



Request for Quotes: 2024-002

Adult Education Services

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking proposals from qualified education providers to be the Adult Basic Education provider for the Jr. Park Ranger and YouthBuild Department of Labor (DOL) Construction 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, and service providers 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 Jr. Park Ranger and YouthBuild DOL Construction Training programs aims to create career pathways for young adults ages 18-24 (disconnect from education and employment) to pursue a career in construction, public service, community engagement, recreation, environmental education, and park conservation. 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 Adult Education (AE) provider within the Jr. Park Ranger and YouthBuild DOL Construction Training programs. The AE will play a pivotal role in managing the education workshops to ensure its successful execution and delivery.

- A. Adult Education Service Provider Responsibilities:
 1. Design or adapt curriculum materials to meet the needs of adult learners.

2. Develop instructional materials and resources for various skill levels and learning styles.
3. Deliver high-quality instruction math, reading, and writing instruction or other relevant subjects.
4. Employ effective teaching strategies to accommodate diverse learning needs and abilities.
5. Conduct TABE pre-assessments to determine learners' current skill levels and educational needs.
6. Conduct TABE post-assessments to determine learners' measurable skills gain.
7. Develop individualized learning plans for each learner based on assessment results and learning goals.
8. Administer High School Equivalency diploma testing.
9. Monitor progress towards learning objectives and update plans as needed.
10. Provide academic and personal support to learners, including tutoring, counseling, and referrals to additional resources.
11. Assist learners in setting and achieving educational and career goals.
12. Maintain accurate records of student enrollment, attendance, and progress.

Timeline

The project will commence on August 1, 2024, and continue for a duration of 32 months, with the possibility of extension based on program needs and funding availability.

- August 2024 – April 2026:
 - Adult Education Period of Performance
 - Jr. Park Ranger Training Adult Education Services
 - TABE Pre and Post Testing
 - 4 cohorts of up to 15 participants
 - YouthBuild DOL Training Adult Education Services
 - TABE Pre and Post Testing
 - High School Equivalency preparation and testing
 - 4 cohorts of up to 15 participants
 - 2 Cohorts Per Period
 - August - September 2024
 - March - April 2025
 - August - September 2025
 - March - April 2026

Budget Amount

The funding amount of this project is \$50,000.00.

Payment Terms

Payment for AE services will be on a monthly reimbursement basis in accordance with the terms outlined in the contract agreement after approval of Accrued Expenditure Report (AER).

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 Project Administration fees.

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, August 9, 2024, at www.employindy.org/contractopp.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00 p.m. on Thursday, July 25, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business July 26, 2024.