**Partners for
Youth with Disabilities**

Request for Proposals

*Creation of self-paced online course on workplace
disability inclusion practices*

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. Our current courses cover such topics as: the social and medical models of disability, ableism, inclusive language, inclusive marketing, disability history & disability rights, supporting LGBTQIA+ disabled people, supporting autistic people, and more.

We are seeking a consultant to assist with the content creation for a new course focused on the how to make workplaces more inclusive of people with disabilities.

Course specifics

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

- Approximately 15-25 topic/content pages split between 3-4 lesson areas

- Approximately 2,500-5,000 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. However, the videos, audio, and visuals do not need to be all created by the Consultant but can be drawn from available public domain or creative commons learning resources, with proper linking and citing.

Based on previous experience, we expect each course to take around 40-60 hours of dedicated work to develop. The Consultant 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/. Contact Piper at pslowinski@pyd.org if you would like to view a full sample course.

Consultant expectations & requirements

- Preference will be given to consultants that have a disability themselves or can demonstrate prior experience working with the disability community.

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- This course should be written in an approachable, casual manner using simple, plain language. Preference will be given to consultants that can provide an approachable and 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) and/or in creating blended learning courses.

- The Consultant will be required to incorporate feedback from PYD staff during a revisioning and editing process (see timeline below).

Anticipated timeline
Applications will be reviewed on a rolling basis, with a target of having a consultant accepted and approved by March 25th. If you are interested in being considered for this opportunity, please apply by March 23th.

Once selected, the Consultant 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 the Consultant to complete the first draft of their course within 4-5 weeks of their start on this project.

If you would need or would like to request an extended timeline, please note this in your application.

Payment terms
We are offering a $2,500 flat-fee payment for this project. 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.

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.

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RFP Application

1. Your name:

2. Your contact information (i.e. best email address and phone number to reach you at):

3. Why do you believe you are a good fit for this opportunity? Please provide your response in an approachable manner using simple, plain language.

4. Below is an outline of some of the topics we'd like covered in this course. What experience or background do you have with these subjects?

- Inclusive workplace practices
    - Hiring process
    - Policies & procedures
    - Benefits
    - Other supports (e.g. ERGs, committees)
- The office environment
    - Physical office space considerations
    - Virtual office considerations
- How to be a good manager for employees with disabilities
    - Understanding the ADA
    - How to discuss accommodations
    - Resources for supporting disabled employees

5. 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).

6. 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.

7. 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)

8. When submitting this form, please also attach a current version of your resume.