



OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

Request for Quote # 24-54838B

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Potential Offeror(s),

Thank you for your interest in this opportunity! Provided herein is additional information about this opportunity, how to apply, and what happens if you are selected as the successful Offeror. For questions about this solicitation, please e-mail Angela.Hawn@ornl.gov.

Oak Ridge Associated Universities (ORAU), in support of the Oak Ridge Institute for Science and Education (ORISE) DOE Prime Contract (#DE-SC0014664), is seeking (three) **Facilitators** to support the Sandia National Laboratory (SNL) Quantum Computing, Math and Physics (QCaMP) summer camp, in accordance with Attachment 2 – Statement of Work.

INSTRUCTIONS

Interested candidates, herein referred to as Offerors, shall submit the following to Procurement Representative named above no later than **Wednesday, May 22, 2024**.

1. **Resume/CV**
2. **Firm-fixed-price quote**, for the services identified in Attachment 2 – Statement of Work (i.e. *Offeror shall indicate how much will be charged/billed to perform the requested services*)

AWARD CRITERIA

Three (3) awards will be made to the responsible and responsive Offeror(s) who provides the best value for ORAU/ORISE. Best value will be based on a) confirmation Offeror meets minimum requirements/qualifications, b) overall experience and value-add, and c) price quoted. *Offeror may be requested to participate in an interview.* Qualifications and experience when combined will be weighted more than price.

Successful Offeror will be considered an ORAU/ORISE Subcontractor and will receive a subcontract award. Award is contingent upon submission of additional documentation, including a [Supplier Information form, W-9 and ORAU Representations & Certifications](#).

ATTACHMENTS

Attachment 1 – Requirements/Minimum Qualifications
Attachment 2 – Statement of Work



Attachment 1 – Requirements/Minimum Qualifications

Title: Science Teacher QCaMP Facilitator

Description:

We are seeking a dynamic and resourceful high school teacher with a STEM background to serve as a Quantum Camp Facilitator. The position involves facilitating both online and in-person sessions, focusing on managing classroom dynamics, providing academic support, and fostering a conducive learning environment. Responsibilities:

Classroom Management:

- Ensure smooth functioning of sessions, including crowd control and maintaining an engaging atmosphere.
- Act as a valuable resource for students, providing assistance within the classroom environment.

Instructional Support:

- Develop and execute brain-stimulating activities, quizzes, and icebreakers to initiate each day's activities.
- Assist teacher/students with technology utilization, including camera and microphone setup.

Online Session Monitoring:

- Oversee virtual participants by monitoring the waiting room, chat, and ensuring smooth virtual engagement.
- Keep track of attendance, sign-in sheets, and manage the Google Classroom platform.

Support during Research Projects:

- Guide and assist students during research project sessions, fostering a sense of belonging and encouraging active participation.

Desired Skills and Qualifications:

- Background in STEM education, preferably with experience teaching high school students.
- Proficiency in technology setup, including camera and microphone management.
- Strong organizational skills to manage attendance records and Google Classroom.
- Ability to engage students through interactive activities while maintaining discipline.
- Effective communication skills to facilitate a conducive learning environment.

This opportunity requires a passionate individual capable of managing classroom dynamics, engaging students both virtually and in-person, and supporting their educational journey throughout the Quantum Camp.

Attachment 2 - Statement of Work

Background

ORAU provides innovative scientific and technical solutions to advance national priorities in science, education, security and health. Through specialized teams of experts, unique laboratory capabilities and access to a consortium of more than 145 major Ph.D.-granting institutions, ORAU works with federal, state, local and commercial customers to advance national priorities and serve the public interest. A 501(c)(3) nonprofit corporation and federal contractor, ORAU manages the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy (DOE).

The WDTS RENEW Quantum Computing, Mathematics & Physics will be largely project-based, with some portions delivered in interactive lecture format by both a Lead Instructor and research scientists at Sandia National Laboratory (SNL). Participants will gain experience creating circuits on a real-world quantum computer and gain access to resources to bring quantum concepts into the classroom. Students will have many opportunities to interact with scientists at varying career levels and will receive a primer on the fundamentals of computing, learn hands-on the oftentimes perplexing phenomena of quantum physics, and apply those phenomena to solve computing problems in new ways.

Objective

Obtain a **QCaMP Facilitator** to facilitate online and in-person sessions focusing on managing classroom dynamics, providing academic support, and fostering a conducive learning environment. The facilitator will supervise a group of high school students during the four-week program and oversee day-to-day activities of Sandia QCaMP high school participants while providing guidance and ensuring safety.

Facilitator Time Commitment:

In-person full-time appointment from July 1, 2024 – July 26, 2024, in one of the following locations: Albuquerque, Santa Fe, or Gallup, NM.

Scope

Subcontractor will work with the ORISE Technical Contact, Quantum Camp Lead Instructor, other Sandia staff, the Sandia Technical Contact and additional ORAU/ORISE staff to accomplish the goals of the Sandia QCaMP.

Tasks

Task 1: Pre-Program Meeting(s)

- Attend planning meetings via conference calls leading up to QCaMP.
- The Sandia Technical Contact will coordinate with Lead Instructor to determine dates for meetings on their availability.
- Attend pre-program meetings and set-up at one of the program sites in New Mexico.

Task 2: Collaboration with Team of Instructors

- Work closely with instructors, scientists, and camp staff to coordinate activities, aligning them with educational objectives and student/teacher needs.

Attachment 2 - Statement of Work

Task 3: Contact and Communication with the Sandia Technical Contact

- Communicate with the Sandia Technical Contact daily to ensure that Sandia staff are aware of the progress of the program.
- Inform the Sandia Technical Contact about any mishaps, program needs, or issues that occur with participants.

Task 4: Classroom Management

- Attend entire duration of camp.
- Ensure smooth functioning of sessions, including crowd control and maintaining an engaging atmosphere.
- Act as a valuable resource for students, providing assistance within the classroom environment.

Task 5: Instructional Support

- Develop and execute brain-stimulating activities, quizzes, and icebreakers to initiate each day's activities.
- Assist teacher/students with technology utilization, including camera and microphone setup.

Task 6: Online Session Monitoring

- Oversee virtual participants by monitoring the waiting room, chat, and ensuring smooth virtual engagement.
- Keep track of attendance, sign-in sheets, and manage the Google Classroom platform.

Task 7: Support during Research Projects

- Guide and assist students during research project sessions, fostering a sense of belonging and encouraging active participation.

Task 8: Medical Emergencies and Other Issues

- Serve as a Point of Contact for resolving any medical emergencies, disciplinary, or other issues that may arise with the participants during the week.
- In the event of a medical emergency, call 911 if needed.
- Drive participants to a medical provider if needed.
- Inform the Sandia Technical Contact about any medical emergencies or other medical issues.
- Contact parents or emergency contacts for any medical emergencies, in the absence of the Sandia Technical Contact.
- Significant non-emergency medical issues will always be communicated to the parents prior to treatment.
- Keep student medical release and all participant insurance forms with you at all times, and keep the information protected and confidential.

Task 9: Safety and Supervision

- Complete all required training related to the safety and protection of minors and Sandia policies.

Attachment 2 - Statement of Work

- Consider participant safety and confidentiality in every decision that is made.
- Ensure that student participants are supervised throughout the duration of the camp.
- Abide by parental wishes regarding permission for a participant publishing photographs/videos/social media. Protect participant personal information.

Task 10: Wrap-up Tasks

- At the completion of QCaMP activities, work with team of instructors to inventory and pack all equipment and unused materials and supplies.
- Assess the success of the camp, collecting data, analyzing results, and preparing detailed reports on participant engagement, learning outcomes, and overall effectiveness.
- Participate in lessons learned meeting at the conclusion of the program either in-person or virtually.
- Utilize feedback and evaluation results to refine future camp programs, ensuring continuous improvement and alignment with educational goals.

Task 11: Other Tasks

- Other tasks directed by the ORISE or Sandia Technical Contact may be required for the successful completion of the program.

Task/Project Milestones

Task #	Work Milestones	Projected Completion Date
1	Planning meetings	June
2	Coordination with team of instructors	Ongoing
3	Contact and communication with the Sandia technical contact	Ongoing
4 -7	Attend camp and facilitate camp activities	July 1-26, 2024
10	Wrap-up: Inventory and storage of equipment and supplies	July 26, 2024
10	Lessons learned meeting	August

Delivery

All deliverables must be submitted directly to the ORISE Technical Contact and must be in accordance with the identified tasks above.

Location of Performance

Services will primarily be completed during July 1 – July 26, 2024, in one of the following locations: Albuquerque, Santa Fe, or Gallup, NM.

Period of Performance

The period of performance for this work will be from **date of award (anticipated for May 31, 2024) through August 30, 2024.**