



REQUEST FOR PROPOSALS

Community Engagement Training

Section I. General Information

Prosperity Indiana, a statewide association of over 200 members engaged in community economic development, is accepting proposals for a one-time contract to develop a training curriculum and deliver comprehensive training on strategies for community engagement. Prosperity Indiana supports a network of organizations that builds vital communities and resilient families. We advocate for public policies and assist the network in developing comprehensive solutions that engage local leadership to generate public and private investment. More information about Prosperity Indiana is available at www.prosperityindiana.org. Please see our Theory of Change, available at <https://www.prosperityindiana.org/resources/Pictures/Theory%20of%20Change.pdf> to better understand how we view community economic development.

The overall concepts should be part of a curriculum-wide emphasis on Comprehensive Community Economic Development—the idea that simply addressing single-issue community “problems” does not create community revitalization. This model of community economic development means that a community’s potential lies in the identification and creation of a shared vision, planned by local leadership, and carried out by an array of invested partners. When successful, it yields results beyond what can be achieved by individual organizations or single programs because of the unique synergy generated. Additionally, comprehensive development employs resources and deploys coordinated strategies in a concentrated area to create opportunities for the entire community.

The 2-day training will be marketed to executive directors, senior managers, emerging leaders in community development, local government staff and officials, and other community development professionals who seek to engage the community to further their organizational strategies. Attendance of approximately 20 individuals is expected.



The training is tentatively scheduled for October 25-26, 2017, in Indianapolis. Training hours are typically 9:00am to 4:00pm, with registration and refreshments opening at 8:30am. Training may extend to 4:30 pm to accommodate content or longer breaks. Training typically includes a one-hour break for lunch.

This training is underwritten by the Indiana Housing and Community Development Authority (IHCDA). All materials developed for the course will be available to IHCDA for their use without restriction per the underwriting agreement with Prosperity Indiana. Participants will pay a fee to attend the training, but it is significantly reduced from the cost of providing the training.

Section 2. Scope of Work

Prosperity Indiana expects the consultant to generate the services and products described below.

- Develop a detailed training curriculum that, at a minimum, incorporates appropriate research, industry standards and trends, project examples, and hands-on exercises.
- Prepare and submit training manual and presentation materials a minimum of 5 business days prior to the training. Materials should include 10 questions for a pre- and post-course test.
- Provide qualified trainer(s) to present the curriculum in a manner that is accessible to multiple learning styles.
- Duplicate materials for all registered attendees, plus one copy for Prosperity Indiana and one copy for IHCDA. Training materials must also be provided in electronic format, preferably Adobe PDF.

Section 3. Curriculum Topics

The curriculum of this training should provide an overview of strategies for community engagement. Trainers may opt to submit a proposal for the full training, or for individual modules. If the proposal is for the full training, please present the curriculum in modules, including the price for each module (see example below). Prosperity Indiana reserves the right to select one or more trainers to each provide one or more modules of the curriculum. Each

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module should be 1-2 hours in length. The consultant should propose modules that address at least one of the following topics:

- General engagement strategies
- Youth engagement
- Engagement of Latino/a populations
- Engagement of non-English speakers
- Engagement of racial minorities
- Engagement of people with disabilities
- Engagement of LGBTQ populations

Example of modular training proposal format:

Topic	Length	Cost
Youth engagement	1.5 hours	\$XXX
Engaging people with disabilities	2 hours	\$XXX

Section 4. Content of Proposal

While there is no prescribed format or length, proposals must contain the following elements and information.

- A description of the services to be provided, including a description of each training module
- An explanation of how the services will be delivered
- An outline of the proposed training curriculum
- A biographical sketch of the proposed trainer(s)
- Contact information for the respondent
- A table of contents for the training manual
- An inventory of audiovisual needs, including internet access
- Proposed fees and expenses for each training module
- A sample of materials prepared for similar trainings
- A list of three referring organizations that have received similar services



Section 5. Fees and Expenses

The following fees and reimbursable expenses should be itemized in the proposal:

- Preparation days/time
- Training days/time
- Materials (training manual)
- Airfare (if applicable)
- Ground transportation (if applicable)
- Mileage at a rate of \$0.535 per mile (if applicable)
- Parking
- Hotel accommodations (if applicable)
- Per diem or budget for direct expense reimbursement
- Other expenses not specified above should be itemized and described clearly in the proposal

All costs incurred in the preparation of the proposal shall be provided by the respondent alone. Prosperity Indiana shall not contribute in any way to the cost of preparing the proposal. Expenses that are the responsibility of Prosperity Indiana (see Section 10) should not be included in the proposal.

Section 6. Payment

Selected Consultant will be expected to provide an invoice to Prosperity Indiana within 15 days of the completion of training. Prosperity Indiana will issue a check for consultant fees and reimbursable expenses within 45 days of receiving an invoice, pending payment from IHEDA. Original receipts must be submitted with the invoice in order to reimburse eligible expenses.

Section 7. Evaluation and Selection

All complete proposals received on or before the deadline of March 22, 2017, at 5:00 PM EST, will be given full consideration. The consultant will be selected through a review process based on the following criteria:

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- Expertise and experience in community engagement strategies
- Familiarity with targeted populations for engagement
- Familiarity with local government and community economic development organizations and practices
- Experience in training and adult education
- Strength of curriculum outline
- Quality of training materials submitted
- Cost effectiveness

In accordance with federal and state statutes and Prosperity Indiana policy, no person shall be excluded from participation or subject to discrimination in the proposal process on the basis of race, color, age, sex, national origin, religion, or disability. Within these bounds, Prosperity Indiana reserves the right to:

- Accept or reject any and all proposals if Prosperity Indiana determines that it is in its best interest
- Waive or modify minor irregularities in proposals received
- Negotiate to best serve Prosperity Indiana's interests, within the requirements of the RFP
- Require the submission of modifications or additions to proposals as a condition of further participation in the selection process
- Request presentations to the review committee as it becomes necessary to make further distinctions between proposals
- Reissue the RFP requesting new proposals from interested parties
- Request a combined proposal for a team from two or more proposers

Section 8. Proposal Submission

All completed proposals must be received on or before March 22, 2017, at 5:00pm EST. One complete proposal shall be sufficient for consideration for award by Prosperity Indiana.



Direct proposals to:

Rachel Mattingly
Program Manager
Prosperity Indiana
202 East Market St.
Indianapolis, IN 46204

Or email to rmattingly@prosperityindiana.org
Email submissions are appreciated but not required.

Section 9. Timeline

Proposal Deadline: March 22, 2017, 5:00 PM EST
Training Dates: October 25-26, 2017 (tentative)
Training Location: Indianapolis, IN

Section 10. Prosperity Indiana Responsibilities

Prosperity Indiana is responsible for the following activities:

- Training marketing and publicity
- Training registration
- Training room rental and set-up
- Arrangement of audiovisual equipment
- Staff and consultant support during the training
- Break service
- Evaluation report based on participant feedback
- Certificates of completion (unless part of a broader certification program)

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