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| --- | --- | --- |
| **Individual or Company Legal Name** |  | Federal Employers ID# |
| **Mailing Address** | Number and Street or PO Box | |
| City, State, Zip | |
| **Primary Contact** | Name | |
| Email | |
| Phone | |
| **Name(s) of individual that will complete required work.** | Name(s) | |
| **Describe the experience the company and the individual(s) have in completing the type of work described in the Scope of Work.** |  | |
| **Describe your proposed approach to the work in a separate document not to exceed 10 pages.** |  | |
| **List the Company Name, Contact Name, Address, Phone Number, email address of three references that can attest to your performance in completing the work described.** |  | |

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| **Deliverable** | | **Due Date** | **Rate** | **Total** |
| 1 | Project Management | N/A | /month |  |
| 2 | Cost for module outlines (est. 10 modules) | February 2021 | /module |  |
| 3 | Cost per Module | One per month March 2021 to December 2021 | /module |  |
| Total | | | |  |
| 4 | Flash to HTML5 conversion for previously developed modules | To be determined | /hr |  |

**Deliverable Information**

The Contractor shall develop and deliver the deliverables in MS Word 2007 or higher Word documents and directly into the Moodle platform for online learning modules or another format agreed on by the parties for each appropriate deliverable.

Brief descriptions of the goods, services and/or other required reports are defined below. The Contractor will conduct the project under ITCA leadership. The Contractor shall set up meetings with ITCA staff to review documents, obtain feedback and inform content of modules. Because the Contractor selected through this solicitation will be controlling the manner and means of conducting the work, the descriptions are not intended to completely describe all of the work that the Contractor would need to perform to complete the deliverables.

**Deliverable No. 1 – Project Management**

The Contractor shall facilitate regular meetings of stakeholders at a minimum monthly and more frequently as needed for a successful project. All meetings shall take place via videoconferencing.

The Contractor shall develop a schedule for the project showing the major milestones, deliverables and activities for the project. A draft of the schedule shall be submitted to the ITCA WIC Director within one week of the initial meeting. The schedule will be maintained throughout the project including tracking of status of milestones, deliverables, tasks and subtasks. The schedule shall be shared with ITCA regularly.

The Contractor shall submit a brief monthly status report to the ITCA WIC Director by the 5th day of each calendar month. The Status Report shall clearly outline the progress of the prior month to include, but not limited to:

* + Activities completed during the past month
  + Activities that will be undertaken or continued from the prior month
  + Identification of any issues or problems
  + Updated schedule

**Deliverable No. 2 –Module Outlines**

The Contractor shall develop outlines for ten modules within six weeks of contract signing utilizing input from ITCA and other appropriate staff and stakeholders. ITCA will provide documents and staff resources to assist in the outline development. Topics for modules will be directed to new WIC Managers and ITCA staff and may include Introduction to WIC Management, Clinic Management, Nutrition & Breastfeeding Services, Financial Management, Staff Management, Program Management, Caseload Management/Outreach, Vendor Management, Program Integrity and Program Monitoring. The outline shall include the following:

* Main content of each section
* Learning methods to be utilized
* Description of sound bites
* Description of video footage

**Deliverable No. 3– Module Development**

The Contractor shall develop draft written content of each module utilizing resources provided and through research and discussions with ITCA staff. Written content should include the types of tools that will be used in Moodle to convey the information and should include quizzes and final tests. Modules will have a consistent look and feel with the modules currently utilized on the ITCA WIC ITREC online learning system. Modules shall include a variety of interactive learning methods.

Written content will be provided to ITCA in a Word document. ITCA will provide comments and suggested revisions via the Word document. The Contractor will revise the content and create the Moodle content incorporating sound bites and video clips as appropriate. Video and sound clips may be created by local agency and ITCA staff under the guidance of the Contractor as appropriate for the topic. Modules will include quizzes and final exam but will not include knowledge checks or any documents that must be turned in and reviewed. Modules should include a check-in with a mentor after completion of each module to answer questions and review the topics. A short list of questions for the mentor to use to engage the student will be created for each module.

Once the content is uploaded to Moodle, the Contractor will complete a walk-through of the module via a webinar. ITCA will provide a second round of comments. Contractor will make final revisions and the module will be ready for use.

Modules should meet the following criteria:

* Reflect the spirit of Participant-Centered Services
* Be consistent with ITCA policies, procedures and practices
* Incorporate screen shots and recordings from the MIS as appropriate
* Reflect the ITCA WIC target population and environment
* Be user friendly
* Be written in an easy to read format with understandable language
* Graphics should be consistent with existing modules and represent the ITCA WIC staff and clients
* Be engaging and interactive
* Utilize sound bites and videos as appropriate

Access to the current online learning system to view sample modules may be requested and will be provided to one contact person per company or entity by contacting Mindy Jossefides, WIC Director at [mindy.jossefides@itcaonline.com](mailto:mindy.jossefides@itcaonline.com). Requests should reference this RFQ and include your name and the company name.

**Deliverable No. 4 – Flash to HTML5 Conversion**

The Contractor shall convert all flash technology to HTML5 in existing modules. The Contractor shall provide an analysis to ITCA following the award and estimate the number of hours to complete the conversion prior to initiating the conversion work. The timeline for completing the conversion will be negotiated following award but must be completed by December 31, 2021.