



University Request for Proposal

Statement of Purpose

The Retired Engineers, Scientist, Technicians, Administrators, Researchers, and Teachers (RESTART) is seeking proposals from Michigan universities and colleges with accredited undergraduate engineering programs to provide junior and senior-level engineering students (i.e., mechanical, electrical, civil, architectural, and civil) to advance the concepts of energy and waste reduction principles at Michigan businesses.

RESTART is a partnership between the Michigan Department of Environmental, Great Lakes, and Energy (EGLE) and Lawrence Technological University (LTU), and is designed to help Michigan businesses reduce energy and waste consumption. The objective of the RESTART Internship Program is to accelerate the adoption of EWR principles by facilitating the implementation of lean, clean, energy-efficient, and environmentally sound activities as identified in the audits to be performed by the RESTART partners, with the assistance of RESTART Interns.

The RESTART Internship program desires to contract with universities and colleges to recruit and hire engineering students for placement in a summer internship to work on an EWR project(s) at a Michigan business participating in the program. All students must be enrolled in an accredited college or university. Please [review the contract](#) before applying. Your application will be considered an agreement with the terms and conditions of the program.

Qualifications

The selection of universities and colleges are selected based on the following criteria:

- Have accredited undergraduate engineering programs.
- Ensure timely payment to interns after receiving an approved timesheet.
- Ability to invoice for intern payments to RESTART for reimbursement after receiving an approved timesheet.

Duties and Deliverables

The university or college must agree to undertake, perform, and complete the following tasks:

1. Post RESTART Internship materials to recruit student applicants using an open process.
2. Competitively review and screen applicants to develop an interview pool of up to six (6) interns and forward a copy of rejection letters (or response emails) to non qualified applicants.
3. Confirm that the selected intern will:
 - Work a 40-hour work week, up to 16 weeks, with a RESTART-identified company.
 - Implement the energy conservation and energy waste reduction (EWR) measurers projects identified in the RESTART EWR audit from the host company and
 - Work with University faculty/staff, as needed, for project completion and evaluations.
4. Provide a faculty advisor(s) to assist the intern with university and other issues throughout the duration of the internship.
5. Administer the intern's biweekly payroll, secure a medical insurance policy for the intern with allotted funds from RESTART, and submit biweekly invoices to RESTART for reimbursement.

21000 West Ten Mile Rd, Southfield, MI 48075

RESTARTinfo@ltu.edu

6. Facilitate correspondences between intern and RESTART, review reports and presentations, and provide feedback to RESTART; and
7. Participate in a kick-off orientation at RESTART for the project(s).
8. Timely payment requirement to interns, and invoices submittal reimbursement of intern expenses.

Payment Schedule

The maximum amount of payment to engineering students shall not exceed \$11,500. The RESTART Internship Program is designed as a pay for services program through our partner EGLE. Company representatives are required to submit biweekly time sheets (pay invoice) for their intern implementing an approved EWR project(s) to the RESTART Internship Program manager for approval. Once the invoice is approved it will be forwarded to Lawrence Technological University (LTU) payroll department for processing. LTU will reimburse valid invoices on a monthly basis to the university. Interns will receive payment per the subcontracting university's terms, preferably on a biweekly basis.

Monitoring and Reporting of Intern Performance

The university or college will assist interns with generating reports by having standing email accounts for students to generate reports. This includes access to Microsoft products (i.e.: Word, PPT, PDF, Excell, other) and access to university equipment. The intern will be subject to the following requirements:

- A. Interns will be monitored for their performance by RESTART staff to assure that time schedules are being met and projected work is being accomplished.
- B. Interns will be required to submit monthly performance reports to RESTART that briefly present the following information:
 1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period.
 2. Brief description of problems or delays, real or anticipated during project implementation.
 3. Identification of significant deviation from the previously agreed-upon Energy Waste Reduction Project.
- C. Assist with Interns submittal of a final report:
 1. Submit a draft copy of the final report no later than August 31, 2024, for review to RESTART.
 2. The final report will include the following information:
 - a. A summary of the project implementation plan and any deviations from the original project as proposed.
 - b. Accomplishments and problems experienced while conducting the project activities.
 - c. Coordinated efforts with others to complete the project.

Proposal Submittal

Universities and colleges that want to participate in the RESTART Internship program must apply on the RESTART website no later than March 8, 2024, at the following address:

<https://www.restartmi.org/internship-program>