

Request for Proposal (RFP) for Technical Assistance for MI-LEARN Design Lab

RFP Title:

Project Management and Technical Assistance 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 provide project management and technical assistance for a statewide initiative focused on adult learners. This initiative supports Michigan institutions in evaluating and redesigning programs to better meet the needs of adult learners, with an emphasis on improving recruitment, retention, and completion rates.

The scope of this RFP includes providing project management, facilitation of institutional assessments, and support for planning and convening activities.

2. Objectives

The primary objectives of this RFP are to:

- Provide comprehensive project management for the initiative, ensuring all activities align with the program's goals and timelines.
- Facilitate institutional assessments to help participating colleges identify key priorities and opportunities for improving services to adult learners.
- Manage the logistics and planning for both virtual and in-person convenings to foster collaboration and knowledge sharing among institutions.

3. Background

The Michigan Learning Evolution and Academic Restructuring Network (MI-LEARN) is a Design Lab aimed at driving systems change across Michigan's postsecondary institutions. Building on lessons learned from the MI-RAISE Design Lab and similar initiatives, MI-LEARN seeks to support participating institutions through coaching, tailored TA, and capacity-building tools.

By offering technical assistance and facilitating institutional assessments, the initiative aims to help colleges and universities identify areas where they can better support adult learners and enhance pathways to completion. The initiative also includes ongoing engagement with institutions through regular convenings, where institutions can share best practices, discuss challenges, and work collaboratively on solutions that will benefit adult learners statewide.

4. Scope of Work

The selected firm will be responsible for delivering the following:

- **Project Management:**
 - Develop and maintain a project plan to guide the implementation of the initiative.
 - Provide regular status updates, including progress toward milestones, upcoming activities, and any required actions.
 - Manage project collaboration resources (e.g., communication tools, shared document platforms).
- **Institutional Assessment Facilitation:**
 - Lead participating institutions through a self-assessment process to identify areas for improvement in serving adult learners.
 - Facilitate workshops to orient institutions to the assessment process and provide technical assistance as needed.
 - Conduct review sessions with institutions to discuss assessment results and identify emerging priorities for improvement.
- **Planning and Logistics Support:**
 - Manage the planning and execution of virtual and in-person convenings, including venue arrangements, travel logistics, and reimbursements for participating institutions.
 - Assist with identifying and procuring speakers and presenters for virtual and in-person convenings.
 - Prepare agendas and resources for planning meetings and convening sessions.
 - Ensure that convenings run smoothly and that participating institutions have the resources they need to engage effectively.
- **Technical Assistance:**

- Provide support to institutions in developing actionable strategies for improving recruitment, retention, and completion rates for adult learners.
- Offer coaching and guidance to institutions as they implement new practices and approaches.

5. Deliverables

The selected firm will be expected to deliver the following:

- A comprehensive project plan outlining key activities, timelines, and responsibilities.
- Summaries of the assessment process for each institution, including identified priorities and recommendations for improvement.
- Successful planning and execution of all virtual and in-person convenings, including coordination of reimbursements for participating institutions.
- Resources and tools to support institutions in implementing strategies for improving services to adult learners.
- Regular updates on the status of the project, including milestones, completed activities, and any issues that may arise.

6. Proposal Submission Requirements

Proposals should include the following:

- **Executive Summary:** Overview of your firm's understanding of the initiative and how your approach will support The Center's objectives.
- **Firm Qualifications:** Description of your firm's experience in project management, institutional assessments, and technical assistance. Include case studies or examples of similar work.
- **Proposed Approach:** Detailed outline of your strategy for managing the project, facilitating institutional assessments, and supporting convenings, 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 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 \$300,000.

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.