**ILLINOIS DEPARTMENT OF TRANSPORTATION**

**NOTICE TO VENDOR**

**Introduction:**

The Illinois Department of Transportation is now accepting proposals from public and private colleges and universities for the 2020 National Summer Transportation Institute (NSTI).

**General Information:**

The  purpose of NSTI is to create awareness and stimulate interest in SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM) careers with a specific focus on the Transportation industry among middle and high school students from economically disadvantaged households and underrepresented student populations.

The desired services of potential university/college partners are outlined in **Attachment Three titled “1B  On the Job Training / Supportive Services(OJT/SS)** **Statement of Work Format – Content and Form of Application Submission.”** Please also reference other attachments below for additional information and instruction.

The Illinois Department of Transportation and Federal Highway Administration will make the final selection for the 2020 NSTI host site.  A not to exceed amount is included in the Request for Proposal to assist with the required scope.  The National Summer Transportation Institute does not require any matching money.  However, prospective host sites are encouraged to include in-kind services and direct project funding in their statements of work.

**Attachments:**

1. *Attachment One*: Notice to Vendor
2. *Attachment Two*: Program Overview
3. *Attachment 1B:*
	1. Budget: Program Categories and Costs – National Summer Transportation Institute
	2. On the Job Training  Supportive Services(OJT/SS) and National Summer Transportation Institute  Statement of Work (note the submittal guidelines are geared to OJT/SS, refer to Attachment two for suggested budget line items)
	3. National Summer Transportation Institute Statement of Work Application (Reference)

***PROPOSAL DUE DATE:   December 14, 2019 12:00 p.m., C.S.T.***

Questions regarding general information and qualifications procedures should be directed to:

Dr. Clarissa Williams

Section Chief, Diversity & Recruitment

Illinois Department of Transportation

2300 South Dirksen Parkway, Room 116

Tel: 217-557-2426

Email: Clarissa.Williams@illinois.gov

***Proposals and all attachments may be sent electronically to Dr. Clarissa Williams at the email address above by December 14, 2019 12:00 p.m., C.S.T. Submissions received after that time will be deemed non-responsive and subsequently disqualified.***