



Local Initiatives Support Corporation
501 7th Avenue, 7th Floor
New York, NY 10018

Request for Proposals – TDL Curriculum Design Consultant

Background

Local Initiatives Support Corporation (LISC) is a national community development organization founded in 1979 that is dedicated to helping other nonprofit community based organizations transform neighborhoods into healthy and sustainable communities of choice and opportunity—good places to work, do business, and raise children.

LISC's Family Income and Wealth Building department works with over 80 Financial Opportunity Centers around the country to improve the financial wellbeing of low-to-moderate-income families through three core, integrated services: financial coaching, employment and career counseling, income supports through public benefits enrollment.

Over forty of these FOCs operate an additional program called Bridges to Career Opportunities. Bridges to Career Opportunities programs enhance the employment services of the FOC and focus on training participants with contextualized literacy courses, occupational skills training pathways, job readiness training, job placement, and retention supports. Additional information regarding LISC's Financial Opportunity Centers and Bridges to Career Opportunities models is available at <http://www.foc-network.org/background-on-our-programs.html>.

Scope of Project:

LISC seeks a curriculum design consultant to create, or identify and modify, an adult remedial literacy and math training program contextualized for the Transportation, Distribution and Logistics (TDL) sector. The curriculum will introduce TDL careers and opportunities, paying particular attention to the trucking, warehousing, and railway sectors. The ultimate goal is to increase LISC's Bridges to Career Opportunities adult learners' Educational Functional Levels within the 6– 8.9 grade level spectrum. Additionally, once the curriculum is complete (including facilitators guide and materials, as well as any student handouts or separate materials as the designer deems necessary), the consultant will travel to four domestic Bridges to Career Opportunities sites to facilitate "Train-the-Trainer" sessions and teach the local instructors to use the curriculum.

Responsibilities:

The consultant must communicate with LISC and our TDL partner, Union Pacific, to design (or adjust) a TDL curriculum and reasonable components thereof, including but not limited to: instructors guide with

lesson plans, learning objectives, student materials and handouts as necessary, links to additional resources or needed supplies/videos/slide, etc.

The TDL curriculum must be grounded in best practices in adult basic education, use clear and well-designed structures for organizing topics, lessons, and overviews. Additionally the curriculum must provide reading and math lessons that are contextualized for the TDL sector and illuminate career pathways and opportunities for adults interested in the TDL field, including trucking, railway, and introductions to supply chain logistics and/or warehousing. The curriculum should help students gain literacy and math skills, moving them beyond an entry-level average 6th grade literacy and math level, as determined mainly by The Adult Basic Education assessment. The curriculum should prepare adult learners for further exploration of occupational skills training and credentialing in the TDL sector, if they should chose to pursue the continuing pathways offered by LISC's Bridges to Career Opportunities partners.

Key Deliverables

The curriculum consultant should deliver the following:

- Contextualized TDL Remedial Education Curriculum that can be customized by the end instructor for duration and logistics. The curriculum can be designed from scratch or be modified from an already-established contextualized TDL curriculum. It should focus on adult learners who are average 6th grade literacy and math levels at entry, with a goal of increasing their reading, writing and math skills, ideally by 1+ grade levels. The curriculum should include between 8 and 16 weeks of modules (or, approximately between 120-180 hours of instruction, at the discretion of the designer), with the ability for an instructor to adjust timing and modules to accommodate their individual program's logistics and timing. The curriculum should include instructors guides, lesson plans, activities, discussion topics, learning objectives, answer keys, student handouts or materials, list of supplies/videos necessary, and additional resources as necessary. The curriculum should be contextualized for the TDL sector, with focus on introducing students to the TDL sector and include trucking, warehousing/supply chain, and railway references.
- Deliver four total in-person Train-the-Trainer sessions around the country (in Chicago, Houston, Kansas City, and one on the West Coast) to train instructors and career coaches in the Bridges to Career Opportunities sites on curriculum use and delivery, during late spring/summer 2019. There will be approximately 30 participants per location.
- LISC also requires the ability to edit the curriculum and documents are the finalized materials are complete, so that the formatting can act as a functional template for future content creation and addition or changes to the materials.

Proposal Guidelines and Requirements

This project will be a good fit for a consultant with a background in adult basic education, curriculum development and design, experience building workforce development curricula, or designing sector-specific training programs. The process will require:

- Initial conversations with LISC and our TDL partner, Union Pacific, to discuss key elements of railway and TDL career pathways, and structural considerations of the Bridges to Career Opportunities model,
- Regular check ins with LISC point person.
- Timely delivery of draft documents for feedback from LISC,
- Clear and effective communication about the project via email, phone, and in-person (dependent on location),
- Ability to travel to 3-4 domestic locations and deliver a training to groups of approximately 30 people.

All proposals should be submitted should include the following components:

Overview of Proposal	Short description of the work to be undertaken.
Curriculum Design Approach	Please describe your overall objective and approach to curriculum design. If the consultant would like to partner with another consultant (for example, one on reading and one on math), please include in the proposal.
Description of Curriculum	Please describe the contextualized TDL curriculum you would design (or, share with us the curriculum that you would like to adjust). Include topics you would include in the design, or examples of how you would adjust topics of a current curriculum.
Qualifications	Please describe the educational and professional background of key staff/trainers, ideally with resume(s) and sample(s) of past work.
Cost Estimate	Include a performance-based budget based on specific tasks. For trainings, please identify cost per training and include estimated travel expenses.
Implementation Timeline	Give a general sense of when work would commence, midpoint milestones, and complete.

Selected consultants will be engaged and compensated based on the completion of specified tasks (in each case, to the satisfaction of LISC), as applicable. Consultants responding to this RFP must submit bids with fees assigned for the task indicated in the Key Deliverables section and estimates of anticipated travel expenses (economy airfare, hotel, meals, ground transportation, and parking). Fees for each task include preparation, research, participation in phone calls and meetings with LISC and other interested parties (CDC, funder, other stakeholders identified by LISC), and other ancillary tasks/work necessary for the completion of the task described in the Key Deliverables above. The fee quote should take into account and be inclusive of all ancillary charges (e.g. phone charges) not including hotel and travel expenses. LISC will enter into a “performance-based” contract with the consultant, meaning that the consultant will be paid a flat fee upon satisfactory completion of each task completed and will be reimbursed for approved travel expenses. The consultant will invoice LISC upon completion of each task and provide *original* receipts for approved travel expenses.

LISC reserves the right to engage the consultant in a portion of the deliverables based on cost.

Proposals will be evaluated based on proposal content, value, pricing structure and overall cost, experience and samples of respondents, and timeline proposed. Preference will be given to those with immediate availability.

Contact information and deadline for submissions

Please submit all proposals by February 11th, 2019 to Dana Emanuel at demanuel@lisc.org.