**District 1199C Training & Upgrading Fund**

100 S. Broad Street, 10th Floor, Philadelphia PA 19110

Phone 215-568-2220, Fax 215-563-4683

[www.1199ctraining.org](http://www.1199ctraining.org)

***REQUEST FOR PROPOSALS:***

**Contextualized Academic Bridge for Emergency Medical Technician Training**

BACKGROUND: The District 1199C Training & Upgrading Fund (“Training Fund”), a labor-management healthcare workforce development partnership between the National Union of Hospital & Healthcare Employees and 50 contributing employers, has offered academic, career exposure and job training opportunities to youth and adults in the Philadelphia area since 1974. The Fund’s mission is providing access to career pathways in healthcare and human services for workers and jobseekers through education, training and work-based learning; and building the regional healthcare industry’s capacity to create a skilled workforce through training opportunities and the development of an education pipeline aligned with career pathways.

The Local Initiatives Support Corporation (LISC) has awarded the Training Fund a grant funding through Citizens Bank to focus on healthcare bridge programming and student retention. Under our Bridges to Career Opportunities initiative, the District 1199C Training and Upgrading Fund provides academic bridge and occupational training as well as career, financial, and retention coaching to students. The Services Integrated Model developed by The Training Fund will provide participants with the three core services of a Financial Opportunity Center: training and employment services, financial coaching and education, and income supports.

One of the occupational training programs included in the Citizens Bank program is Emergency Medical Technician (EMT) Pre-Apprentice training leading to a nationally recognized EMT credential as well as possible employment with the Philadelphia Fire Department. This partnership with the PFD will potentially lead to an apprentice position that will keep students on the career path to Paramedic.

PROJECT DESCRIPTION and SCOPE OF WORK: The Training Fund is seeking a curriculum designer to develop a full academic bridge curriculum contextualized to EMT careers and when possible refers to other program components such as career or financial coaching or medical terminology training.

The curriculum will be up to 60 hours and should include reading, mathematics, and writing contextualized to EMT training. Class schedules depend on program timing and may be slightly less than 60 hours.

The target student population includes individuals who are unemployed or underemployed and who may or may not have a prior background in healthcare. Entrance requirements for the program include students having a high school diploma or equivalent. Students take the CASAS GOALS Reading and Math assessments and are around a scale score of 244, NRS level 5 on reading and a scales score of around 229, NRS Level 5 on Math. Students have also gone through an extensive interview process by both Training Fund staff and the PFD.

*Budget:* The maximum amount considered to complete this project is $10,000. Your proposal should not exceed this amount.

QUALIFIED APPLICANTS and SELECTION CRITERIA: Eligible applicants should be:

* Able to document successful completion of similar projects, including providing two references (see “References” section)
* Experienced designer(s) of interactive, experiential project-based learning curricula
* Familiar with the CCRS, NRS, and EFL.
* Familiar with the healthcare industry sector

REFERENCES: Please provide contact information for two recent clients for whom you have recently completed similar projects. Please provide:

* Client name/organization, and contact information (phone and/or email)
* Dates of service, and brief (1-3 sentence) description of services provided

SUBMISSION INSTRUCTIONS and APPLICATION DEADLINE: All proposals submitted in response to this RFP will be reviewed by Training Fund staff no later than **5:00 PM (ET) on December 13, 2019**. Proposals should be in either Microsoft Word or PDF format, with an overall length of **no more than** 5 double-spaced pages. Submissions should be emailed to Stephanie Webb, [swebb@1199ctraining.org](mailto:swebb@1199ctraining.org).

Proposals should include:

* Basic identifying information/contact details:
  + Applicant name(s)
  + Primary contact name and title
  + Primary contact phone and email address
  + Website (if applicable)
* Project narrative responding to this RFP’s “Project Description/Scope of Work” section
* Project timeline, with work to end no later than **May 15, 2020.**
* Applicant description, and documentation of experience/capacity, responding to “Qualified Applicants/Selection Criteria” section and including contact information for at least two references, per “References” section
* Proposed project budget (may be submitted as an additional attachment)

Applicants should also attach résumés/vitae for key personnel.

**Expected deliverables for the curriculum include:**

* Syllabus
* Detailed lesson plans
* Rubrics
* Handouts and projects
* Objectives with correlation to CCRS
* Assessments

Examples of the above should be listed in your proposal.

If you have any questions, please contact Stephanie Webb, [swebb@1199ctraining.org](mailto:swebb@1199ctraining.org). **Questions may be submitted up to 5:00 PM (ET) on December 6, 2019.**

***Proposal Submission / Applicant Selection Timeline:***

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| November11, 2019……………...... | RFP released |
| November 25, 2019.…………….… | Notice of Intent to Apply (preferred, not required) |
| Dec. 6, 2019, 5:00 PM (EDT)……. | Question submission |
| Dec. 13, 2019, 5:00 PM (EDT)…. | Proposal deadline – late responses will not be considered |
| Dec. 13-Dec. 19, 2019…………….. | Candidate interviews and selection process |
| December 20, 2016…..…………….. | Notification date |
| January 6, 2019..…………......... | Finalize contract |
| May 15, 2020………………………….. | Project end date (approx.) |

OWNERSHIP OF MATERIALS: All Intellectual Property and other original materials developed, produced, conceived or authored by the contractor (and contractor’s agents or subcontractors) pursuant to this RFP, and any and all modifications, whether in finished or incomplete form, shall belong exclusively to the District 1199C Training & Upgrading Fund; The parties intend that all Materials be considered as work-for-hire under applicable law (NOTE: No negotiated agreements shall supersede the royalty-free, nonexclusive and irrevocable right of the US Department of Labor – as the project’s Federal awarding agency – to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so, as set out in Office of Management & Budget Circular A-110.).

The term “Intellectual Property” means any and all intellectual property, including all rights in and to all ideas, designs, concepts, techniques, inventions, software, documentation, discoveries, reports, designs, specifications, works of authorship, data technologies, processes, methodologies, data or improvements, and print and audio-visual materials, such as design, photographs, layouts, artwork, whether or not patentable or copyrighted.