

REQUEST FOR PROPOSALS

Design and Development of Accessible E-Learning Courses

THIS IS A QUICK TURNAROUND OPPORTUNITY FOR MULTIPLE VENDORS

National Disability Institute (NDI) seeks multiple e-learning design and development firms to create accessible e-learning courses using Articulate Storyline 360 utilizing a rapid turnaround approach. NDI is supporting a large entity that has written, and is in the process of writing, 23 courses across a range of topics. An overview of the course topics, numbers of modules and seat time are available below. We seek multiple vendors who can affirm their ability to meet the scope of work below and deliverable a set number of courses no later than June 25, 2025.

Timeframe

Proposals due: Wednesday, April 23, 2025 COB (midnight in your USA time zone).

Proposal Review completed: Friday, April 25, 2025

Vendors notified with letter to start work: Monday, April 28, 2025

Deliverables due: Friday, June 20, 2025

Proposal Content

1. Brief overview of your experience and at least two samples of relevant work.
2. Outline how your entity will complete each component of the scope of work within the required timeframe.
3. Identify which of the courses you can complete.
4. Provide planned dates for draft and final deliverables. Include a timeline for one round of review and edits.
5. Details the deliverables you will provide.
6. Affirm your agreement that all materials created are the property of National Disability Institute.
7. If you have any required contracting language, please provide a link or attach a draft to expedite contracting.
8. Affirm your ability and commitment to complete the defined work no later than Friday, June 20, 2025.
9. Provide a firm-fixed price for each identified completed course.
10. Provide an hourly rate for agreed upon additions.

Proposal should not exceed five (5) pages plus attachments (attachments are not counted in the five pages). Submit proposals to Kara Broadus, NDI Administrative Assistant at kbroadus@ndi-inc.org no later than Monday, April 21, 2025 COB (midnight in your USA

time zone). Please note, this work will be completed using funds that do not allow for foreign entities (those entities that are not based in the U.S.A.) to be eligible to apply.

Scope of Work

1. **Instructional Design and Course Development:** Developer to develop courses in Articulate Storyline 360 from the content provided.
2. **Graphic Design & Production:** Developer to provide graphic design and production. Developer to provide any content-specific graphics and photos.
3. **Video Production:** Should videos be required, developer to produce any instructional videos identified as critical to the design of the course.
4. **Audio VO Narration:** Audio for narration, activities, or other course elements is required. Voice over must be generated using the text-to-speech feature within Articulate 360 with a preference for neural voices. If another option is recommended, describe why and how annual edits can be made at no cost.
5. **Interactivities:** The course must include available interactivities, such as quizzes, questions with reveal answers, and downloadable content. Accessibility must be maintained.
6. **Assessments:** Modules must include knowledge check questions and a scored final assessment (recall and/or competency-based questions as appropriate).
7. **Lesson Gating:** Lesson modules must be fully gated – linear movement forward through modules. Must include competency-based questions.
8. **Client Review:** Developer to provide one round of review, comment, and revision of the course (Draft 1 and Final for approval).
9. **508 Compliance & Accessibility:** The course must be fully accessible to include text descriptions for any visual elements of the course and closed captions for ALL audio.
10. **Quality Assurance Testing:** Developer to define plan for quality assurance.
11. **Source materials and SCORM files:** Developer must provide source materials (to include Storyboards) and SCORM files in addition to any other documents/files Developer provides.
12. **Collaborate with NDI's Instructional Design Manager:** Developer must be responsive to requests for updates from NDI's Instructional Design Manager and will have access to one or more NDI staff members to support engagement with SMEs.

Target Audience

These courses will be required training for disability services professionals who provide services to individuals (ages 14+) with a range of disabilities under a Medicaid Home and Community Based Services Waiver. The educational requirements of the positions these professionals hold range from high school level to master's level. Proposals must demonstrate the integration of adult theory into all instructional materials. Courses must

build the competence of these professionals to provide exemplary services to their Medicaid Waiver customers.

Required Instructional Approach: Adult Learning Principles

Course content will be authored by a team of Subject Matter Experts; however, content must be reviewed to ensure that learning materials are designed to reflect the core principles of adult learning (andragogy). Developer is required to detail how your approach will meet this requirement given the content is authored by SMEs who may or may not apply adult learning principles.

Course Topics and Details

Course #	Course Title	Content Hours	SME Estimated Completion Date
1	Work Supports-Individual Job Coaching	22 hours-11 modules	Ready for Design/Development
2	Employment Services Overview	1 hour	4/18/25
3	Employment Services Overview for Job Developers	1 hour	4/18/25
4	Integrated Employment Path Services	1 hour	4/18/25
5	Supported Employment Job/Career Development Plan Template	1 hour	5/19/25
6	Lifespan Self-Employment Overview and Training	11-14 hours-13 modules	Ready for Design/Development
7	Lifespan Co-Worker Supports Overview and Training	7 hours-7 modules	4/18/25
8	Role of DSP in Ensuring Access and Opportunities for CIE Consistent with the HCBS Settings Rule	1.5 hours	4/30/25
9	Lifespan Employment Exploration Service Training	7-8 hours	4/30/25
10	Community Mapping, Connecting, Facilitation of	20 hours	5/31/25

	Natural Supports; Building, Deepening and Strengthening Relationships		
11	Discovery Intensive for CRCs and DSPs	4 hours	5/31/25
12	Teaching Home-Based Independent Living Skills (Including Systematic Instruction)	5-10 hours	5/19/25
13	Positive Behavior Supports Overview	1 hour	5/25/25
14	Family Empowerment & Systems Navigation	7 hours	5/25/25
15	Peer Specialist Overview and Training	16 hours	5/25/25
16	Community Transportation Overview & Adaptation of NET Driver Training	TBD	5/25/25
17	Community Connections Assistance	1 hour	5/19/25
18	Community Supported Living	1 hour	4/15/25
19	Remote Monitoring and On-Call In-Person Response	1 hour	5/15/25
20	Housing Counseling Overview	1 hour	4/30/25
21	Housing Start-Up Assistance	1 hour	4/30/25
22	Career Planning Overview	1 hour	5/19/25
23	Social Role Valorization	1 hour	4/30/25

About NDI

Launched in 2005, National Disability Institute (NDI) is the first and only national organization committed exclusively to economic inclusion for people with disabilities. A leading voice and innovator in the fight to reduce poverty among people with disabilities, NDI has collaborated with hundreds of organizations throughout the country – from financial institutions and employers to government and community organizations – to empower people with disabilities to manage public benefits, secure good jobs, take advantage of asset building opportunities, and participate fully in the economic mainstream.

Our mission is to collaborate and innovate to build a better financial future for people with disabilities and their families. We envision a society where people with disabilities have the same opportunities to achieve financial stability and independence as people without disabilities. You can learn more about us at www.NationalDisabilityInstitute.org.