RFP 26-86534

Department of Workforce Development (DWD)

Professional Development Conference and Mentor Contract Scope of Work

The vendor will manage and coordinate the annual Indiana Adult Education professional development conference for adult educators, directors, administration and support staff, career and transition counselors, and other adult education stakeholders. Conference attendance is typically around 400. The following terms are to be conducted in collaboration with DWD and are subject to DWD approval.

Term: July 1, 2026 – June 30, 2030

Optional years (at the State’s option): July 1, 2030 – June 30, 2032

**Professional Development Conference**:

1. Coordinate location logistics:
   1. Secure site location that is ADA (American Disabilities Act) accessible including:
      1. Securing meeting room space based on previous conference specifications
         1. Must accommodate approximately 60 breakout sessions across three days
         2. Include a larger meeting space to accommodate approximately 400 attendees
         3. Space for approximately 25 vendor tables
         4. Securing hotel blocks for attendees; including securing rooms for DWD staff
         5. Conference audio-visual equipment, state, podium, and data package
   2. Coordinate conference schedule including procuring and vetting all sessions and a keynote speaker
      1. Secure and coordinate keynote speaker fees (not to exceed $10k), travel, and hotel room
      2. Developing conference schedule and program in a digital format
   3. Provide all conference materials and supplies: Create and print conference materials including room signage, posters, or any other on-site materials for directional or promotional purposes. Provide all conference supplies including badges, ribbons, lanyards, and other needed supplies as determined by DWD
   4. Coordinate online and onsite registration and all marketing for conference
   5. Conduct post-conference survey and provide in a report format to DWD. Create and maintain post-conference digitally accessibly repository for all conference slide presentations

**Host a yearlong Director Mentoring Contract**:

1. Serve as the vendor for a mentoring contract to secure an experienced active or retired Indiana program director to act as a mentor to new and existing Indiana program level adult education directors. Mentor selection depends on DWD approval.
   1. The mentor will develop, manage, and update a new digital director’s course that includes an overview of all aspects of being an Adult Education program director in Indiana, including, but not limited to the following topics:
      1. Federal Adult Education Requirements based on WIOA Title II legislation
      2. Review of the NRS Technical Guide
      3. Indiana Adult Education policies
      4. Core state and federal metrics and benchmarks
      5. State priorities and activities
   2. Create and distribute a monthly newsletter with important dates and reminders of upcoming director activities.
   3. Provide on-site guidance and mentoring for new and existing Indiana Adult Education program directors
   4. Available for virtual guidance and phone consultations
   5. The mentor will provide monthly feedback on areas of concern and additional professional development suggestions. Feedback will be provided in report format to DWD
   6. Implement a feedback loop for directors who use the mentoring services to ensure services provide the necessary support. Provide collected feedback in a report format to DWD