



Request for Proposals Career Pathway Program Support

Overview

America's Service Commissions (ASC) is the national association of the 52 governor-appointed state and territorial service commissions. Combined, state service commissions administer 75% of the nation's AmeriCorps State and National funding in addition to promoting national service and volunteering in their respective states. The mission of ASC is to lead and elevate the state service network.

ASC is seeking a provider to facilitate a cohort of state service commissions and their selected subgrantees to support a process of articulating existing career pathways for AmeriCorps members or help identify next steps for subgrantees to develop such pathways in their programs.

Service to be Provided

The selected provider will lead and support a cohort of approximately seven state service commissions through a live web-based cohort. The provider will work with a key contact at the commission and work with select subgrantees to support a process of articulating existing career pathways and/or help subgrantees identify next steps to develop intentional pathways (education, apprenticeships, etc.) for members serving in their programs.

The provider should have a background and experience in training and coaching on topics related to AmeriCorps programming, member/career development, workforce initiatives such as apprenticeship models, workforce training/re-entry, or other relevant experience, excellent customer service, communication skills, and the ability to work independently.

The provider may propose utilizing their own webinar technology or request ASC to facilitate webinar technology using the Zoom platform.

Anticipated Timeline

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|-------------|------------------------------|
| February 27 | Request for Proposals Issued |
| March 17 | Proposals Due |
| March 31 | Provider Selected |
| April 10 | Contract and Work Begin |
| December 31 | Project Work Completed |

Criteria for Selection

- Demonstrated experience and knowledge relevant to the project(s).
- Demonstrated experience in providing training and technical assistance.
- Proposal outlines recommended timeline for work and proposed activities.
- Cost-effective proposal.

Proposal Submission

Proposals should be submitted as PDFs via [email to Naejla Walton](#).

Proposals must be received no later than Friday, March 17 at 5:00pm ET. Any proposal received after this deadline may be rejected.

Proposals should not exceed 10 double-spaced pages and should include:

- The proposed plan (activities and timeline).
- A cost proposal, not to exceed \$27,000.
- Sufficient information regarding the service provider to enable ASC to make a judgement regarding the service provider's ability to perform the services outlined above.

Service providers are invited to submit written questions and requests for clarifications regarding this Request for Proposals. The questions and requests for clarifications must be in writing and received at the ASC email address noted above before midnight ET on Wednesday, March 8.

ASC reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and/or to cancel this Request for Proposals at any time prior to the execution of the written contract.

The costs of preparation and delivery of the proposal are solely the responsibility of the service provider.

By submitting a proposal, the service provider agrees that it will not bring any claim or have any cause of action against ASC based on any misunderstanding concerning the information provided herein or concerning ASC's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent to all service providers submitting a timely proposal. Negotiation and execution of contract(s) with the successful service provider shall be complete, where possible, no later than 30 days prior to services being executed.

For further information contact:

Naejla Walton

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