



Request for Quotes: 2024-003

Growth Mindsets/Power Huddle Training Provider

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking proposals from qualified education providers to be the Growth Mindsets Training provider for the Jr. Park Ranger, and 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, 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.

Growth Mindset/Power Huddle Background

EmployIndy 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 person. 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. Completers of both Power Huddle v1.0 will also earn two of EmployIndy's six JobReady Indy employability skills badges, alerting employers of their readiness for the workforce.

Project Overview

The Growth Mindsets/Power Huddle Training Provider will coordinate project activities, including simple tasks and larger plans, arrange client enrollment, persistence and completion efforts along with communicating progression to all designated EmployIndy and Employer of Record team members for participants enrolled in the Jr. Park Ranger, Construction, and Health trainings. The Growth Mindsets/Power Huddle Training Provider responsibilities will include preparing action plans such as enrollment and retention, analyze risks, opportunities and gather necessary resources.

The Growth Mindsets/Power Huddle Training Provider 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 Growth Mindsets/Power Huddle Training Provider will be responsible for providing all program supplies.

Growth Mindset/Power Huddle training is designed to be delivered at a three-hour duration over a period of ten days for a 30-hour experience with two days for make-ups and next steps program connections and enrollments. Training sessions will be on agreed upon dates, times, and locations between EmployIndy and service provider.

Scope of Work

The following Statement of Work (SOW) outlines the responsibilities and expectations for the Growth Mindsets/Power Huddle Training Provider within the Jr. Park Ranger and YouthBuild DOL Construction and Healthcare Training programs. The training provider will play a pivotal role in managing the education workshops to ensure its successful execution and delivery.

- A. Power Huddle Growth Mindsets/Power Huddle Training Provider Responsibilities:
 1. Prepare and provide updates to internal teams and stakeholders
 2. Plan, organize, coordinate and execute on all learning activities
 3. Recruit, schedule, manage, compensate, and retain training instructors and guest presenters
 4. Utilize the Power Huddle curriculum for instruction (Attachment A)
 5. Manage the credentialing process that includes empowerment training completion, financial literacy completion, along with JobReady Indy (JRI) Badges earned
 6. Timely data entry into Efforts to Outcomes (ETO) for Power Huddle referrals and completion status
 7. Monitor program progression along with report any issues identified
 8. Monthly expenditure reporting
 9. Serve as a liaison between EmployIndy, and Employer of Records

Timeline

Growth Mindset/Power Huddle curriculum will be facilitated within the Jr. Park Ranger, and YouthBuild Department of Labor Construction and Healthcare trainings. The contract will commence on August 1, 2024, and continue for a duration of 20 months, with the possibility of extension based on program needs and funding availability.

- August 2024 – April 2026:
 - Power Huddle Period of Performance

- 12 cohorts of up to 15 participants)
- 3 Cohorts Per Period:
 - August - September 2024
 - March - April 2025
 - August - September 2025
 - March - April 2026

Budget Amount

The funding amount of this project is \$235,000.00.

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.



POWER HUDDLE

The Power Huddle is designed to be a transformative experience that brings opportunity youth, ages 16-24, through 16 hours of reflection, discovery, and preparedness for their future.



The Power Huddle is designed to include the Job Ready Indy competencies Mindsets and Social Skills, ensuring participants are on the path to work-readiness.

SESSION 1: Setting the Stage

Attitude, self-confidence, intellectual risk-taking, sense of belonging, accountability, conflict management, self-advocacy, empathy, listening skills, career path, team work

Participants are introduced to the Power Huddle & YES Indy Resources as well as a group of people that will help you achieve your goals. Expectations for both the facilitator and for the participants are set. Participants are expected to show up every day, take initiative and be dedicated to their journeys and the Power Huddle process.

SESSION 2: All The Way Up

Attitude, self-confidence, intellectual risk-taking, sense of belonging, accountability, conflict management, self-advocacy, empathy, listening skills, career path, team work, respect, teamwork, career path, worth, self-awareness

The realization that one is not "stuck" in a specific situation, stage or reality is a powerful one. With a focus on identifying what makes a growth mindset and how to use it to keep on track to meet your goals, this session will help participants focus on those mental obstacles that often stop them from moving forward. This is an important conversation and self-awareness piece as the following sessions will walk participants through setting SMART goals in order to move towards the future they envision for themselves.

SESSION 3: Who Gon' Stop Me?

Attitude, self-confidence, intellectual risk-taking, sense of belonging, accountability, conflict management, self-advocacy, empathy, listening skills, self-awareness

By the end of this session, participants will be given the tools to be able to define self-awareness, acknowledge their strengths, limitations and fears. The participants will also be able to recognize the relationship between self awareness and achieving success.

SESSION 4-5: My G.P.S.

Career path, intellectual risk taking, listening skills, communication

How do you make certain your dream becomes your reality? You plan. More specifically you set realistic goals to help keep you focused and create a path towards your success. In Session Four and Five participants will be guided through what it takes to set S.M.A.R.T. goals for themselves. The trainer will take time to dive into each piece of the process to ensure that once Power Huddle is complete, the participant can continue to use this valuable tool to break down the bigger plans they have in their life into manageable and achievable steps.

SESSION 6: Soundtrack to My Life

Career path, self-advocacy, accountability, self-confidence, worth, communication, listening skills

After completing this activity participants will have a song(s) that is a depiction for what they want for lives in three categories: education, career & persona.

SESSION 7-8: Picture Me Rollin': Dream Board

Career path, self-advocacy, accountability, team work, self confidence, worth, communication

The participants will take everything they have learned up to this point and tie it into the dreams or vision they have or want for their lives. By creating a vision board they will have a visual reminder of 1) who they want to become 2) what they want for their lives and 3) why they want it to move them to action.

SESSION 9: You Gotta Do You

Career path, self-advocacy, accountability, team work, self confidence, worth, communication

Each Power Huddle participant will present his/her "dream board" to stakeholders and tell how they will utilize YES Indy programming to accomplish their goals and dreams.

SESSION 10: YES Indy Services & Enrollment

Career path, self-advocacy, accountability, team work, intellectual risk-taking, communication

Each participant is connected to a YES Indy Career Navigator to get enrolled and started on their path to making their dream boards come true.

Power Huddle Transformative Education materials were developed in collaboration with Charlie Johnson,

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