

Request for Quotes: #2019 – 001

Learning Management System Youth Coaching Curriculum and Content Development

1. What is the timeline for RFQ review and anticipated contractor start?
 - a. We expect review of quotes as a result of this RFQ to be completed by June 21st.
2. Will the contractor work alongside any EmployIndy or Goodwill reps for the execution of duties or will needed staffing be at the discretion of the contractor?
 - a. EmployIndy will hold the contract with the contractor and will appoint a project lead to coordinate duties among all parties.
3. Can companies from outside of the United States apply for this opportunity?
 - a. Execution of the work will require onsite meetings and participation in classroom training for adaptation to online learning.
4. Will we need to come to EmployIndy for meetings?
 - a. Yes.
5. Can the contractor perform the tasks related to the RFQ outside of the United States?
 - a. See question 3.
6. Can proposals be submitted via email?
 - a. Yes, applicants should submit their proposal by emailing a copy to Sara Phillips at sphillips@employindy.org by 12:00 p.m. on June 7, 2019.
7. The RFQ describes six existing courses that need to be converted to an online format. What is the length of these courses (days of training currently, number of pages, anticipated seat time of online versions, etc.)?
 - a. There are six trainings that have been offered to date that we would like to convert in segments to online learning modules. They vary in length from a few hours to a few days. The selected contractor would help us assess the best trainings and methods for adapting to our learning management system.
8. Is the course content stable in its current form, or will updates/enhancements be needed? If so, what percent of the course content is likely to change?
 - a. We expect the contractor would assist with review of the current course content to provide recommendations for updating and/or enhancing to improve online delivery and overall learning.
9. Is there a particular authoring tool you prefer for development of online courses?
 - a. EmployIndy has implemented LearnDash as our web authoring tool.
10. The RFQ mentions video production. What types of interactions or activities do you want to record?
 - a. We would like to incorporate live training sessions or training videos in modules in addition to other presentation methods depending on the recommendations of the contractor.
11. Can you quantify how much video you think may be needed (total number of finished minutes)?



GUIDING MARION COUNTY'S WORKFORCE

- a. We expect the contractor would assist with review of the current course content to provide recommendations for including video to improve online delivery and overall learning.
12. Video production costs vary significantly depending on the quality needed. Do you want high production quality (high-definition, professional actors, lighting, sound, direction, studio setting, etc.) or are you looking for the most cost-effective option?
 - a. Video equipment can be provided by EmployIndy. The content produced does not need to be high production quality but must have clear audio and visuals for the trainees' benefit.
13. The RFQ requests "ongoing coaching and implementation support." What types of support do you believe will be needed, and for how long a period of time?
 - a. Adaptation of existing training and implementation of online learning is a new endeavor for EmployIndy, Goodwill, and our Generation Work partners. Coaching and implementation support specific to training modules outside of this contract would be expected throughout the duration of the contract in order to optimize integration of all content.
14. What is the budget for the project?
 - a. An RFQ has been issued in order to assist our organizations with understanding the market rate for the work to be completed.
15. What are your criteria for selection of a vendor for this project?
 - a. Those who best fit the needs of the project scope based on demonstration of experience, expertise and recommended solutions for producing our intended outputs.
16. Would an experienced freelancer (a company, staff of one) with proven capabilities be considered for this RFQ or is EmployIndy looking for a firm with multiple employees to complete the project?
 - a. EmployIndy would consider a freelancer for this project.
17. The RFQ states that the selected contract would be expected to work with EmployIndy and Goodwill staff to modify six existing in-person training sessions to online courses. Can you provide the titles of those courses and the approximate length of each course (hours of classroom training)?
 - a. See question 7.
18. Is the project translating existing materials or does it include creating new materials as well?
 - a. Both
19. Will we have an opportunity to observe an in-person training which the modules are based on?
 - a. Yes
20. What method is currently being used to assess these training programs?
 - a. Participant feedback and evaluations
21. Will the coaching and implementation support go beyond December 31, 2019?
 - a. See question 13.