



Request for Quotes: 2025-002

Healthcare Training Service Provider

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking qualified vendors to administer Certified Nursing Assistant (CNA) skills training within the YouthBuild Department of Labor (DOL) Healthcare Training program.

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.

EmployIndy's vision is outlined in its Strategic Plan and centered on four primary goals:

1. Elevate implementation of high-quality initiatives for individuals and employers to succeed in a rapidly changing 21st Century economy;
2. Build capacity among ecosystem partners to ensure quality services through training and support across Marion County;
3. Utilize data to prioritize equity among interventions in the workforce development ecosystem that lead to economic mobility; and
4. Promote and support systems change to ensure an enabling environment that promotes success in the education through workforce pipeline.

Project Overview

The YouthBuild DOL Healthcare Training program aims to create career pathways for young adults ages 18-24 who are disconnected from education and employment to pursue a career in 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 Healthcare Trainer Service Provider within the YouthBuild DOL Healthcare Training program. The provider will play a pivotal role in managing the Certified Nursing Assistant classroom instruction, testing, and clinical experience.



A. Training Provider Responsibilities:

1. Design and adapt CNA curriculum materials to meet the needs of youth and young adult learners.
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. Deliver CNA as an Integrated Education Training (IET) and proctor exam testing.
5. Provide real-time hands-on work-based learning opportunities.
6. Maintain accurate records of student enrollment, attendance, and progress.

Timeline

The project will commence on August 1, 2025, and continue for 20 months, with the possibility of extension based on program needs and funding availability.

August 2025 – April 2026

- Healthcare Training Period of Performance
 - YouthBuild DOL Healthcare Training Services
 - CNA instruction and testing
 - 2 cohorts of up to 10 participants per cohort
 - Cohorts Per Contract Period
 - September 2025
 - April 2026

Budget Amount

The funding amount of this project is \$26,000. The breakdown is as follows:

Budget Category	Amount
Per Participant Cost: <ul style="list-style-type: none">▪ \$1,300 x 20 OY	\$26,000

Payment Terms

Payment for Healthcare Training services will be on a cohort basis, with 70% of the total training fee per participant paid upfront, with the remaining 30% paid upon completion of the program. 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 Request for Quote, which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:



A. Organization Overview:

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

B. Project:

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

C. Budget:

1. Provide a budget narrative for occupational 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, Thursday, June 27, 2025, at www.employindy.org/contractopp.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00 p.m. on Tuesday, June 17, 2025. Answers to submitted questions will be made available on the EmployIndy website by close of business June 18, 2025.