



Request for Proposal

Work-based Learning Guide Development and Revisions

*Revisions and Redesign of the
Current Guide*

Background

We Help Build, Enhance, and Grow Successful Health Science Programs.

The National Consortium for Health Science Education (NCHSE), the national authority for health science education is a partnership of individuals and organizations with a vested interest in health science education; supporting programs that impact students to become the future of healthcare and ultimately provide high quality healthcare. Organized in 1991, the consortium stimulates creative and innovative leadership for ensuring well-prepared postsecondary students and ultimately the healthcare workforce.

Our Story

Following numerous discussions among health science educators from several key states, the consortium was launched. The group recognized the critical need to reduce duplication and fragmentation of health science educational efforts and to position the educational system to meet the human resource demands of the health industry. At the charter meeting, the mission, purpose, and goals were formulated. These statements provided the basis for the futuristic planning necessary for maintaining programs consistent with the needs of the health industry, responding to changing demographics nationally, and providing for global recognition of the highest quality healthcare. NCHSE is an incorporated, non-profit organization and has a 501(c)(3) tax exempt status by the Internal Revenue Service.

NCHSE Goals

- Define and advance the framework of health science education.
- Respond to the needs of health science education and the healthcare industry.
- Connect with all stakeholders affecting and contributing to health science education.
- Become an industry leader shaping the future healthcare workforce

Project Overview

Through this request for proposal, NCHSE is seeking to update to the current *NCHSE Work-based Learning (WBL) Guide* and to align this resource with the National Health Science Standards, May 2019 revisions.

Integrating work-based learning experiences into a health science education program is the result of carefully planned partnerships between the healthcare community and education faculty and provides opportunities for students to experience firsthand the culture, environment, expectations, and opportunities available in the healthcare industry sector. As placements become more limited, service learning can be used as a means for students to experience the healthcare culture, environment, and expectations. When one or both are included as part of the health science program, work-based learning/service learning provides students with:

- improved academic achievement
- exploration of career options
- increased self-confidence
- real workplace experience and work readiness skills
- adult role models
- observation and practice of employability skills

Work-based learning experiences may include in-school or after school opportunities, or experience outside the traditional school setting. WBL is an educational approach or instructional methodology that uses the workplace or real work to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer or community involvement be a component of WBL to ensure in-depth student engagement. These opportunities are meant to engage, motivate and augment the learning process. WBL can be done in conjunction with private, for-profit, public or nonprofit businesses in a community and/or through web-based resources. In addition, work-based learning requires in-depth engagement of youth and an evaluation of acquired work relevant skills. This resource is designed to be used in conjunction with state and local work-based learning resources and guidelines. Our partners, NCHSE Publishers/Educational Resources category members may be approached to include references or components of their resources that support WBL activities. This guide is intended to lessen the stress of planning of WBL opportunities, add projects, activities, and innovative methodologies to engage the classroom and the healthcare community and assist teachers to expand WBL experiences by adding new strategies to their resource library.

This guide is meant to prepare future health professionals through the integration of work-based learning experiences such as:

- Guest speakers
- Job Shadowing
- Career Mentorships
- Career Related Competitive Events
- Informational Interviews
- Internships
- Clinical Rotations/Practicum
- Service Learning
- Simulated/Virtual Workplace Experiences
- Volunteering
- Student-led Career Fairs
- Workplace Tours/Field Trips (Onsite and Virtual)
- Other

Request for Proposal Process

1. Request for proposal electronically distributed by November 18, 2020.
2. If interested, respond by January 14, 2021 by submitting an electronic proposal.
3. Submit a resume, sample of work to include work-based learning activities.
4. Address scope of work indicating ability to provide this service as a part of the contract.
5. One electronic copy of RFP prepared and sent Nancy H. Allen, NCHE Executive Director, nancy@healthscienceconsortium.org for distribution to the selection committee.
6. The selection committee will review all proposals and identify the top candidate(s).
7. A meeting will be set with the final candidate(s) and the NCHSE Leadership on or before, January 25, 2021.
8. An agreement will be finalized with the contractor(s) by February 5, 2021.
9. Dropbox access to the *Guide to Work-based and Service Learning* (last edited October 2018) will be granted to the selected contractor(s).

Scope of Work

The scope of work shall include, but not be limited to the following:

1. Review of the current guide and needed revisions to ensure alignment to the National Health Science Standards (May 2019).
2. After receiving the contract, communicate with NCHSE leadership through a virtual meeting before the end of February, the concept, design, and plan a comprehensive interactive guide that aligns with the new definition of work-based learning offered by Perkins V: “sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.” Work-based and service learning goes well beyond career days.
3. As needed, collaborate with teachers and consult with program directors, industry liaisons, and other program personnel from multiple states to determine the outline and content for the NCHSE WBL Guide, August 2021 edition that will meet requirements for students, teachers, school districts, partners and Perkins V.
4. Design and develop ten to fifteen lesson plans, projects, activities, experiences and strategies around work-based and service learning. The guide will focus on a variety of opportunities and experiences that would effectively support student mastery of the knowledge and skills of National Health Science Standards.
5. Include strategies for educators to build healthcare industry partnerships that would create student opportunities and health science education program support.
6. Share sample letters, invitations, meeting agendas and sample minutes that will ultimately

- enhance advisory council membership and create active participation.
7. Suggest an organizational system of tracing work-based learning activities for the classroom and individual students.
 8. The consultant(s) will use feedback from teachers, students, partners and industry representatives as well as best practices from other non-copyright resources to improve the existing guide and content and incorporate new technologies for instructional design and learning. By April 1, share electronically with Nancy Allen, NCHSE Executive Director surveys and input obtained from teachers and other entities that help shape the revised resource with NCHSE leadership.
 9. All work will be submitted to Nancy Allen, NCHSE Executive Director in Word and PDF format and other applications as needed (such as websites, PPT, Excel, etc.) and organized following a set table of contents. The work should be error free, with editing being the responsibility of the contractor. Include a list of citations.
 10. Functioning as a resource and consultant to support teachers with the implementation of the guide, the consultant(s) would conduct a NCHSE Wednesday Webinar to introduce the revised resource in late August 2021 along with a workshop at the 2021 National Health Science Curriculum Conference, October 26-29, Cincinnati, Ohio. NCHSE will assist with expenses associated with involvement at the 2021 conference.

Required Knowledge/Skills/Abilities of Successful Consultant

- Knowledge of current techniques and procedures used in the design and development of curriculum focused on work-based learning
- Knowledge of trends and developments in health science work-based learning opportunities
- Ability to communicate effectively both oral and written; research, develop, present, and promote projects; work independently; prioritize work and meet deadlines
- Knowledge of curriculum and instruction, partnership building and community engagement
- Ability to evaluate instructional programs, teaching effectiveness and student evaluations
- Ability to evaluate effectiveness of the guide and make needed improvements
- Ability to plan, development and establish new, modified and/or improved guide that can be used and adapted across different settings, communities and states
- Ability to provide professional development on the revised resource through a planned webinar and a conference workshop; be available to respond to teachers email questions two-four times a week for a month following release of the resource

Preferred Experience

The ideal candidate will have at least five (5) years of professional experience, with least three (3) years as a secondary health science teacher. Experience in curriculum development and implementation work-based and service learning opportunities is preferred.

Project Timeline

NCHSE expects the successful consultant(s) to begin immediately and continue work through the end of July 2021. The new resource will be ready for 2020-2021 academic year. Initial work (up to 50% of the resource) should be completed no later than May 10, 2021 and submitted to Nancy Allen, NCHSE Executive Director and appointed committee for review. The committee will provide feedback to the developer. If the work does not meet expectations, the contract may be terminated at this point. Moving forward, the remaining contents of the guide should be submitted by July 31, 2021. A promotional webinar hosted by NCHSE with the contractor(s) as the facilitator(s) will be scheduled in mid-August 2021 to provide support to educators as they consider purchases and implementation. The expectation is the contractor(s) will provide a workshop at the 2021 National Health Science Curriculum Conference, October 26-29, Cincinnati, Ohio.

Proposals

A complete proposal must include the following:

- 1. Resume** (Not to exceed two pages: include important, relevant information that aligns to this project)
- 2. Project Plan**

The project plan should not exceed six (6) pages, using Arial 11-point font size, and 1-inch margins. The plan should be divided into the following sections:

Section 1. Description of Overall Approach

Section 2. Share Related Previous Work (Describe your role, the results, and key lessons learned that can be applied in this project.)

Section 3. Work Plan, Methods, and Timeline

- Submit three proposed lesson plans/projects/activities/outlines focused on work-based learning. No more than one page for each.
- Provide clear steps of your process to review current guide and make necessary revisions.
- Development and revisions of the current guide should take no longer than five (5) months. Describe your personal timeline and strategies to meet the project deadlines.

Section 4. Project Bid

- Include your fee for consideration of services rendered as outlined in this RFP. Fee for service will be issued in two payments; for work submitted by May 15, 2021 and final work submitted by July 31, 2021.

The deadline for submission of applications is January 14, 2021.

Electronic copy of the proposal and any questions should be sent to:

Nancy H. Allen, NCHSE Executive Director, nancy@healthscienceconsortium.org