



Request for Quotes: 2021-001

Power Huddle Program Administrator

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors to administer the Power Huddle program.

Background

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$17 million in public, private and philanthropic funds for both youth and adults annually.

YES Indy Power Huddle Background

Youth Employment Indy (YES) Indy holistically integrates best practices and promising approaches for serving youth and young adults, ages 16-24, who are disconnected from either education or employment due to significant barriers that preclude labor force participation. Before the participants begin career exploration and training, it is imperative towards their success that they are first given an opportunity to become mentally and emotionally prepared for the education and workforce environments.

To prepare participants, they will be required to actively participate in a pretraining empowerment experience hereto referred to as the Power Huddle experience. It is designed to be delivered in both a physical and/or virtual setting. Power Huddle v1.0 is based on IUPUI's Nina Mason Scholars Bridge Program Curriculum which empowers individuals to develop the skills that fuel their motivation, confidence, persistence, and resilience. Power Huddle v2.0 was developed in collaboration with the 100 Black Men of Indianapolis and Bright Visions based upon their My Man Plan rites of passage experience which provides youth and young adults with character, college and careers readiness trainings. Completers of both Power Huddle v1.0 and v2.0 will also earn four of EmployIndy's six JobReady Indy employability skills badges, alerting employers of their readiness for the workforce.

Project Scope and Specifications

The Program Administrator will coordinate project activities, including simple tasks and larger plans.

Will manage schedules, arrange client enrollment, persistence and completion efforts along with communicating progression to all designated EI team members. The Program Administrator responsibilities will include preparing action plans such as enrollment and retention, analyze risks, opportunities and gather necessary resources.

The Program Administrator will be responsible for recruiting and retaining experienced instructors to deliver the program curriculum with the cultural and generational competencies to connect with youth and young adults ages 16 – 24, as well as motivational speakers to serve as guest presenters, to facilitate the intensive Power Huddle training sessions.

In addition, the Program Administrator will be responsible to schedule, plan, organize and execute the completion recognition events and ceremonies and provide for all program supplies.

Power Huddle trainings are designed to be delivered at a two-hour duration over a period of ten days; eight days of curriculum training for a 14-16 hours experience with two days allocated for cancellation or missed class make-ups and next steps program connections and enrollments. Physical or virtual training sessions will be on agreed upon dates, times and locations, if relevant, between EmployIndy and service provider.

Power Huddle Program Administrator Deliverables

- Create and implement enrollment management and retention plans
- Manage the registration process including creating and updating workflows
- Prepare and provide updates to internal teams and stakeholders
- Plan, organize, coordinate and execute on all learning trips and activities
- Recruit, schedule, manage and compensate training instructors and guest presenters
- Manage the credentialing process that includes empowerment training completion along with JobReady Indy (JRI) Badges earned
- Manage completion events and ceremonies
- Monitor program progression along with report any issues identified
- Serve as a liaison between EmployIndy, YES Indy Service Providers and industry partners

This will be a one-year contract (July 1, 2021 – June 30, 2022). The funding amount of this project is \$100,000.00.

Project & Proposal Requirements

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

The following information should be included:

1. Company Overview:

- a. A brief company overview;
 - b. The qualifications of all key staff conducting the proposed services and their expertise providing program administration and training to the 16-24 year old age group;
 - c. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.
3. Project:
- a. Plan for implementing all above-mentioned deliverables.
4. Budget:
- a. Please use the budget template below for requested fees.
 - b. Provide a budget narrative for all requested fees.

Categories	Budget Amount
Personnel and Fringe	\$0.00
Direct Participants	\$0.00
Work Experience	\$0.00
Staff Development & Travel	\$0.00
Admin/Overhead	\$0.00
Profit	\$0.00
Total:	\$0.00

Application Process & Procedures

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 4:00 p.m. EST, Monday, June 7, 2021 to Carla Montgomery at cmontgomery@employindy.org.

Any questions should be submitted via email to Carla Montgomery at cmontgomery@employindy.org no later than 5:00 p.m. on Wednesday, May 26, 2021. Answers to submitted questions will be made available on the EmployIndy website by close of business Thursday, May 27, 2021.

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