



**Request for Proposals (RFP)**

**for**

**Digital Learning Platform**

**Release Date: April 3, 2023**

**Turning Research, Relationships, and Resources into Results.**

## **PART I: OVERVIEW**

### **A. About the Organization**

Center of Workforce Innovations (CWI), a 501(c)3 nonprofit is a strategy development and implementation organization and is considered a trusted workforce development leader in the community. Recognized for successfully conducting analysis, forging partnerships, and building community assets among public and private sector leaders and policymakers, CWI serves as a valuable resource for economic development, workforce, and education in the Northwest Indiana counties of Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke.

CWI also provides programmatic and fiscal oversight for sub-recipients of adult education providers and youth oriented workforce providers, and for the American Job Centers, known as WorkOne in Indiana governed by a Board of Directors.

CWI is issuing this Request for Proposal (RFP) to solicit interest by experienced entities for the purpose of providing a digital learning platform that provides career assessment, exploration, and decision making in a way that Youth/Young Adults ages 14 -24 can access either at a self-directed pace or in conjunction with a local Career Advisor/Coach for assistance.

### **B. Questions**

Questions related to this RFP must be submitted in writing by **Friday, April 14, 2023** and directed to Tamara Stump at [tstump@cwicorp.com](mailto:tstump@cwicorp.com).

### **C. Responsive Proposals**

To be considered responsive, proposals must meet the following minimum criteria:

1. A proposal with electronic signature must be e-mailed to [tstump@cwicorp.com](mailto:tstump@cwicorp.com) **by April 24, 2023 4:00 CST on April** .
2. Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.
3. Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies.

### **D. Selection Process and Contract Award**

No changes, modifications, or additions to a proposal may be made by the proposer after the proposal deadline unless requested by Board staff. Proposals will be evaluated by a Proposal Review Panel comprised of CWI staff and other preselected reviewers. Cost Effectiveness will be a factor in selection criteria. Proposers should not have any communications with the Proposal Reviewers, CWI staff or Board committee members regarding proposals,

recommendations or any other issues related to the RFP process. Such communication will disqualify the Proposer.

Contracts may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should be submitted in the most favorable terms, from a price and technical standpoint that the proposer can make. The Board reserves the right to request additional data, oral discussion, or presentation in support of written proposals at a pre-contract meeting.

#### **E. Conditions of this RFP**

The cost of developing proposals in response to this RFP is entirely the responsibility of the Proposer and shall not be chargeable to CWI or Board under any circumstances. CWI reserves the right to accept or reject any or all proposals submitted, to negotiate with all qualified bidders, or to cancel in part, or in its entirety, this RFP. Issuance of this RFP does not commit an award to contract, to pay any costs incurred in advance of the execution of a contract, or to procure or contract for goods and/or services.

The following conditions are applicable to all proposals. CWI reserves the right to:

- Negotiate any and all proposed costs, staffing levels, and all other specifics.
- Fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations.
- Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record keeping procedures, management systems, accounting and administrative systems, training facilities, and training materials.
- Change specifications and modify contracts as necessary to facilitate compliance with the legislation, regulations, and policy directives; and to manage funding.
- End contract negotiations if acceptable progress, as determined by Board and staff, is not being made within a reasonable time frame.

### **PART II: Scope of Work and Specifications**

#### **A. Scope of Work**

CWI is issuing this Request for Proposal (RFP) to solicit interest by experienced entities for the purpose of providing a digital learning platform that provides career assessment, exploration, and decision making in a way that Youth/Young Adults ages 14 -24 can access either at a self-directed pace or in conjunction with a local Career Advisor/Coach for assistance. The following should be included:

1. Use a human centered designed approach in building the platform with input from users, key admin staff, and local Career Advisors/Coaches. Input includes focus groups and interviews on design and development

2. Career Assessment tool to assess interests, work values, and experience of users with the ability to integrate regional (local) career pathways based on skills and interests results
3. Ability for users to access Career Pathway information including what is a career pathway and examples of career pathways and jobs within and between industries
4. Application that allows the Career Pathways to be created and maintained in a user friendly manner for key staff
5. Provide API and embed capabilities that allow key staff to maintain and update the pathways across multiple websites
6. Ability for users to search for Information on in-demand industries in Northwest Indiana including skills needed, wage information, and employers using regional data along with O'Net data and other related databases along with staff access to the most recent national data in order for comparison, validation, and ease of updating
7. Ability to associate specific employers aligned with career pathways to allow users to know about local hiring events, job postings, and other career related activities
8. Ability for individuals working in occupations within career pathways to potentially mentor users based on skills and interests
9. Embed educational information aligned with career pathway in order for users to search for regional (local training providers)
10. A list of community resources available for support services for individuals
11. Account set ups for users to create profiles with admin access for staff including the ability for key staff to edit and maintain images, content, and links in real time
12. The ability for users with profiles to interact with a local Career Advisor/Coach online or in person
13. Ability for users to set up appointments with Career Advisors/Coach
14. The platform should be flexible for desk top, lap top, tablet, and mobile devices
15. Meet established Web Content Accessibility Guidelines (WCAG) and comply with ADA Section 508
16. Design and delivery train-the-trainer sessions on the site and online to key staff
17. Maintenance and data hosting services

## **B. Project Specifications**

Please provide a complete written response to this RFP. Proposals should include:

1. A Proposal Cover Sheet with:
  - Proposer Name
  - Mailing Address including city, state, and zip code
  - Type of Organization or Independent Contractor
  - Contact Personnel and person authorized to negotiate and sign (if different from contact personnel)
  - Total amount of funds requested
  - Sign cover page in blue ink.
2. A description of your organization including length of existence, vision, mission, and goals.
3. A description of your general approach to implementing digital learning platforms including methodology and philosophy as well as your relevant and recent (within the last five years) successes.

4. An example of a finished product relevant to this RFP.
5. Describe how you will adhere to the timeline of projects as mentioned in the scope of work.
6. Credentials and qualifications of key personnel who will take responsibility for working directly on this project, including references not associated with CWI.
7. A detailed budget that breaks out expenses including proposed staff to be paid through the contract (CWI will only reimburse personnel costs for time actually worked), travel costs, and material/supplies. If proposing a flat rate for staffing please indicate if the rate includes all expenses. Please include a budget narrative for each proposed expense in terms of being necessary, allowable, and reasonable.

### **PART III. FINANCIAL REQUIREMENTS**

#### **A. Capabilities**

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, conduct self-monitoring for contract compliance, achieve the contract objectives, provide quality service delivery, and keep appropriate, auditable records. Proposers must also meet fiscal reporting requirements in accordance with Generally Accepted Accounting Practices (GAAP), and show evidence of continued financial stability.

#### **B. Cost and Price Analysis**

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, CWI shall conduct a cost and price analysis on proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

#### **C. Contract and Payment Method**

Contracts are negotiated on a cost reimbursement basis.

Proposers are advised that any contract awarded under this RFP may be modified to incorporate legislative and policy changes, revisions to the program design, alterations of any services and activities provided or a reduction or increase in the amount of funding available.