



Request for Quotes: 2023-001

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 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. 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 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 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, 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, compensate, and retain training instructors and guest presenters
- Utilize the Power Huddle curriculum for instruction (Attachment A)
- Manage the credentialing process that includes empowerment training completion, financial literacy completion, along with JobReady Indy (JRI) Badges earned
- Manage completion events and ceremonies
- Timely data entry into Efforts to Outcomes (ETO) for Power Huddle referrals and completion status
- Monitor program progression along with report any issues identified
- Monthly expenditure reporting
- Serve as a liaison between EmployIndy, YES Indy Service Providers and industry partners

This will be a 12-month contract (July 1, 2023 – June 30, 2024) with the possibility of a one-year extension through June 30, 2024. The funding amount of this project is \$110,000.00.

Additional Resources

www.yes317.org

www.jobready.org/about

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;
 - 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
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, Friday, May 19, 2023 at www.employindy.org/contractopp.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00 p.m. on Friday, May 5, 2023. Answers to submitted questions will be made available on the EmployIndy website by close of business Tuesday, May 9, 2023. Bidders presentations, if needed, will be scheduled on June 7, 2023.



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, IUPUI. Reproduction of these materials is prohibited without consent from EmployIndy.

**WANT MORE
INFORMATION?**

Visit yesindy317.org