JUMPSTART – Professional Development for Emerging Professionals in the Life-sciences

Request For Proposals Due date: Monday, August 19th, 2024

I.   Introduction

Purpose:
The Greater New Haven Chamber of Commerce is seeking a learning management system (LMS) for the implementation of a soft skills training program for a cohort of undergraduate and graduate students. These students have recently completed the Life-Science SPRINT Internship Program, which is organized by the Greater New Haven Bioscience Collaborative.

Background:
Connecticut's bioscience companies participating in the Greater New Haven Bioscience Collaborative partnered for a third consecutive year for the SPRINT (Student Program to Ready Interns for Next-generation Talent) Internship program. The SPRINT program was first launched in Summer 2022 and is provided for undergraduate and graduate students attending Connecticut Colleges or with ties to Connecticut. The goal of the program is to strengthen and retain talent in Connecticut.

With investment from the Good Jobs Challenge grant, the Connecticut Office of Workforce Strategy selected the Greater New Haven Chamber of Commerce to convene the Greater New Haven Bioscience Collaborative, comprised of leaders at bioscience companies. The Collaborative aims to advance a sustainable bioscience workforce and career opportunities through active engagement with industry leaders and community partners in Connecticut. The Chamber administers the grant and oversees all associated contracts.

II.   Project Overview

Scope of Work:
We are seeking a Learning Management System (LMS) that offers a comprehensive catalog of soft skills courses designed for job readiness. The LMS should provide lessons tailored for undergraduate and graduate students preparing to enter the job market within the next year.

The training program should have a duration of 7 to 10 hours to ensure thorough coverage of essential soft skills. We plan to initially register users through the GNHCC dashboard, as they apply.

The program should launch no later than August 26th, 2024. The contract should be concluded by June 30, 2025.

Requirements:
Our ideal curriculum includes:

- **Lessons on:** Business Etiquette, Critical Thinking, Communication, Emotional Intelligence, Inclusion, and Productivity.
- **Self-paced training** with a duration of 7 to 10 hours.
- **Micro-learning approach** for bite-sized, focused lessons,
- **Videos** incorporated into all lessons
- **Assessments** included in each lesson, with the option to customize or add course assessments.

- **Course-level assessments** for comprehensive evaluation (e.g., an overall assessment for Business Etiquette)
- **Resources** for additional reading and exploration.
- **Credential or certificate of completion** upon finishing the course.
- **Phased enrollment** will be on an individual, as-they-come basis and handled by GNHCC

Our ideal LMS platform offers:

- **User-specific reporting** capabilities
- **Role-Based Access:** Different permissions for administrators and learners.
- **Progress Tracking:** Monitoring learner progress and completion rates.
- **Detailed Reporting:** Customizable reports on learner performance, engagement, and course effectiveness.
- **Data Privacy:** Ensuring compliance with data protection regulations.
- **Secure Individual Access:** Implementing security measures to protect user data and content.
- **Discussion Forums:** Platforms for learners and instructors to discuss course topics.
- **Messaging Systems:** Internal messaging for communication between users.

III. Required elements of the proposal

1. Company Information:

- How long has the company been in the market?
- Where is your company headquartered?
- How many people from your company will support our team?

2. Compliance and Security:

- Provide your Data Security policy.
- Provide information on how your LMS platform complies with data protection information.

3. Implementation and Support Plan:

- What are the stages of implementation?
- How long will each stage take?
- What are the training options for administrators and users?
- What support do you offer including helpdesk services, maintenance, and updates?

4. Cost Structure:

- Describe your pricing model, including licensing fees, implementation costs, ongoing support, and any additional costs.
- Provide pricing options above 55 users and 50 lessons.

IV. Proposal Requirements

Proposal must be submitted no later than **8/19/24 at 5 p.m.**

Proposals must be submitted electronically to Muriel Abeledo: **mabeledo@gnhcc.com**
Documents should be in an easily readable format such as PDFs.

V.   <u>Considerations and restrictions</u>

The Greater New Haven Chamber of Commerce does not provide funding for private foundations described under IRS Code Section 509(a), organizations that promote or practice discrimination, political organizations, religious or fraternal organizations (unless for a program that is secular). We reserve the right, in our sole discretion, to reject any and all proposals, or to modify or cancel the proposed scope, for any reason.

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The funds will be provided to support the implementation of a Learning Management System. We anticipate a 10–12-month contract.

VI.   <u>Your point of contact for questions</u>
Muriel Abeledo, Workforce Development Specialist, GNHCC: mabeledo@gnhcc.com