



Request for Proposals Tech Curriculum & Training Consultant June 15, 2010

The Local Initiatives Support Corporation/Chicago (LISC) is requesting proposals from experienced consultants to assist in the development and implementation of a community training program related to the implementation of its Broadband Technology Opportunity Program (BTOP) grant for which it is a sub-recipient. The BTOP grant will provide funds for a two-year Sustainable Broadband Adoption Campaign in five Chicago Communities as part of the City of Chicago's Digital Excellence Initiative. The goal is to provide training, computer incentives, and education opportunities to increase the number of households and businesses adopting broadband Internet service to enhance economic outcomes.

LISC is committed to working with Minority/Women/Disadvantaged Businesses, and encourages proposals from M/W/D businesses and consortiums of such businesses.

About LISC/Chicago

LISC/Chicago organizes capital and other resources to support initiatives that will stimulate the comprehensive development of healthy, stable neighborhoods and foster their connection to the socioeconomic mainstream of the metropolitan region.

LISC/Chicago administers the Smart Communities program as part of the City of Chicago's Digital Excellence Initiative. The BTOP grant will support the five Smart Communities of Auburn Gresham, Pilsen, Humboldt Park, Englewood and Chicago Lawn.

Objective

LISC/Chicago will work with a set of nonprofit organizations to implement a range of education and training programs targeting youth, adults and small business owners. Two core training programs are to be delivered, which LISC/Chicago refers to as *Everyday Digital* and *Civic 2.0*. Each training program is envisioned to consist of at least three two-hour modules.

Everyday Digital will focus on teaching adults and parents 1) to be educated "digital consumers" understanding the basics of broadband vs. other Internet services, how to select the best provider, how to be a savvy consumer on the Internet; 2) Internet security and safety for parents and children – for which curriculum from Common Sense Media will be integrated; 3) how to do the basics from setting up email and online banking, to Facebook and other social media sites, to using open source software (e.g. Google Docs).

Civic 2.0 will focus on civic and public uses of the Internet and will teach adults, parents and youth 1) how to navigate City of Chicago services to get things done such as get a city sticker, use the tech locator for public Internet access, pay property taxes, etc.; 2) how to access civic data for local community improvement purposes, e.g. crime data, school test scores, foreclosure data etc; and 3) how to use digital media tools for community organizing purposes.

A consultant or partnership between consultants is sought with experience in researching best practices on developing and implementing community training, curriculum development, providing training directly as well as providing “train the trainer” training.

Phase 1: Curriculum Design

1. Meet with LISC and key community and City partners to refine draft curriculum needs and interests (noted above).
2. Research existing curriculum available that align with two training domains of Everyday Digital and Civic 2.0.
3. Develop a written curriculum that will be easily sharable in electronic and hard copy and is easily shareable by its different modules.
4. Develop a training evaluation form for each training module that is web-based and paper copy to be shared with training participants.
5. Develop a training guide to support a “train the trainer” approach to curriculum use and application.
6. Conduct one assessment (three to six months after launch) and revision of curriculum as required to improve curriculum and trainings based on on-the-ground experience and feedback.

Deliverables for Phase I include:

- a. Set up meetings and facilitate discussions.
- b. Documentation of summary findings from meetings.
- c. Written curriculum reflective of core modules defined above – including materials for use in trainings.
- d. Written training guide.
- e. Evaluation form to for client feedback that is in web-based and paper version.
- f. Documentation of assessment findings.
- g. Revised curriculum based on assessment findings.

Phase 2: Training and Delivery of Training

1. Provide two “train the trainer” sessions to community partners to support their direct implementation of training.
2. Work with local sites to develop appropriate training schedules and calendars.
3. Provide training consultants to support implementation of new training modules.

Deliverables for Phase II include:

- a. Documentation of training completed.
- b. Training schedules and calendars for six FamilyNet Centers and five Tech Organizing Networks.
- c. Roster to trainers available for implementation phase.

Project Timeline

Phase 1: July 1, 2010 – August 31, 2010

Phase 2: September 1, 2010 – December 31, 2012

Please note – the proposal submitted may reflect a longer time frame for phase I given the consultant's experience with curriculum development. The above timeline reflects the preferred launch of trainings by September 2010.

How to Submit a Proposal

Interested parties should submit the following to Susana Vasquez, LISC/Chicago, 1 N. LaSalle, Suite 1200, Chicago, IL 60602 or svasquez@lisc.org:

- A brief proposal describing qualifications and how the tasks described above would be carried out.
- Please note experience in the five target communities and serving as a consultant under a federally-funded program if applicable.
- An estimate of fees to be charged and expenses that would be incurred showing hourly rate and number of hours for core tasks.
- Resumes and description of relevant experience of consultants who would be involved.

Applicants may submit a proposal for Phase I or Phase II or Both.

Please direct questions in writing to svasquez@lisc.org.

Proposal Due Date:

Interested parties must ensure proposals arrive no later than Monday June 28, 2010.

Notification Date and Special Conditions:

The successful applicant will be notified by June 30th. Applicant must be willing and able to start work based on a signed contract submitted by applicant.

A contract for services with LISC will then be submitted for approval with a July 1 start date. There will be no retainer provided for services.