



Technology Fee

Proposal Submission Process

2023/2024

<https://techfee.fiu.edu>

Primary Focus of the Technology Fee:

- Enhance instructional technology resources and prepare students to thrive in a technology-rich working environment
- Integrate state-of-the-art technology into the classrooms to innovate the teaching and learning experience
- Facilitate learning processes with the use of technology and increase performance
- Create learning environments that improve student engagement and success
- Enrich the overall learning experience for students at FIU

Proposal Development

Proposals may be submitted for a **One-Time Request** (One year of funding) or **Recurring Request** (up to three years of funding). If a project requires to be sustained for more than three years, a new proposal must be submitted for renewal of funding.

Make sure to include all necessary information, specifically if your project is:

- **New:** Detail and provide adequate support that will demonstrate your project to be successful.
- **Recurring:** For a multi-year project request, explain the need for on-going support.
- **Renewal:** For a previously awarded project, explain the need for renewing. Make sure to provide supporting documentation that demonstrates success of a previously awarded project. For example, list the benefits attained, accomplishments, copies of featured articles, faculty and/or student feedback.
- **Upgrade:** For renovations or replacements of existing equipment or facility, explain the need for the upgrade. Make sure to provide supporting documentation such as product-end of life information, warranty expiration, utilization of classroom/space, data logs, and any other information that will assist the committee in determining the need.

Tech Fee will not reimburse or provide funding for expenses already incurred. However, you may ask for funding for an existing project that was not previously funded by Tech Fee.

Resource Requests

Proposals shall detail all resource requirements and associated costs for the committee to determine the need of the project. Make sure to upload quotes and/or estimates as backup documentation to the proposal.

The following resource components may be requested:

Hardware/Software:

This includes all costs associated with the usage of equipment and/or software. Additional costs such as installation fees, professional services, training, support, and maintenance, should all be referenced under the hardware category.

- Please consult with [Panther Tech](#) to obtain a quote. They will assist to make sure that all requested equipment conforms to the University's technology standards.
- Be sure to check the [available software list](#). You may not need to budget for software that is already being offered to the university at NO COST.
- Please consult with [Division of IT-Media Technology Services](#) for all classroom technology, Audio-visual integrations, and equipment installations.

Resources Continued...

Miscellaneous/Services:

This may include minor components needed for the hardware to function properly such as network drops, cabling, and data storage. These services are usually quoted by an FIU department.

Other (Furniture/Construction):

This category is solely for the cost of furniture and any construction related expenses. Tech Fee will not fund more than 20% of the total cost of the project. The total cost of the project covers (hardware, software and miscellaneous). Departments must supplement any additional cost not covered by the Tech Fee and overages from another funding source.

Personnel:

Staff may be necessary to help carry out the project; regular FIU employees, student assistants and/or OPS temporary appointments are permitted.

Technology Fee will NOT provide funds for the following:

- Faculty salaries, additional compensation for faculty, or faculty time-limited OPS.
- Research associates, and/or graduate assistants.
- Travel or expense reimbursements.

Criteria for Evaluation

The Technology Fee committee will evaluate the merits of a proposal using the following criteria:

Proposals will be ranked on a scale from 0-4 based on the five questions below: (Zero is the lowest score, indicating that the project does not meet any of the requirements and Four is the highest score, indicating that the project meets all the requirements).

1. The project conforms with the [Florida Statutes Section 1009.24](#) to enhance instructional technology resources for students and faculty in support of the development and delivery of instruction.
2. The project aligns with the [University's Strategic Goals](#) (Ex. Support emerging technologies, cultivate innovative concepts for teaching, augment the learning environment, accelerate academic and career success, and create efficiencies to optimize operations).
3. The project has the potential to engage as many students and faculty as possible, each academic year.
4. The project promotes collaboration and sharing of instructional technology resources between academic and/or departmental units.
5. The project is presented clearly and has the adequate resources for a sustainable model. The implementation provides an accurate plan and a realistic representation of the time, resources, and cost required to fully complete it.

How to submit a proposal:

1. Visit <https://techfee.fiu.edu> and click on the **MyProposals** tab at the top of the webpage. When you add a new request, a blank submission form will open.
 - A separate proposal must be submitted for each individual project. However, if your project involves computers for several classrooms, bundle them into one submission and list the rooms in order of importance. This will reduce the workload for the committee of having to read similar proposals, numerous times. The committee may provide full, partial, or no funding for any given project. The committee is not obligated to award all technology fee funds available at any given time.
2. All requested information on the submission form must be completed. You must upload a quote and/or an itemized estimate of what your project will cost. Please also provide as much supporting documentation that will aid the committee in understanding the need of your request.
3. You have the option to Save the form at any time or Submit for approvals.
 - You can also share the proposal with a fellow FIU member while it's still on draft mode. The sharing option will allow Read Access only. Another person will not be able to submit a proposal on behalf of the original creator.
 - Please note: You must read each policy thoroughly and **Acknowledge** them for proper submission.
 - Make sure to submit your proposal by the deadline in order to be considered for evaluation.
4. You can check the status of your proposal by logging back into the tech fee site.

Proposal Workflow:

All submitted proposals will be sent to the corresponding Dean/VP of their area. The Dean/VP will receive an email indicating that a proposal has been submitted for their endorsement.

A proposal may be **Approved**, **Declined**, or **Returned** by the dean/VP:

- **Approved** the proposal will advance to the Technology Fee Committee for evaluation. The submitter receives an email notification.
- **Returned** for further modifications, the submitter must make the necessary changes and resubmit the proposal for the dean/VP to endorse by their applicable deadline.
- **Declined** the proposal will not advance to the committee, and the review process will end.

Once a final decision is made, the results will be posted on the tech fee site and an email notification will be sent to the proposal submitter. For all approved projects, a detailed budget sheet will be provided and further instructions on how to utilize the approved funding.

What happens after funding is approved?

1. Proposal for the purchase of goods and services is Approved by the Tech Fee Committee.
2. Budget Sheet is uploaded to the MyProposals Page in the Tech Fee website. This form will detail the total \$ amount to be awarded. Department will acknowledge the approval terms and return a signed copy of the budget sheet to techfee@fiu.edu.
3. Tech Fee confirms the receipt of the signed budget sheet and will reply to the department with the next steps, including explanation of the procurement process.
 - Department needs to provide the Tech Fee Office with a refreshed quote and/or second competitive quotes. A Delegated Contract Manager from the department will need to enter any necessary contracts in TCM. The Executed agreement and all other supporting documentation need to be provided to the Tech Fee office to have it attached to the requisition.
 - Selected proposals are approved w/ contingency to work with [Technology Evaluation Group \(TEG\)](#) for further review. Department must work on this independently.

Purchasing Guidelines

The Procurement Method should be identified early, to help save time later when funding is awarded. To determine if a quote or a formal competitive solicitation process is required, the total amount that will be spent on the prospective purchase, for the entire term of the contract, must be considered.

Spend Thresholds

1. Less than \$10,000 – One written quote will be required.
2. \$10,000 to \$74,999 – Two written quotes will be required. Procurement Services wants additional quotations whenever possible to ensure that the best value is being obtained by the University.
[GovSpend](#) quoting tool is mandatory for purchases between \$10,000 to \$74,999 unless the purchase is exempt, a sole source, or you are piggybacking off an existing contract.
3. \$75,000 and over – a formal competitive solicitation may be required. A Competitive Solicitation involves openly inviting all interested suppliers to submit a quotation, bid, or proposal to supply the procurement need of the University. The Executive Director of Procurement Services will determine the competitive process to be used.

An approved Proposal does not mean that your purchase is exempt from the procurement process!
We must ensure that we follow the university's [procurement guidelines](#).

Inquiries

It is highly encouraged to work with your area's internal IT department, as they can help implement and carry out the project with you.

Contact the [Division of IT-Media Technology Services](#), for assistance with Course Capture, Audio-visual installations, and instructional technology support. You may reach them at MMC-(305)348-2815 and BBC-(305)919-5741.

Students, we ask that you partner with your local Student Government Association (SGA) or a faculty member. Ask for their support on realizing a plan of action. You may reach SGA at MMC-(305)348-2121 and BBC-(305)919-5680.

To obtain a quote for equipment or software, please contact Panther Tech at (305)348-8324 or email them at panthertech@fiu.edu and they are also located in GC 165.

If you have any questions regarding the proposal submission process, please contact Technology Fee Administration at techfee@fiu.edu.