

Request for Proposal (RFP) for Credit for Prior Learning (CPL) Support for MI-LEARN Design Lab

RFP Title:

Credit for Prior Learning (CPL) 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 vendors to support its Credit for Prior Learning (CPL) initiative through the MI-LEARN Design Lab. This initiative is designed to enhance institutional practices that recognize and validate adult learners' prior learning experiences, thereby accelerating their path to degree completion.

The focus of this RFP is to secure services that will assist institutions in assessing their current support for adult learners and facilitate strategic planning to enhance CPL practices across Michigan's postsecondary institutions.

2. Objectives

The primary objectives of this RFP are to:

- Support institutions in evaluating their current practices and identifying areas for improvement related to adult learners and CPL.
- Facilitate collaboration and planning among institutions to develop strategies that will improve the recognition and application of prior learning for adult learners.

3. Background

The Credit for Prior Learning (CPL) initiative, led by The Center, seeks to increase adult learner enrollment and completion by expanding CPL programs at Michigan's postsecondary institutions. CPL allows adult learners to earn academic credit for their prior learning experiences, including work, military service, and other non-traditional educational experiences.

Through the services outlined in this RFP, institutions will receive support in evaluating their current approaches to CPL and in creating strategic action plans to improve their CPL programs. The initiative will also provide opportunities for collaboration and sharing of best practices among participating institutions.

4. Scope of Work

The selected firm will be responsible for delivering the following:

- **Institutional Assessment Support:**
 - Assist institutions in conducting comprehensive assessments of their current practices related to adult learners and CPL.
 - Provide detailed reports to each institution, identifying key strengths, challenges, and areas for improvement.
- **Facilitation of Strategic Planning:**
 - Lead collaborative planning sessions with institutions to help them develop tailored action plans for enhancing CPL programs.
 - Support institutions in identifying short-term and long-term goals for improving the recognition of prior learning.
 - Provide follow-up support to institutions as they implement their action plans.

5. Deliverables

The selected firm will be expected to deliver the following:

- **Institutional Assessment Reports:** Provide detailed reports for each participating institution, highlighting findings from the assessment process and recommended strategies for improvement.
- **Facilitated Planning Sessions:** Lead planning sessions to help institutions develop actionable strategies for enhancing CPL practices.
- **Action Plans:** Assist institutions in developing comprehensive action plans based on assessment findings and planning sessions.
- **Monthly Progress Reports:** Provide regular updates on the progress of the assessment and strategic planning processes.

6. Proposal Submission Requirements

Proposals should include the following:

- **Executive Summary:** Overview of your firm’s understanding of CPL and how your approach will support The Center’s objectives.
- **Firm Qualifications:** Description of your firm’s experience in conducting institutional assessments, supporting CPL initiatives, and facilitating strategic planning. Include case studies or examples of similar work.
- **Proposed Approach:** Detailed outline of your strategy for providing assessment support and facilitating strategic planning, 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 CPL 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 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:

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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.