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## **REQUEST FOR PROPOSALS**

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### **I. REQUEST FOR PROPOSALS**

Academy of Hope Adult Public Charter School (AoH) seeks the services of IT Workforce Training and Instructional Support Consultant with expertise in non-profit/charter schools.

### **II. SOLICITATION SCHEDULE**

Responses should be provided in electronic format and emailed to Ruweda Hussein at [ruweda@aohdc.org](mailto:ruweda@aohdc.org) by **February 26<sup>th</sup>, 2025**. Please contact Ruweda Hussein at 202-269-6623, 136 with any questions you may have regarding this RFP.

### **III. BACKGROUND**

Academy of Hope Adult Public Charter School is a 501(c)3 tax-exempt nonprofit and adult public charter school in Washington D.C., offering excellence in adult education since 1985. Our mission is to provide high quality education and services that change lives and improve our communities. At Academy of Hope, students become part of a learning community where everyone is valued, adds value and is both a teacher and a learner. Our curriculum is experiential and focuses on life skills, which means that students can immediately begin applying what they're learning to their own lives—and reap the benefits.

Academy of Hope's Core Values: CARES

*Community-* AoH fosters an atmosphere where individuals can be completely present as their authentic self. We seek to advance values, attitudes, and beliefs that promote caring for one another. We believe we are stronger together and that representation for the people we serve matters.

*Acceptance-* AoH respects the inherent dignity and worth of every individual. We remain open-minded as we acknowledge each individual's complex identities and our collective differences. To us, every person is worthy and we expect teachers, staff, learners, and community members to come as their true selves.

*Respect -* At AoH, we believe that every human is deserving of respect and respect is an action. Respecting someone means engaging, learning, and trying to understand individuals' experiences. At Academy of Hope we are encouraging self-love and a deep understanding, appreciation, and regard for our communities.

*Empowerment-* AoH aims to purposefully recruit and engage community members who understand the power in every person. Our community is committed to actively listening and amplifying voices and lived experiences that are often unheard as a means to propel change.

*Service-* Our ultimate goal is to serve all learners responsibly. We strive to be good stewards of the trust learners place in us by consistently reviewing our practices, programs, and structures to ensure we are advancing learners' stated best interests.

#### **IV. PROJECT SCOPE**

The selected consultant will provide instructional support, curriculum development, and administrative oversight for IT training programs, ensuring student success and program compliance. This role requires expertise in IT instruction, workforce development, program administration, and curriculum design. The consultant will work closely with students, instructors, and program leadership to enhance IT certification success rates and maintain program effectiveness.

#### **Responsibilities include:**

Instruct the following courses during school hours (9 AM – 9 PM) in alignment with the AoH academic calendar. This applies to the current semester, running from March to June 2025.

- **Instruction & Student Support:**
  - Teach CompTIA Tech+ courses. (68 teaching days)
  - Teach Workforce Academy Reading courses. (32 teaching days)
  - Teach Security+ courses. (68 teaching days)
  - Provide test preparation support for CompTIA Tech+, Security+, A+, and Network+ students, particularly those requiring retakes.
  - Conduct class preparation, student follow-ups, and administrative tasks to ensure student progress and completion.
  - Conduct post-class meetings for student and instructor feedback, follow-ups, and course close-outs.
- **Instructor Recruitment & Training:**
  - Collaborate with the Director of Workforce to review resumes and interview prospective IT instructors.
  - Conduct training for new IT instructors, including reviewing policies, instructor handbooks, Canvas platform, and Test Out classes.
  - Provide ongoing instructor support, including check-ins, classroom observations, and curriculum updates.
- **Curriculum Development:**
  - Develop a new A+ course based on updated CompTIA objectives.
  - Develop a new Network+ course aligned with CompTIA certification standards.
- **Program Coordination & Administrative Support:**
  - Participate in IT team meetings (bi-weekly) and follow-up meetings with new instructors and the Workforce Academy team.
  - Plan and facilitate meetings for Action Research Distance Learning and Workforce Academy.
  - Support OSSE AFE grant initiatives, including administrative reviews, reporting, and compliance tasks.
  - Assist with job postings for IT instructor roles on various platforms.

- Provide student and instructor follow-ups to ensure successful course completion and certification.

## V. CONTRACTOR QUALIFICATIONS

Academy of Hope Adult PCS is seeking a contractor that can address the above described projects. Contractor's Statement of Qualifications should clearly and accurately demonstrate the specialized knowledge and experience required for services under consideration.

Proposals should also include:

- Provide a project organization chart showing the proposed staff for this job, including all professional staff.
- Describe the duties and responsibilities for all key staff positions.

## VI. PROPOSAL REQUIREMENTS

Proposals are sought from firms with recognized expertise on design projects with experience in the nonprofit sector. In your proposal, please provide the below information in the order requested:

- Background on your organization including history, staff size and experience, average client size for this service, percent of business dedicated to technical support, and percent of business dedicated to nonprofits.
- Overview your approach / business model.
- Describe your approach to the projects identified above
- Cost Proposal: Detail prices for all services proposed. As the nature of the work to be performed will vary depending on Academy of Hope's needs and, etc., vendors should present prices in an "a la carte" format.
- The proposing firm should have a demonstrated commitment to diverse, inclusive, and equitable practices. The proposal should describe in detail the proposer's DEI commitment and practices.

Prices for which fixed prices are charged must be clearly identified. Identify what specific services are covered and which are not covered by any fixed price service. For services charged on an hourly or other per-unit basis, the cost proposal must detail charges for the following:

- i. If rates vary according to the nature of the contractor staff who perform the work, describe and enumerate the price for each labor category, i.e., provide a full hourly rate sheet for relevant staff.
- ii. If prices vary according to time of day or the timing of the request for services (e.g., regularly scheduled visits versus emergency response), show those prices separately.
- iii. Identify any other factors relevant to evaluation of pricing, such as billing increments (e.g., 15 minutes, etc.), whether travel time is charged, minimum billable units or amounts, mark-up on equipment procurement, etc.

- **Technical Approach:** The proposal must describe how the firm fulfills the “Contractor Qualifications” outlined in Section V.
- **References:** Include the three most similar clients to whom you have provided this service – name, organization, email and phone.

## **VII. EVALUATION FACTORS FOR AWARD**

In considering proposals, Academy of Hope Adult PCS will make a best-value determination. Award will be made to the applicant that conforms to the RFP’s requirements and is judged to represent the best value to Academy of Hope. Best value is defined as the proposal that presents the best overall value to Academy of Hope Adult PCS, cost and other factors considered, and which presents the most advantageous offer. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

Academy of Hope Adult PCS will evaluate proposals based on a number of criteria, including:

- i. How well the vendor demonstrates an understanding of Academy of Hope’s needs and its ability to meet those needs
  - ii. The vendor’s commitment to AoH’s Racial Equity, Diversity and Inclusion values
  - iii. The overall business model and its match to Academy of Hope’s needs
  - iv. Corporate experience with similar sized nonprofits
  - v. Prior performance in similar engagements;
  - vi. Price
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- AoH strongly encourages Black, Indigenous, people of color, members of the LGTBQIA2S+ community, as well as members of underrepresented groups to respond.
  - AoH strongly encourages small, local businesses who live and/ or serve the communities surrounding our campuses to respond.