

**NCDA Training and Education Council Request for Proposal (RFP)
For
Updating NCDA Facilitating Career Development Curriculum – Chapter 6: Providing Career Services to
Multicultural Populations**

Release Date: August 12, 2021

**SCOPE OF WORK: Curriculum Revision/Update for Chapter 6: Providing Career Services to
Multicultural Populations**

1. NCDA Facilitating Career Development (FCD) Student Manual, Rev. 4th Ed.
 - a. Research the latest Diversity, Equity, and Inclusion (DEI) and Multicultural information for chapter 6 of the current FCD Student Manual, Rev. 4th Ed.
 - b. Utilize existing format and references to other FCD Student Manual, Rev. 4th Ed. chapters.
 - c. Existing content can be kept and/or updated as needed. But it is expected that this updated/rewritten chapter will contain the most up-to-date, current, and cutting-edge information available for DEI and Multicultural information within the career development field.
 - d. New content must flow with existing FCD Student Manual.
 - e. NCDA has an extensive DEI Resource section on the NCDA website and a Multicultural publication. Where appropriate, please utilize these resources and refer to NCDA publications.
 - f. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new chapter prior to completion.

2. NCDA Facilitating Career Development Instructor Manual, Rev. 4th Ed.
 - a. Update instructor portion of the newly rewritten chapter 6 for instructors.
 - b. Follow existing instructor manual design and format to ensure appropriate instructor information is available to FCD Instructors in delivering the newly updated/rewritten Chapter 6.
 - c. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new chapter prior to completion.

DESCRIPTION OF DESIRED CONSULTANT EXPERIENCE and QUALIFICATIONS

We are seeking an individual/organization with experience and expertise in Diversity, Equity, and Inclusion and Multicultural Issues as well as researching, writing, editing, and developing applied career training materials.

Our audience for the Facilitating Career Development training is a wide range of professionals; however, most of these individuals deliver career services to clients. Learners may have no more than a high school degree or may have a doctorate in a related area. Most of the learners have a bachelor or master's degree and primarily work in 2- or 4-year college career centers, in K-12 positions, or in workforce development settings. There is a small number of individuals

who work in a corporate setting, and a number who are in private practice (or want to go into private practice.)

TIMELINES

All applications are due electronically by midnight Eastern time on Sunday, September 15, 2021. We anticipate that the contract will be awarded no later than September 30, 2021. Questions pertaining to the RFP should be directed to Mary Ann Powell.

The project must be completed no later than December 31, 2021 and delivered in print ready files.

Upon award of the contract, the NCD A TEC will assist in setting a timeline for the delivery of the project.

SUMMARY OF INFORMATION TO BE INCLUDED IN RFP RESPONSE
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1. Name and contact information of organization(s) and individual(s).
2. Description of experience and qualifications as outlined above, including the primary and other consultants working on the project.
3. Please provide relevant experience and sample that indicate your ability to provide curriculum in both face-to-face and eLearning formats.
4. Identification of any sub-contractors or other staff other than the consultant, who will work on the project. Sub-contractors or other staff project roles and qualifications should be included.
5. Description of detailed timeline to accomplish all sections.
6. Budget Narrative.

Responses to the RFP should be submitted by 5:00 p.m. CT on September 15, 2021 in electronic format to Mary Ann Powell, mpowell@ncda.org.

National Career Development Association
305 North Beech Circle
Broken Arrow, OK 74012
Phone: (918) 663-7060
Fax: (918) 663-7058
Email: mpowell@ncda.org
www.ncda.org