

## Request for Quotation: Designing and Facilitating a Program for CTE Leaders

Across the country, there is a [critical shortage](#) of qualified workers needed to fill middle-skill jobs—jobs that require more education and training than a high school diploma but less than a four-year college degree. Many of the middle-skill jobs in high-demand industries, like manufacturing, information technology and healthcare, pay family-sustaining wages and can be accessed by attaining postsecondary career and technical education (CTE) credentials. While CTE programs in high-demand fields exist, the [quality and outcomes](#) of programs vary, [research](#) and awareness of best practices are limited, and leadership and professional development opportunities are [uncommon](#).

In response to these challenges, ECMC Foundation launched the [CTE Leadership Collaborative](#) (LC), an initiative focused on bringing together diverse perspectives and equipping CTE leaders with the tools, resources and skills needed to advance postsecondary CTE.

The LC issues competitive funding opportunities to identify targeted solutions that address specific challenges facing postsecondary CTE. Each LC grantee provides opportunities for the next generation of leaders from a range of disciplines and a variety of approaches—known as *ECMC Foundation Fellows*—dedicated to improving postsecondary CTE.

LC grantees commit to similar branding and a common list of expectations focused on field-building to create seamless opportunities for collaboration. Please see below for a brief summary of the first four fellowship programs supported through this initiative.

- **The CTE Research Program at North Carolina State University** supports graduate students and postdoctoral researchers from a range of postsecondary institutions and a variety of academic disciplines. The goal is to increase high-quality postsecondary CTE research, which currently lacks significant visibility and financial support.
- **The Postsecondary Leadership Success Program** at ACTE supports current and aspiring leaders in CTE. The goal is to provide professional development opportunities for the next generation of leaders at nonprofits and postsecondary institutions offering CTE programs.
- **The Woodrow Wilson CTE Media Fellowship** supports education journalist. The goal is to increase the number of journalists equipped with tools and networks to provide richer and more comprehensive coverage of postsecondary education, particularly CTE.
- **The Strategic Data Project - Career and Technical Education** at Harvard University helps data professionals at community colleges. The goal is to improve the use of data to support students in the successful completion of CTE programs and generate insights about the workforce outcomes of their various CTE programs.

Fellows selected through each grantee program engage with other ECMC Foundation Fellows at the annual CTE Leadership Collaborative Convening with the goal to inspire engagement with leaders from different fields all with the shared intent to advance postsecondary CTE. The two-day event provides a rare opportunity for Fellows to build connections across the four programs supported by the LC. The previous LC Convening was attended by 35 Fellows across two programs representing research and practice.

### Background

[ECMC Foundation](#) is a Los Angeles-based, nationally-focused foundation whose mission is to inspire and to facilitate improvements that affect educational outcomes—especially among underserved populations—through evidence-based innovation.

The Foundation makes investments in two focus areas:

- College Success is focused on increasing the number of students from historically and presently underserved backgrounds who persist through and graduate from an institution of higher education with a bachelor’s degree.
- Career Readiness is committed to improving postsecondary career and technical education programs that lead to degree credentials and careers paying family-sustaining wages.

### Request

To ensure a successful second annual CTE Leadership Collaborative Convening, ECMC Foundation is seeking a consultant to design programming and facilitate the CTE Leadership Collaborative Convening. More than 100 current and alumni ECMC Foundation Fellows from each of the four programs listed above will be in attendance. Administrators for each of the programs will also be in attendance.

The selected consultant will work on a team that includes Patrick Bourke, ECMC Foundation Program Officer, and Kim Lovett, Event Manager. Patrick will support program design and event coordination, as well as manage the relationships with grantees, the event manager, and selected facilitator. Kim will manage all event logistics and production for the convening, as well as collaborate on timelines, formats, and strategic planning.

The purpose of the convening is to provide ECMC Foundation Fellows with a greater understanding of postsecondary CTE, build connections, and inspire collaboration across cohorts and programs. As a result of their participation in the convening, ECMC Foundation Fellows will be able to articulate the postsecondary CTE issues and opportunities that exist across program areas, learn how to utilize the CTE Leadership Collaborative network to collaborate on projects, and understand how to obtain support to accomplish their goals.

### Expectations

- Design programming for the CTE Leadership Collaborative Convening that is engaging and relevant for all Fellows in attendance
- Identify relevant pre-readings and prepare on-site materials
- Curate panels, identify speakers, manage speaker invitations, and coordinate speaker involvement
- Determine session topics and formats and outline event theme(s)
- Co-facilitate the CTE Leadership Collaborative Convening with ECMC Foundation Program Officer
- Draft a survey to assess participants’ satisfaction with the convening
- Create a comprehensive timeline detailing the programming milestones to be met in preparation for the convening
- Participate in regular check-in calls with ECMCF staff, Event Manager, and LC grantees

*ECMC Foundation Program Officer, Event Manager, and consultant will decide if programming needs to be held in a virtual setting due to travel restrictions as a result of the ongoing COVID-19 pandemic. The contracted consultant might be asked to pivot program planning accordingly.*

Eligibility

Any consultant or organization with a commitment to postsecondary education, experience in facilitation and curriculum design, and/or background in leadership development is eligible to submit a Letter of Inquiry.

The selected partner must be available to start by July 1 and attend the CTE Leadership Collaborative Convening **November 30 - December 1 in Nashville, TN.**

Timeline

**The deadline to apply is 5:00 PM (PT) on Thursday, June 25, 2020. Applicants will be notified by Tuesday, June 30.**

Submission Process

In order to be considered for this opportunity, interested consultants or organizations must submit a Letter of Inquiry via ECMC Foundation's [online form](#).

Selection Criteria

A team from the Foundation will evaluate all submitted Letters of Inquiry. The team will select the consultant or organization with the strongest mission alignment and ability to accomplish the expectations established by ECMC Foundation.

Contact

Questions may be directed to Patrick Bourke ([pbourke@ecmc.org](mailto:pbourke@ecmc.org)).

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Please address the following questions and submit your answers via the [online form](#).

Consultant Name / Organization Name	
Quoted Amount	

### Organization (character limit: 2000)

Provide an overview of your commitment to postsecondary career and technical education, and if applicable, similar projects completed.

- Why are you well-suited to do this work?

### Facilitation / Evaluation Approach (character limit: 4500)

Articulate the curriculum design, questions that will frame the convening, and data that will be collected through survey responses.

- What is your approach to facilitating a diverse group of individuals focused on advancing postsecondary CTE?
- What are the key outcomes you hope to achieve?

### Timeline and Action Plan (character limit: 4500)

Provide a summary of the proposed activities (e.g., development of sessions, key milestones, reporting survey data) to be completed.

### Budget / Budget Narrative

Include a detailed list of the expenses (e.g., staff time, travel) that comprise the total amount quoted.