

SCOPE OF WORK: Curriculum Revision, Writing, and Editing

This Project has 3 Sections. Proposals will be accepted for completion of all 3 sections or proposals may be submitted to complete only sections 1 and 2 or only section 3.

1. NCDA Career Development Facilitator Student Manual
 - a. Research and remedy “gaps” found in the current student manual. The NCDA Career Development Facilitator Advisory Council (NCDA AC) will also be working to identify gaps.
 - b. Edit the student manual, including new chapters, for consistency in style and format, and grammatical errors. The NCDA AC will serve as reviewers of content only, however, the Council will not be serving in an editing capacity.
 - c. In consultation with NCDA AC, format student manual, including 4 new chapters, for readability for all populations. The consultant should provide print ready files. Specific file details to be provided.
2. Development of 4 New Student Manual Chapters and Coordinating Instructor Manual Chapters
Consultant will work closely with the NCDA AC to choose Subject Matter Experts (SMEs) and identify content for each new chapter.
 - a. Business Development/Employer Relations
 - b. History of Career Development and Workforce Development
 - c. Working with Ex-Offenders
 - d. Working with Clients with Disabilities
3. NCDA Career Development Facilitator Instructor Manual
 - a. Develop an instructor manual for Career Development Facilitator training.
 - i. There are currently 2 instructor resources: one for online training and one for face-to-face training.
 - ii. The instructor resources are currently aligned with the current Career Development Facilitator Student Manual (2012).
 - iii. This project is to combine these two instructor resources into one resource as well as align the Instructor Manual with the newly updated Student Manual, including 4 new chapters.
 - iv. The existing eLearning instructor resources are provided in a format ready to be uploaded to an electronic course management system.

SPECIFICS

- Consultant will be expected to present to the NCDA AC several alternatives for formatting the student manual. This presentation may be held via video conferencing. The NCDA AC will provide feedback and decision concerning the format.
- The NCDA AC will approve all SMEs for the 4 new chapters. The SME will be required to submit an outline of the content of the chapter to the Consultant and NCDA AC for approval. The SME will also write the instructor manual portion according to specifications. The existing eLearning Instructor Manual has specific materials and activities for 4 different learner populations. Similar resources are expected for the 4 new chapters. More specific information about this requirement is available upon request.
- Consultant will be expected to present to the NCDA AC several alternatives for aligning and combining the 2 existing instructor resources. This presentation may be held via video conferencing. The NCDA AC will provide feedback and guidance concerning the format for the instructional resources.
- The NCDA AC will be kept apprised of progress of the project with monthly reports.
- Instructors who will use the manual primarily deliver the Career Development Facilitator course in a hybrid format with a required # of contact hours (usually delivered via video conferencing).

The majority of the instructors use a Course or Learning Management System (such as Moodle) to house their eLearning portion of the course. A few instructors deliver the course only in a face to face format.

- The majority of the instructors have earned a Master's degree. Some have earned a doctorate in a related field.

DESCRIPTION OF DESIRED CONSULTANT EXPERIENCE and QUALIFICATIONS

Describe your experience and expertise in researching, writing, editing, and developing applied career training materials. Our audience for Career Development Facilitation training is a wide range of professionals; however, the majority of these individuals deliver career services to clients. Learners may have no more than a high school degree or may have a doctorate in a related area. The majority of the learners have a bachelor or master's degree and primarily work in 2- or 4-year college career centers, in K-12 positions, or in workforce development settings. There is a small number of individuals who work in a corporate setting, and a number who are in private practice (or want to go into private practice.)

Please provide any relevant experience and samples that indicate your ability to provide curriculum in both face-to-face and eLearning formats.

TIMELINES

We anticipate that the contract will be awarded no later than November 20, 2014. Questions pertaining to the RFP should be directed to Mary Ann Powell.

The project must be completed no later than November 2015 and delivered in print ready files.

Upon making the award of this RFP, the NCDA AC will assist in setting a timeline for the delivery of portions of the project.

SUMMARY OF INFORMATION TO BE INCLUDED IN RFP RESPONSE
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1. Identification of which sections the response encompasses
2. Name and contact information of organization(s) and individual(s)
3. Description of consultant experience and qualifications as outlined above, including the primary and other consultants working on the project
4. Identification of any sub-contractors or other staff (excluding SMEs for new chapters), other than the consultant, who will work on the project. Sub-contractors or other staff project roles and qualifications should be included.
5. Description of detailed timeline to accomplish all sections
6. Description of how consultant will solicit and vet writers for new chapters
7. Sample indicating ability to provide curriculum in both face-to-face and eLearning formats.
8. Budget Narrative

Responses to the RFP should be submitted by 5:00 p.m. CT on November 5, 2014 in electronic format to Mary Ann Powell, mpowell@ncda.org.

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