

Request for Proposals

*Creation of self-paced career readiness courses for young adults with disabilities*

**Background**

Partners for Youth with Disabilities (PYD) works to create a world where young people with disabilities will be able to live with dignity and pride in who they are, and to lead self-determined lives filled with purpose. To make this happen, we build the skills and abilities of young people with disabilities, and increase the inclusivity of workplaces, organizations, and communities.

We manage an online learning platform (Learn.PYD.org), which currently includes 10 self-paced online courses focused on disability inclusion principles for nonprofit professionals, youth workers, and teachers. Based on the success of these courses, we are currently looking to expand our online course offerings to include 8 self-paced, online courses focused on career readiness skills for young adults with disabilities. We plan to use these courses during a Summer 2021 leadership program for 50-60 youth and young adults with disabilities.

We are seeking a consultant or consultants to assist with the content creation for these 8 self-paced, online courses focused on career readiness skills.

**Course specifics**We are seeking consultants to help in the development of these 8 courses:

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| # | Course title/topic | Content to be covered in course |
| 1 | Developing leadership skills | Breakdown of different leadership styles.  Examples of different leaders (draw examples from the disability community & disabled history)  Reflection activities on participants’ own leadership styles. |
| 2 | Finding a job | How to find the right job for you. Professional communication.  Professional dress. |
| 3 | Submitting job applications | How to complete job applications.  How to write a resume.  How to write a cover letter. |
| 4 | Job interviews | How to prepare for an interview. How to handle yourself during an interview. Preparing yourself for the most common interview questions. |
| 5 | On-the-job skills | How to be a good employee.  Soft skills for the workplace.  Understanding benefits.  Setting professional goals.  Self-care. |
| 6 | Self-advocacy & disability disclosure | Advocating for yourself and your needs.  Disability disclosure in the workplace.  How to request accommodations.  Introduction to legislative advocacy. |
| 7 | Independent living skills | Transportation.  Financial responsibility. Budgeting. Banking.  How to get a government ID. |
| 8 | Supporting education goals | Understanding your higher education options.  College, community college, trade schools, getting your GED.  How to request accommodations at colleges. |

Each course should consist of a mix of written text, video or audio content, graphics/visuals, and activities. We expect each course to feature:

* Approximately 15-25 topic/content pages split between 3-4 lesson areas
* Approximately 2,000-5,000 written words in total
* Between 20-40 minutes of video or audio content
* At least 3+ visual diagrams or representations
* 3-5 interactive activities

The content should be original and may not be plagiarized. Additionally, this is a work for hire project, and all content produced during it will be the intellectual property of Partners for Youth with Disabilities.

The video, audio, and visuals do not need to be all created by the consultants but can be drawn from available public domain or creative commons learning resources, with proper linking and citing. PYD already has a list of media resources to draw from when looking for interactive elements for the course.

Additionally, PYD has a Career Readiness Curriculum that is used in a school setting to teach these topics, and the relevant sections of PYD’s curriculum will be provided to consultants to help them in drafting and creating their content. They may adapt materials from PYD’s Curriculum as they see fit.

Based on previous experience, we expect each course to take around 40-60 hours of dedicated work to develop. Consultants will be expected to provide their work in a Word document that includes an outline of the course lesson plan and structure, content for each page of the course, detailed activities, and any necessary links, pictures, videos, or references.

If you would like to view examples of current courses, you may find them at [Learn.PYD.org/Courses/](mailto:Learn.PYD.org/Courses/). Contact Piper at [pslowinski@pyd.org](mailto:pslowinski@pyd.org) if you would like to view a full sample course.

**Consultant expectations & requirements**We are seeking consultants to write, create, and select the course content for these 8 self-paced online courses. Interested consultants should submit a response to this RFP (application details below), indicating how many of these courses they would be able and interested to create within the timeline provided (see below).

* Preference will be given to consultants that have a disability themselves or can demonstrate prior experience working with the disability community.
* It is important that these courses incorporate first-person perspectives of disabled people. PYD staff will provide first-person reflections and stories from our youth participants that can be included in these courses, and consultants will be expected to integrate these as appropriate and seek out additional disabled voices to include in their course(s).
* These courses should be written in an approachable manner with simple, [plain language](https://www.plainlanguage.gov/about/definitions/). Preference will be given to consultants that can provide a plain language writing sample.
* These courses should include a variety of learning modalities – written text, video or audio content, graphics/visuals, and activities. Preference will be given to consultants that have demonstrated experience with the principles of Universal Design for Learning (UDL), teaching to youth with disabilities, and/or in creating blended learning courses.
* Consultants will be required to incorporate feedback from PYD staff during a revisioning and editing process (see timeline below).

**Anticipated timeline**Applications will be accepted and reviewed on a rolling basis, with a target of having consultants accepted and approved for all courses by April 23rd. If you are interested in this opportunity, please apply as soon as possible.

Once approved for a certain course or courses, consultants will have 6-8 weeks to complete the course creation process. This will include a review and editing process with PYD staff, so we are asking consultants to complete their first draft of their course within 4 weeks of their start on this project.

All courses must be written and finalized by June 4th, 2021. If a consultant would like to apply for multiple courses but would need an extended timeline to get them all completed, this can be negotiated and arranged. However, in this case, all courses would still need to be completed no later than July 9th, 2021. If you would need an extended timeline, please note this in your application.

**Payment terms**We are offering a $2,500 stipend per course created. Payment will be delivered in full upon course completion.

**RFP submission guidelines**To apply for this opportunity, complete the attached application and submit it to Piper at [pslowinski@pyd.org](mailto:pslowinski@pyd.org).

*We encourage people with disabilities, BIPOC (black and/or indigenous people and people of color), multi-lingual speakers, people of any religion or ethnicity, and ASL speakers, of all gender identities and socio-economic backgrounds to apply.*

**RFP Application**

1. Your name:
2. Your contact information (i.e. best email address and phone number to reach you at):
3. Enter the number of courses you are interested in completing:
4. Mark which courses you are interested in being considered for.

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| --- | --- | --- |
| # | Course title/topic | Interested? |
| 1 | Developing leadership skills |  |
| 2 | Finding a job |  |
| 3 | Submitting job applications |  |
| 4 | Job interviews |  |
| 5 | On-the-job skills |  |
| 6 | Self-advocacy & disability disclosure |  |
| 7 | Independent living skills |  |
| 8 | Supporting education goals |  |

1. Which courses do you feel most qualified to work on? Please rate each course on a scale of 1-4, as follows:

4 - Highly qualified  
3 - Qualified  
2 - Somewhat qualified  
1 - Not qualified

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| --- | --- | --- |
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1. Why do you believe you are a good fit for this opportunity? Please provide your response in an approachable manner using simple, plain language.
2. Please provide a writing sample from another project you have worked on. You may link to your sample below, copy in the text below, or attach a separate document when emailing in your submission. Please also describe the context for your writing sample (i.e. what is it, who was it created for).  
     
   If you don’t have a writing sample to share, you may submit instead a sample/draft outline or plan for one of the courses you expressed interest in.
3. Please provide 1-2 references who are familiar with your work. Provide the following: their name, email, phone number, and how/why they know you.
4. I affirm that I have reviewed the expectations, anticipated timeline, and payment terms in the RFP and that they are all amenable to me. (Y/N)
5. When submitting this form, please also attach a current version of your resume.