



Request for Quote 26-57809

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Potential Offerors,

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. For questions about this solicitation, please e-mail Ashley.Larkin@orau.org.

Oak Ridge Associated Universities (ORAU) is seeking (3) **Resident Master Teachers** to support the 2026 Appalachian STEM Academy, in accordance with the attached Statements of Work.

INSTRUCTIONS

Interested candidates shall complete Attachment 2 –Response form and submit it directly to Ashley.Larkin@orau.org no later than **Friday, April 10, 2026**.

AWARD CRITERIA

Multiple award(s) will be made to the responsible and responsive Offeror(s) who provides the best value for ORAU. Best value will be based on a) confirmation candidate meets minimum requirements/qualifications, b) overall experience and value-add, and c) price quoted. Candidate 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 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 – Statement of Work_Resident Master Teacher
Attachment 2 – Response form



Attachment 1- 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 120 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).

In support of the Cooperative Agreement between the Appalachian Regional Commission (ARC) and ORAU (Contract # CO-17197-C14), the ARC contracts with ORAU to conduct the Appalachian STEM Academy at Oak Ridge for high school Bridge students from the Appalachian region. The Academy is a two-week residential research participation program and is scheduled for July 11-24, 2026.

Objective

Obtain a skilled **Resident Master Teacher** (RMT) who will support high school participants throughout a two-week immersive STEM research learning experience. The RMT will collaborate with research mentors, ORAU staff, and fellow educators to translate complex scientific concepts into accessible learning experiences and to help ensure strong student engagement, safety, and overall program success. This role serves as a bridge between the research environment and the student experience, ensuring activities are developmentally appropriate, well-coordinated, and aligned with the program's educational goals.

Scope

A Resident Master Teacher is required to support the 2026 Appalachian STEM Academy. The Academy will include approximately 18 high school participants, and the RMT will support this group in collaboration with the other Resident Teachers. The RMT will work as part of a team of Resident Teachers to guide participants through daily program activities, provide academic and general support, and maintain a safe and engaging learning environment. The RMT will collaborate with research mentors to co-develop curriculum for a two-week research project based on topics provided by the ORAU Technical Contact and will deliver this curriculum to high school students during the Academy. The RMT will coordinate their efforts with the other Resident Teachers and the ORAU Technical Contact to achieve the goals of the Appalachian STEM Academy.

Master Teacher Time Commitment:

This role requires a significant but clearly structured commitment across the preparation, program delivery, and follow-up phases. Prior to the program, Master Teachers will participate in several virtual planning meetings with their assigned research mentor to support curriculum development and scheduling. They will also collaborate with ORAU to provide soft copies of lesson plans, worksheets, procedures, and other curriculum materials in advance of the program start. In addition, Master Teachers will attend 2–3 virtual preparation meetings with the ORAU technical contact to review expectations and program logistics.

Master Teachers are required to participate in a full-day, onsite program setup on July 10, 2026, and must remain onsite for the duration of the program from July 11–24, 2026, supporting students, coordinating activities with the



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other Master Teachers, and engaging in both instructional and supervisory responsibilities. Following the program, participants will attend a virtual lessons-learned meeting to help inform future improvements.

Resident Master Teacher Qualifications:

- **Educational Background:** Holds a bachelor's degree by the start of the program and is a certified educator in a STEM discipline. Candidates may be currently teaching, in a job-embedded role, preparing for certification as pre-service educators, or have prior teaching experience but are not currently in a teaching position.
- **Appalachian Regional Eligibility:** Reside in, or be employed by an educational institution located within, an [ARC-designated Appalachian county](#).
- **Instructional Expertise:** Demonstrated success teaching high-school-aged students with varied learning needs. Skilled at translating advanced scientific concepts into accessible, engaging learning experiences for students.
- **Student Engagement:** Proven ability to cultivate interest, confidence, and enthusiasm in STEM through dynamic instruction and hands-on learning.
- **Collaborative Research Facilitation:** Comfortable working with research mentors and scientists identified by the ORAU technical contact to design, refine, and implement a two-week research project for high school students. Must be able to take the lead in scheduling meetings, initiating collaboration, and ensuring research activities are developmentally appropriate and aligned with program goals.
- **Adaptation of Expert Content:** Capable of supporting researchers by helping adapt complex topics into age-appropriate explanations, ensuring students understand project goals and tasks.
- **Residential & Supervisory Support:** Willing and able to stay onsite for the full program duration, share chaperoning responsibilities with the other master teachers, and supervise students during non-research hours as part of a coordinated coverage plan.
- **Team Collaboration:** Able to work as part of a three-teacher team to ensure student safety, continuous supervision, and consistent integration of STEM concepts across all program activities, with scheduling and expectations guided by ORAU.
- **Flexibility and Responsiveness:** Comfortable adapting to minor changes in scheduling or student needs based on the program schedule provided by ORAU.
- **Professional Requirements:** Must be able to pass a motor-vehicle records and background check and possess the ability to drive a 15-passenger van.

Tasks

Task 1: Develop Curriculum for Group Research Project

- Given a topic by the Technical Contact, work with the University of Tennessee mentor to develop curriculum including instruction, hands-on activities, and a research-based project that can be delivered within the timeframe of the Academy.
- Ensure all curriculum components are developmentally appropriate for high school students and aligned with the educational goals of the Academy.



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- Provide soft copies of lesson plans, worksheets, procedures, and other curriculum-related materials to the Technical Contact by established deadlines.
- Provide the Technical Contact with a list of materials and supplies needed to complete the group research project, assuming a group of six (6) students.
- Support the University of Tennessee mentor by adapting advanced research content into instruction suitable for high school learners.
- Develop curriculum that fits within the daily structure and scheduling constraints provided by the ORAU Technical Contact.

Task 2: Pre-Program Meeting(s)

- Participate in pre-Academy planning meetings, either in person at ORAU or via conference call.
- Meet with the assigned research mentor(s) to design, refine, and plan the two-week student research project, taking the lead on scheduling and collaboration.
- Attend an in-person packing and materials-sorting meeting at ORAU in July.
- Meeting dates will be scheduled by the Technical Contact in coordination with Resident Teachers' availability.

Task 3: Coordination with Team of Resident Teachers

- Work collaboratively with the full team of Academy Resident Teachers to oversee all planned activities and shared responsibilities.
- Coordinate Resident Teacher locations and assignments to ensure participants are supervised at all times except when in their lodging rooms.
- Maintain ongoing communication within the Resident Teacher team to ensure smooth daily operations and proactive problem-solving.

Task 4: Communication with ORAU Technical Contact

- Serve as a point of contact for the Technical Contact for all planned program activities, including but not limited to being responsible for dispensing cash in lieu of per diem for meals for participants on occasion; completing participant signature sheets for cash and returning them to the Technical Contact; and being responsible for checks and documents needed for admissions to cultural and recreational activities.
- Inform the Technical Contact immediately about any mishaps, program needs, or issues that occur with participants.
- Refrain from making any programmatic decisions.
- Contact the Technical Contact with all major decisions.

Task 5: Medical Emergencies and Other Issues

- Serve as the point of contact for the Technical Contact, if necessary, for resolving any medical emergencies, disciplinary, or other issues that may arise with the participants during the two weeks.
- Keep student medical release and all participant insurance forms with you at all times, but keep the information protected and confidential.
- In the event of a medical emergency, call 911 if needed.
- Drive participants in designated program vans to a medical provider if needed.
- Inform the Technical Contact immediately about any medical emergencies or other medical issues.



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- Contact parents or emergency contacts for any medical emergencies, in the absence of the Technical Contact. Significant non-emergency medical issues will always be communicated to the parents prior to treatment.
- Medical issues can occur among subcontractors as well as participants. Communicate with the Project Manager if you need a break or are feeling unwell.

Task 6: Safety and Supervision

- Consider participant safety and confidentiality in every decision that is made.
- Ensure that student participants are supervised throughout the duration of the Academy.
- Bring first aid kits on all trips.
- Complete blood borne pathogens training.
- Abide by parental wishes regarding permission for a student for swimming, ropes course, and publishing photographs.
- Protect participant personal information.
- Call roll when students load a bus or van to ensure that all students are present and accounted for before leaving any location.
- Conduct nightly room checks to ensure that participants are in their rooms.
- Ensure that Night Chaperones are present and in place before leaving the hallways after room checks.
- Collect signatures from parents/guardians when a student leaves the program.
- Maintain a record of the person picking up each student.

Task 7: Lead Research Group

- Serve as the lead teacher for a group of approximately six (6) high school students throughout the program.
- Guide students through the two-week research project you developed in collaboration with the assigned research mentor and the Technical Contact.
- Teach research skills and scientific concepts in an engaging, developmentally appropriate, and hands-on manner.
- Foster a positive, inclusive, and inquiry-driven learning environment that encourages curiosity, collaboration, and problem-solving.

Task 8: Facilitate Academy Activities

- Help facilitate all activities planned, so that the students learn and benefit from their short-term, hands-on research projects, tours, and cultural and recreational activities, and remain safe while experiencing a productive and enjoyable time throughout the two-week program.
- Coordinate all program-related tasks and activities needed to achieve the program's goals. Activities include but are not limited to registration and check in, ground transportation to/from airport, lab, and other activity locations, enrichment activities, nightly room checks, guest speakers, cultural and recreational activities, research projects, and meals.

Task 9: Final presentations

- Provide guidance and constructive feedback as participant groups develop their final presentation.
- Support participant groups in rehearsing and refining their presentations.
- Attend the final presentations at Pollard Auditorium on Friday, July 24, 2026.



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Task 10: Program Wrap Up & Inventory

- At the completion of the Academy, assist with inventory and packing of all program materials.
- Clearly label boxes and provide the Technical Contact with a list of all materials in the inventory.
- If known, provide the Technical Contact with a list of materials that will be needed for the program next year.
- Participate in Lessons-Learned session at the conclusion of the program.

Task 11: Other Tasks

- Other tasks as assigned by the ORAU Technical Contact or designee. Additional responsibilities may be required for the successful completion of the program.

Specific deliverable dates include:

<i>Scheduled meeting with research mentor(s) to begin curriculum development</i>	By May 2026
<i>Submission of Materials and Supplies List for Research Group</i>	May 22, 2026
<i>Draft Copy of Research Group Curriculum</i>	May 22, 2026
<i>Submission of Research Group Daily Schedule</i>	July 5, 2026
<i>Final Copy of Research Group Curriculum</i>	July 5, 2026
<i>Pre-Academy Set Up</i>	July 10, 2026
<i>Inventory of Research Group Materials & Supplies Remaining</i>	July 24, 2026
<i>Post-Program Lessons Learned Meeting</i>	End of July 2026

Special Considerations

Security

Subcontractor will have access to personally identifiable information (PII) for both adult and minor participants and agrees to follow ORAU policies for handling PII. *Reference special terms.*

Other Considerations

Subcontractor will be issued/provided an ORAU Purchase Card (Declining Balance Card). Use of the ORAU Purchase Card will be contingent upon an executed Memorandum of Understanding (MOU) provided upon Award.

The DBC may only be used to make program-related purchases. These purchases must be approved by the ORAU Technical Contact or designee in writing before purchase. Subcontractors are required to complete purchases using the Tennessee (TN) Tax-Exemption form (to be provided by the Technical Contact). Any purchases that do not include the required documentation, were not authorized prior to approval, or include unallowable tax charges may be deducted from final payment.

Location of Performance

Location of performance will be in Knoxville, TN; specifically at the University of Tennessee, and various other locations of other program scheduled activities.



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Period of Performance

Period of performance shall be date of award through July 31, 2026. Services will primarily be completed during the Academy dates: July 10 – 24, 2026.



Special Terms and Conditions

1. Protection of Personally Identifiable Information (PII)

(a) To the extent that the work under this Agreement requires the Subcontractor be given access to personally identifiable information about an individual gathered and/or maintained by the Government and/or ORAU (hereinafter referred to as "PII"), Subcontractor shall after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Subcontractor agrees to execute a Confidentiality Agreement protecting PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by ORAU in writing.

(b) Subcontractor agrees to allow access only to those employees who need the PII to perform services under this Agreement and agrees that PII will be used solely for the purpose of performing services under this Agreement. Subcontractor shall ensure that its employees will not discuss, divulge or disclose any such PII to any person or entity except those persons within the Subcontractor's organization directly concerned with the performance of the Agreement.

(c) Subcontractor shall administer a monitoring process to ensure compliance with the provisions of this clause, promptly report any breaches to the ORAU Technical Contact, and implement immediate, appropriate corrective actions to contain and prevent recurrence.

(d) Subcontractor shall report to the ORAU Technical Contact and the ORAU Buyer, immediately upon discovery of a real or suspected loss of PII. Protected PII is an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

(e) ORAU may terminate this Agreement for default if Subcontractor or an employee of Subcontractor fails to comply with the provisions of this clause. ORAU may also exercise any other rights and remedies provided by law or this Agreement, including criminal and civil penalties.

(f) Subcontractor shall include this clause in all appropriate Agreements. However, such provision in the Agreements shall not relieve Subcontractor of its obligation to assure compliance with the provisions of this clause.

2. ORAU Declining Balance Purchasing Card (DBC)

Subcontractor will be provided an ORAU Purchase Card (PCard) for use during the performance of this agreement. The ORAU PCard is authorized for use in making and/or paying for purchases of goods and services as directed and approved by the ORAU Technical Contact and Attachment 1 - Statement of Work. The ORAU PCard may only be used for business-related purchases and purchases that are otherwise authorized by law or regulation. Subcontractor is responsible for the use and control of the PCard in accordance with Attachment 2 - Memorandum of Understanding (MOU) for Subcontractors Use of an ORAU PCard. Subcontractor is responsible for ensuring all purchases made with the ORAU PCard are authorized and within the guidelines and limit(s) identified in the signed MOU. In the event the Subcontractor abuses, misuses or makes fraudulent purchase(s) using the ORAU PCard, ORAU will immediately cancel the PCard and may terminate this agreement. The cost of all unauthorized purchases will be deducted from the Subcontractor's final payment. ORAU holds the right to seek additional retribution if necessary.