



Request for Proposals and Mentors

I. Concept

Union-Endicott High School just celebrated our first 100 years. While the world has changed significantly in the past 100 years, the way we educate our young people has not. To ensure our students will be capable of handling the challenges of the next 100 years, we plan to establish a 5 year (grades 8 through 12) high school where students will obtain their education in a primarily active learning environment. Specifically, the overarching theme will be “building sustainable communities” and how our future communities will be achieved through creative, critical, and innovative thinking, combined with action. This foundation knowledge will be developed within an entrepreneurial learning environment, utilizing a personalized curriculum – not unlike the structure of graduate school, wherein each student works closely with an advisory team for a 4-5 year period of time to obtain their desired educational outcome.

The partnership between a new venture incubator housed in the school and the students’ full participation in tackling real world opportunities and problems, will transform their high school experience as well as helping the new ventures expand and thrive. This area, once known as the Valley of Opportunity – the birthplace of ANSCO, Borden’s, Endicott-Johnson, IBM, Link Simulation, and many other world changing ventures I

II. Scope of Services:

We are looking for business partners to work with us and have some flexibility as to the exact role and scope of services. We provide here examples of two levels of services:

a) Mentoring Services:

We are looking for area businesses that can provide adult mentors for the students involved in Tiger Ventures. Time can be provided during afternoon work sessions to meet with students. Initial meetings may involve small groups of mentors or whole class presentations, while later work would involve direct pairing of a student with a specific mentor. One day per week for approximately 2 hours would be an ideal timeframe for this work. We envision a progression in the mentoring during the first year to roughly approximate:

1. Ice breakers, goal setting and general academic motivation work to start.
2. Mentoring on the world of work, work ethics and habits, etc.
3. Interest exploration and begin pairing of mentors.
4. Assist students in developing a specific business project they would like to develop.
5. Development of the individual business projects with guided mentoring.

b) Incubator Ventures:

We are looking to provide rent free space for new ventures which would inhabit former classrooms of the Linnaeus W. West School (see attached floor plan), 1201 Union Center Highway, Endicott, NY 13760, for a period of up to one year. These new ventures may represent new start-up companies, or new operations (possibility a satellite office) being initiated by an existing company in the region.

To facilitate the success of the new ventures, the District will provide within the incubator

1. Five secured office spaces of approximately 600 sq. ft. (two with sink and water)
2. One co-working space of approximately 1000 sq. ft. (with sink and water)
3. Internet access throughout the incubator
4. Printing, duplication and fax equipment
5. Reception area
6. Mail and package receiving and drop-off
7. Conference room with large screen projection equipment
8. Access to industrial kitchen equipment (e.g. mixer, convection ovens, etc.)
9. Secured, private, entrance into incubator facility
10. Reserved parking for incubator tenants

In return, responsibilities of tenants in the business incubator will include:

1. Providing direct educational opportunities to Union Endicott high school students in order to enrich the students' educational experiences by providing a direct work experience within the high school curriculum.
2. Provide, as needed, professional development to faculty, staff, and administration in order to maximum the articulation and integration of the curriculum within the framework of the work environment.
3. Provide, as the venture grows, community support related to opportunities for employment and training.
4. Provide, as needed, grant writing assistance to develop mutually beneficial funding sources for operation.
5. Student and teacher assistance are to be provided during regular working hours (8 a.m. – 4 p.m.), The ability to provide approximately 2 to 10 hours per week of guided student effort is expected.

III. Mentoring Requirements:

1. Completion of the "Coach and Mentor Without Pay Application"
2. Fingerprinting to allow SED clearance to work 1:1 with students. The cost of this will be covered by the District.

3. A current resume or other description of your background and interests in mentoring within this setting.

IV. Incubator Venture Proposal Requirements:

1. A brief (1-2 page) business plan outlining the goals of the venture, its corporate structure, the principals involved in the venture, how long the venture has been in existence, and how the venture is currently being funded. Assistance with constructing such a plan can be obtained either through the Small Business Development Center (SBDC) in Binghamton, or through the Entrepreneurship and Innovation Partnerships Office at Binghamton University.
2. If available, a pro-forma profit and loss statement covering the next three years.
3. A brief (1-2 page) overview of why the venture views Tiger Ventures as an appropriate venue, specifically focusing on the range of tasks which students would be involved.
4. Insurance Requirements:
 - Comprehensive General Liability Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Umbrella or Excess Liability: \$3,000,000
 - Worker's Compensation including Disability Benefits: As prescribed by law
 - Automobile Liability: \$500,000
 - Property/Casualty Insurance: \$200,000
 - Note that exceptions to these requirements will be considered upon request based upon the nature of the venture involved
5. General Responsibilities of the Parties
 - All participants in the venture must be Union Endicott Board approved, following BOE Policy 3141 procedures, including finger printing (see attached).
 - Every venture must make an annual presentation to the Board of Education, reviewing scope of work for the year, as well as UE student, faculty and staff involvement.

V. Criteria for Evaluation of Proposals

The Tiger Venture Team will review each proposal in a timely manner, reflecting on the business' capacity to both help UE students, as well as grow as a business. From successful written proposals, ventures will be selected for an interview. If a venture is chosen, it will be required to enter into a lease with the Union Endicott Central School District. The Board of Education reserves the sole and exclusive discretion to reject any proposal.

VI. Submittal of Proposal or Mentoring Application

All proposals and mentoring applications should be submitted to:
Union Endicott Central School District - Tiger Ventures
Pamela Portland Riddleberger,
Assistant Superintendent for Innovation and Community Development
1100 East Main Street
Endicott, NY 13760

Union Endicott will accept proposals and applications immediately, and will continue to accept proposals as necessary in order to keep suites are filled.

VII. Miscellaneous:

Please contact Pamela Portland Riddleberger (757-2111) if there are any further questions or concerns.