

# **Request for Proposal (RFP) for Competency-Based Education (CBE) Support for MI-LEARN Design Lab**

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**RFP Title:**

Competency-Based Education (CBE) Support for MI-LEARN Design Lab for the Michigan Center for Adult College Success

**Issue Date:** Sept. 27, 2024

**Proposal Submission Deadline:** Oct. 18, 2024, 5pm

**Proposal Review Period:** Oct. 21-23, 2024

**Vendor Selection:** Oct. 24, 2024

**Contract Execution:** Nov. 1, 2024

**Contact Information:**

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## **1. Overview**

The Michigan Center for Adult College Success (hereinafter referred to as "The Center") is seeking proposals from qualified firms to support our competency-based education (CBE) initiative for the MI-LEARN Design Lab. This initiative focuses on creating a high-quality, flexible, and responsive CBE program that meets the needs of adult learners and aligns with the demands of Michigan's labor market.

The selected firm will partner with The Center to provide advisory services, training, and on-site support for Michigan institutions as they design, develop, and implement CBE programs that serve adult learners.

## **2. Objectives**

The primary objectives of this RFP are to:

- Provide strategic advisory support to The Center as it leads a statewide CBE initiative.
- Train and support Michigan institutions in developing and scaling CBE programs.
- Build institutional capacity to deliver high-quality, career-relevant, and competency-based programs for adult learners.
- Provide tailored coaching to institutions as they adopt CBE models and best practices.

- Foster collaboration between Michigan institutions, employers, and national experts to ensure the success of CBE initiatives.

### 3. Background

Competency-based education (CBE) is an innovative approach that focuses on learning outcomes rather than time spent in class. This model allows adult learners to progress based on their mastery of specific skills and competencies, making education more flexible and aligned with career readiness.

CBE is particularly well-suited for adult learners, many of whom are balancing work, family, and other responsibilities while pursuing higher education. By adopting CBE models, Michigan institutions can improve access to education for adult learners, increase completion rates, and better align programs with workforce needs.

### 4. Scope of Work

The selected firm will be responsible for delivering the following:

- **Advisory Services:** Provide up to 30 hours of advisory support to The Center on topics related to CBE, including prior learning assessment, skills-based hiring, and performance-based assessment. Advisory services will be scheduled as needed throughout the contract period.
- **Training:** Deliver up to four virtual workshops (two hours each) to participating Michigan institutions on various aspects of CBE program design and implementation. Topics may include CBE curriculum development, operational considerations, faculty engagement, and instructional strategies.
- **Coaching:** Provide up to 24 hours of coaching to participating institutions, with a focus on helping institutions develop and refine CBE programs. Coaching hours may be offered as open office hours or individually scheduled sessions.
- **On-Site Support:** Facilitate up to three on-site workshops for Learning Labs or comparable events to support institutions as they implement CBE programs. These workshops will focus on building institutional capacity and addressing the unique needs of adult learners.

### 5. Deliverables

The selected firm will be expected to deliver the following:

- **Advisory Support:** 18 hours of advisory services to The Center over the course of the contract period.
- **Training Workshops:** Four virtual workshops (two hours each) for participating institutions, focused on CBE program development.
- **Coaching Sessions:** 24 hours of coaching for institutions as they develop and implement CBE programs.

- **On-Site Support:** Two on-site workshops in Michigan, focused on building institutional capacity for CBE.
- **Monthly Progress Reports:** Regular updates on the status of advisory services, training, and coaching, including participant feedback and key takeaways.

## 6. Proposal Submission Requirements

Proposals should include the following:

- **Executive Summary:** Overview of your firm's understanding of CBE and how your approach will support The Center's objectives.
- **Firm Qualifications:** Description of your firm's experience in CBE program development, training, and advisory services. Include case studies or examples of similar work.
- **Proposed Approach:** Detailed outline of your strategy for providing advisory services, training, and coaching, including timelines and key deliverables.
- **Team Composition:** Description of the team that will be assigned to this project, including qualifications and relevant experience.
- **Budget:** A detailed budget proposal, including a breakdown of costs for each component of the scope of work. Firms should specify whether they operate on a flat fee, hourly rate, or retainer model, and provide an estimate of the hours allocated to each task.
- **References:** Contact information for at least three references from similar projects.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of The Center's objectives and the CBE initiative.
- Experience and qualifications of the firm and assigned team members.
- Quality and creativity of the proposed approach.
- Demonstrated success in similar projects.
- Cost-effectiveness of the proposal.

## 8. Submission Instructions

Please submit your proposal electronically in PDF format to [j.hendges@talentfirst.net](mailto:j.hendges@talentfirst.net) by 5pm EST on Oct. 18, 2024. Proposals received after the deadline will not be considered.

## 9. Contract Terms & Budget

The contract will be awarded for a period of one year, with the possibility of renewal based on performance and mutual agreement. Proposals should not exceed \$50,000.

## 10. Questions and Clarifications

For any questions or further information, please contact:

Jeremy Hedges

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**We look forward to receiving your proposal and partnering with you to advance the mission of  
The Michigan Center for Adult College Success.**