



**Request for Quotes: 2024-008**

## **Mentoring and Leadership Development**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking proposals from qualified mentoring and leadership development (MLD) providers for the YouthBuild Department of Labor (DOL) Construction and Healthcare Training programs.

### **Introduction**

EmployIndy drives growth in Marion County by investing \$20 million a year in public, private, and philanthropic funds in innovative strategies focused on reducing barriers for residents so they may have access to career pathways and gain needed skills to excel in the workforce, thus presenting employers with qualified candidates to fulfill their hiring needs.

As the Workforce Development Board (WDB) for Marion County, EmployIndy acts as a leader and local intermediary for training providers, education institutions, employers, service providers, and community-based organizations. EmployIndy has 170 education, training, community-based organizations, and service provider partners and over 950 employer partners. Recently, EmployIndy, guided by 21 business, civic, education and non-profit community leaders, developed a new three-year strategic plan which identifies the three following strategies:

1. Ensure individuals and employers are prepared through a continuum of initiatives for a rapidly changing 21st Century economy.
2. Build the capacity of partners in the workforce ecosystem and leverage systems knowledge of barriers and opportunities.
3. Prioritize equitable interventions among institutions and employer partners to ensure economic mobility through good and promising jobs.

### **Project Overview**

The YouthBuild DOL Construction and Healthcare Training programs aim to create career pathways for young adults ages 18-24 (disconnected from education and employment) to pursue a career in construction and healthcare. The programs will consist of various training modules, workshops, TABE pre and post testing, High School Equivalency preparation and testing, and practical exercises designed to enhance participants' professional development and employability.

### **Scope of Work**

The following Statement of Work (SOW) outlines the responsibilities and expectations for the Mentoring and Leadership Development provider within the YouthBuild DOL Construction and Healthcare Training programs. The (MLD) will play a pivotal role in managing the workshops to ensure successful execution and delivery.

A. Mentoring and Leadership Development Responsibilities:

1. Design or adapt mentorship and leaderships development curriculum materials to meet the needs of youth and young adults.
2. Develop instructional materials and resources for various skill levels and learning styles.
3. Employ effective teaching strategies to accommodate diverse learning needs and abilities.
4. Provide opportunities for participants to gain leadership development and mentoring skills.
5. Utilize curriculum materials, manuals, and resources effectively during training for participants to demonstrate obtaining leadership knowledge and mastery of mentoring skills.
6. Maintain an open line of communication with the Employer of Record.
7. Provide certificates of completion for each participant upon completion of the leadership series.

**Timeline**

The project will commence on September 16, 2024.

- October 2024 – April 2026:
    - Program Period of Performance (8 cohorts of 15)
      - 2 Cohorts Per Period
        - October – November 2024
        - March – April 2025
        - August – September 2025
        - March – April 2026
- \*Dates are tentative

**Budget Amount**

The funding amount of this project is \$30,000.

<b>Budget Category</b>	<b>Amount</b>
Training Cost Per Participant <ul style="list-style-type: none"><li>• 60 OY: \$500 x 60</li></ul>	\$ 30,000.00

**Payment Terms**

Payment for mentoring training services will be on a cohort basis with 70% of the total training fee per participant payable after one day of mentoring with the remaining 30% paid upon presentation of program completion certificate. The provider will issue an invoice of 70% for participants who participate on the first day of training. The final invoice will be issued at 30% for participants who complete the training.

**Project & Proposal Requirements**

Please provide a complete written response to this RFP which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:

1. Organization Overview:

- a. Provide a brief company description.
- b. The qualifications of all key staff conducting the proposed services and their expertise providing program administration and training to the 18–24-year-old age group.
- c. Provide an organizational chart and resumes describing the experience of key staff.
- d. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.

2. Project:

- a. Describe how your projects are prioritized to meet deadlines and deliverables.
- b. Describe the plan for implementing the above-mentioned responsibilities and deliverables.

3. Budget:

- a. Provide a budget narrative for mentoring and leadership training costs.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All proposals should be submitted no later than 11:59 p.m. EST, Friday, October 4, 2024, at [www.employindy.org/contractopp](http://www.employindy.org/contractopp).

Any questions should be submitted via [www.employindy.org/contractopp](http://www.employindy.org/contractopp) no later than 5:00 p.m. on Friday, September 27, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business September 30, 2024.

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