



## **Request for Quotes: 2019-001**

### **Learning Management System Youth Coaching Curriculum and Content Development**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified individuals for the design and content of youth informed training materials to improve front line youth service provider coaching through an online Learning Management System.

#### Background of EmployIndy

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 \$20 million in public, private and philanthropic funds for both youth and adults annually.

#### Background of Generation Work

Since awarded a grant in 2017 by the Annie E. Casey Foundation, Generation Work partners Goodwill of Central & Southern Indiana (Goodwill), The Indiana Department of Workforce Development (IDWD), and EmployIndy are working together to enhance coaching for youth ages 16-29 by providing professional development opportunities and training on best practices for Indiana's education and workforce ecosystems which includes: community-based organizations, adult education providers, and other educational entities. We partner with experts to offer resilience training (trauma-informed care and creating trauma-sensitive cultures), entrepreneurial coaching, racial equity, and inclusion trainings. Enhanced coaching by all education providers in our community will result in the use of an individual, tailored approach that takes racial and gender equity into account when serving young adults. This approach will ensure young adults get the support they need to be successful as they work toward their education and career goals.

#### Project Scope and Specifications

The selected contractor will be contracted under EmployIndy and work closely with both EmployIndy and Goodwill of Central & Southern Indiana to adapt and develop training materials and curriculum to be accessible to all Generation Work partners through the online learning management system, LearnDash. Training will be contracted and/or developed and delivered by staff and coaches who work closely with Marion County youth and young adults. Our goal is to create a best practices in coaching toolkit, including online training modules, focused on building resilience and using a racial equity lens that is available to all workshop participants and subgrantees of Generation Work partners in order to increase the number of coaches who are equipped to assist young adults in achieving their education and career goals.

Under this scope of work, the incumbent would lead the following activities between

the start of the contract and December 31, 2019:

- Work with EmployIndy and Goodwill staff to modify six existing in-person training sessions to online courses.
- Divide extensive courses into modules.
- Record training videos and/or create informative slides for visual aids for use in online training.
- Create effect assessments to measure understanding.
- Develop scripts and record voice-overs for training models (recording and uploading trainings on the LMS will be assisted by EmployIndy staff).

Individuals should identify whether or not they can meet each of the above functionality and if so, how.

### Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above-stated requirements and who can provide additional expertise to help Generation Work and the community it serves to achieve a successful project outcome.
2. While EmployIndy understands that completing these projects requires significant and active staff involvement, it is important to note that the applicant selected will be responsible for completing all project work products and deliverables (e.g., reports, action plan, etc.)
3. Proposals must include a clear description of the applicant's plan to complete all the project components (i.e., in what order will the projects be completed, how long each component will take to complete, etc.).
4. EmployIndy will be responsible for implementing the recommendations from all final deliverables; however, it is expected that the consultant selected will provide the agency with ongoing coaching and implementation support as needed, per professional services agreement.

### Application Process & Procedures

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 in the quote:

1. Overview:
  - a. Provide an overview of relevant experience;
  - b. Examples of other projects and organizations you for which you have provided these services;
  - c. Provide credential and qualifications, including references; and
  - d. Any other unique qualifications.
2. Fee Schedule:
  - a. Demonstrate fees based on providing these services; and
  - b. Include a project timeline and any additional 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 quotes should be submitted no later than 12:00 p.m. (Noon), EST, June 7, 2019 to Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org).

Any questions should be submitted via email Sara Phillips at [sphillips@employindy.org](mailto:sphillips@employindy.org) by May 31, 2019. Answers to submitted questions will be made available on the EmployIndy website at [www.employindy.org](http://www.employindy.org) by close of business June 4, 2019.