tools

What are the teaching facilities, equipment and tools that will be used in running the proposed IT activities?

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

(h) Roles and Responsibilities of Teacher(s) from Proponent School

*Please elaborate on the roles and responsibilities of teachers in the programme, such as programme leader, coordinator, trainer, etc., as well as their **experience** in designing and organising similar IT activities.*

(i) Roles and Responsibilities of Service Provider(s)

Proponent school may partner with tertiary institutions, industry bodies or commercial organisations to run the proposed IT activities.

*Please elaborate on the roles and responsibilities of service providers in the programme, as well as their **qualifications and experience** in designing and organising similar IT activities.*

(j) Deliverables and Further Development

How will the deliverables and experiences be reused and/or shared in the school community?

If the proposed enriched IT activities programme is a part of the school development programme to enrich IT learning in the school, please briefly describe the objectives and plan of the IT enrichment programme.

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

(k) Budget	
Expenditure	Amount (HK\$)
i) Hire of Professional Services	
ii) Preparation of Programme Materials	
iii) Travelling	
iv) Others (please specify)	
Total expenditure	
Income	Amount (HK\$)
(a) Income (if any)	
(b) Other funding (if any)	
(c) Fund sought from the OGCIO	
Total income	

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Part C: Track Records of Proponent School

Please elaborate on each IT or related activities organised/participated by the proponent school for the past five years (in descending chronological order).

(a) IT or Related Activities Organised/Participated			
Dates / Duration	Name / Description of Activities	No. of Students	Outcomes and Achievements
(b) Experience in Sharing IT Teaching Resources			
Date	Type of Resource¹ for Teaching IT	Channel / Medium² for Sharing	
Note:			
1. Type of resource, e.g. curriculum synopsis, mode of teaching and learning, presentation slides, worksheets			
2. Channel / Medium for sharing, e.g. website portal, exchange sessions / workshops among schools, events organised by teacher associations / EDB			

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Part D: Declaration and Commitment

Design and Organisation of 2015/16 Enriched IT Activities Programme

I confirm that: (Please mark "√" as appropriate.)

- All information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void and any fund approved will be withheld and any payment made shall be refunded to the OGCIO.

- If our proposal is accepted, we will commit to
 - design and organise the proposed enriched IT activities according to our submitted application; and
 - comply with all the obligations and requirements specified in the Request for Proposals document.

Name of School		School Chop
Name of School Principal		
Signature of School Principal		
Date		

**REQUEST FOR PROPOSALS
FOR ORGANISING 2015/16 ENRICHED IT ACTIVITIES PROGRAMME
IN SECONDARY SCHOOLS**

Annex B

CONSENT TO DISCLOSURE

To: The Government of the Hong Kong Special Administrative Region

**Re: Request for Proposals for
Organising 2015/16 Enriched IT Activities Programme in Secondary Schools**

We, *[insert the name of the Applicant School]*, hereby irrevocably authorise, consent and agree that the Government of the Hong Kong Special Administrative Region (“Government”) may, whatever it considers appropriate or upon request by any person (written or otherwise) and without any further reference to us, disclose to any person in such form and manner as the Government deems fit –

- (a) The name of our school; and
- (b) The proposal submitted by us on *[insert the relevant date]*.

We hereby waive and forego our right, if any, to make any claims against the Government for any losses, damages, costs, charges, liabilities, demands, proceedings and actions that may arise out of or in consequence of such disclosure by the Government.

Name of School		School Chop
Name of School Principal		
Signature of School Principal		
Date		