Request for Quotes: 2020-001

Work-based Learning IT Platform

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors of an IT platform with the ability to track and facilitate all facets of work-based learning as set forth by Talent Bound continuum*.

*https://www.talentbound.org/activities.html

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.

Work-based Learning IT Platform: Project Scope and Specifications

EmployIndy is looking for a fully functional system to track and facilitate all facets of work-based learning. EmployIndy acts as an intermediary to broker and track employer partnerships on behalf of the local organizations. These partnerships include securing employer partners to participate in the work-based learning continuum (link talent bound continuum). These requests are facilitated for K-12 schools, Community Based Organizations (CBOs) and Postsecondary partners serving youth.

EmployIndy is seeking proposals from qualified vendors of IT platforms with the following functionalities:

- Singular system connecting students, schools, CBOs, employers and EmployIndy which includes individual username and passwords for access (system to be able to scale with total number of users)
- Ensure compliance for all Federal, state, and local laws and data security measures per groups served (FERPA)
- Centrally controlled user directory with ability to assign multiple tiered levels of user access per each user group
- Ability to grant role specific administrator rights as needed across various user profiles (related to all levels including users, organizations, experiences, activities, etc)
- Customize user experience and log in configuration for four input sources based on access levels and permissions (employers: all same level of user (1), students: all

same level of user (1), intermediary (up to 5 user types with highest level of access and permission setting – full access to directory and role/permission assignment, schools and CBOs: up to 5 user types with various assigned access types – ability to admin all users at the schools)

- Intuitive user experience utilizing customized flow via conditional logic
- System must be able to provide holistic view of types of users and their associated activities and events in a singular view
- Capability to capture detailed data on specifics of the activity and event
- Ability to request and/or set up as well as select and assign activity types (i.e. internships, guest speaker) by time and location (school requesting, employer participating and venue of actual event)
- Ability to restrict or allow access to activities/events by group, privilege, or user
- Provide student specific links for activities/events the student is assigned to or signs up
- Automate notification rules to specified roles upon trigger events or feedback in the system
- Set up and customize reviews/surveys for role specific feedback
- Tagging capability centralized at EmployIndy (appropriateness of skills/interest alignment, relevant pathways and what schools offer, paid/unpaid, badging, demographics, and program connections, etc)
- Matching capability (employers to requests for events in a specific industry, must be linked to profiles from employers to assist in matching algorithm; potential to build out student reminder from system with link to opportunity matching)
- Student to employer matching capability based on submitted requested; confirmation of individuals assigned to events to be automated and delivered to applicable users or user groups
- Functionality for keyword search to be able to identify specific needs for matching to employers, individuals, career pathways or location
- System capability to track students and student timesheet (internships/job shadow) to understand total hours students have completed
- Establish standard reports as well as allow administrator ability to build ad-hoc report
- Produce specialized reporting views by user group, ranging from interactive filterable dashboards to data drill down within view (including: # of times employer interfaced with school, employer interest in school to present, students attending specific events, etc)
- API integration for student assessment systems
- Integration with CRM to ensure proper attachment of positions to employers for data tracking
- Capacity to individually create or mass upload data on activities, meetings, and the like
- Integrated calendar functionality for scheduling (Add to Outlook, Gmail, etc)
- Ability to build or adjust and brand of the system to EmployIndy specification
- Upload and share capability in system for both picture and video to ecosystem

- Provide training on system to all users specialized on their permissions

Vendors 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 meeting all required functionalities. Proposals must include applicant tracking functionality and synopsis of overall system process.

2. Proposals must include a clear description of the applicant's plan to complete all the components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).

3. Bidding agencies may be asked to provide a demonstration of their system.

4. It is expected that the point of contact of the selected vendor will provide the agency with ongoing guidance and technical support.

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:

1. Company Overview:

   a. Provide a brief company description.

   b. Examples of projects and organizations for which you have provided these services.

2. Personnel:

   a. Describe how your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there representatives located in Indiana?

   b. Provide an organizational chart and resumes describing the experience of key staff.

3. Project:

   a. Timeline and project plan for implementation.

4. Fee Schedule:

a. Demonstrate fees based on providing these services.

b. Include a timeline and any additional fees for transitioning to your services.

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, September 11, 2020 to Sara Phillips at sphillips@employindy.org.

Any questions should be submitted via email to Sara Phillips at sphillips@employindy.org no later than 5:00 p.m. on Friday, September 4, 2020. Answers to submitted questions will be made available on the EmployIndy website by close of business September 7, 2020.