

REQUEST FOR QUALIFICATIONS (RFQ)

Stellar Pathways Workshop Design and Delivery

Introduction

The Indiana Office of Community and Rural Affairs (OCRA) is seeking qualifications from a business, not-for-profit organization or post-secondary institution to design and deliver two regional workshops for communities interested in pursuing the Stellar Pathways designation. These workshops will focus on what communities need to effectively move through the Stellar Pathways process, including readiness, collaboration, internal capacity and identifying the right partners early.

Project Overview

This engagement will help communities understand the expectations, level of work and coordination required to be successful in the Stellar Pathways process. The selected vendor will design and facilitate two in-person workshops in Indianapolis. Workshops should be action oriented and help communities assess readiness, identify essential partners and understand the level of planning and engagement required. These sessions are intended for communities considering or preparing to apply for Stellar Pathways.

Objectives

- Prepare interested communities for the coordination, collaboration and planning required for the Stellar Pathways process
- Help participants identify the individuals and organizations that need to be at the table
- Provide practical tools, exercises and facilitation that strengthen early-stage readiness
- Ensure the two workshops are consistent and aligned with Stellar Pathways expectations
- Support communities in building teams capable of moving through the process

Scope of Work

Workshop Design and Delivery

- Design and deliver two in-person workshops in Indianapolis the last two weeks of October 2026
- Focus content on what it takes to move through the Stellar Pathways process
- Provide guidance on readiness, internal team structure, collaboration and roles
- Facilitate exercises that help communities assess strengths, gaps and necessary

partners

- Support discussions with experts in community development, planning and multi-sector coordination
- Provide relevant Indiana context that supports early-stage community planning
- Provide all workshop materials and recorded components when feasible

Community Support and Engagement

- Assist communities in identifying appropriate participants for each workshop
- Provide guidance on engaging local leaders, employers, educators, nonprofits and regional partners
- Offer practical tools and templates communities can use immediately after workshops

Documentation and Closeout

- Provide workshop materials, attendance lists and follow-up resources
- Provide a closeout summary that captures insights, measurable outputs and recommended next steps for communities

Key Timeline and Milestones

- Questions Due: 9/11/2026
- Answers Posted: 9/14/2026
- Proposal submission deadline: September 23, 2026
- Vendor selection: September 24, 2026
- Contract award: September 25, 2026
- Workshop design approval: October 15, 2026
- Capacity-building workshop dates: October 27 and October 30, 2026
(Location: Hendricks County Fairgrounds Conference Center)
- Final closeout: November 30, 2026

Proposal Submission Requirements

General

- Executive summary outlining qualifications and approach
- Methodology for completing the scope of work within the timeline
- Itemized pricing and payment schedule
- Names of all presenters who will deliver the workshops and their roles

Experience

- Project team roster with resumes showing expertise in community development, facilitation, planning, capacity building and adult learning
- Strong and demonstrated experience in community development is required
- Demonstrated experience conducting similar training or capacity-building efforts
- At least three references for similar trainings or presentations with state agencies or nonprofit organizations
- At least two years of experience working with State of Indiana or federally funded projects
- At least five years of experience working in community development, coaching and planning preferably in rural Indiana
- Experience training adults
- Experience using multiple communication platforms for outreach and engagement
- Demonstrated past working knowledge of the Stellar program or a similar statewide community development initiative