

**NCDA Training and Education Council Request for Proposal (RFP)**  
**For**  
**NCDA Facilitating Career Development Curriculum – NEW MODULE Development:**  
**Overcoming Employment Challenges**

**Release Date: March 13, 2025**

**SCOPE OF WORK: New Module for FCD Training Curriculum: Overcoming Employment Challenges**

1. NCDA Facilitating Career Development (FCD) Student Manual, 5<sup>th</sup> Ed. New Module: Overcoming Employment Challenges
2. This new module is intended to focus on how to provide effective career services for all through understanding biases, fostering awareness, sensitivity, empowerment and advocacy for clients.
  - a. Biases
    - i. Focus on understanding intentional and unconscious biases and how to deal with biases in ourselves and our clients
    - ii. Approaching and mitigating biases
    - iii. Understanding employer perspectives
    - iv. Recognizing your attitude and implicit biases
  - b. Empowering Clients to Overcome Employment Challenges
    - i. Growth Mindset & Self-Efficacy: how mindset affects career choices and resilience
    - ii. Strengths-Based Strategies: focus on clients' strengths rather than deficits
    - iii. Appreciative Inquiry (AI): use AI techniques to help clients explore their past successes to shape future opportunities
    - iv. Decision-making Frameworks: include decision-making modules
    - v. Building Career Confidence: build confidence and overcome challenges
    - vi. Communication: professional communication skills
    - vii. Lifelong Learning and Upskilling: micro-credentialing, certifications and professional development
    - viii. Wellbeing: how to manage wellbeing for career services providers and their clients
  - c. Advocating for Clients
    - i. Understanding external advocacy
    - ii. Exploring opportunities available for clients
    - iii. Setting realistic expectations
    - iv. Difficult conversations with clients
3. Utilize existing FCD Curriculum format and references to other FCD modules should be included as appropriate.
4. New content must flow with the existing FCD Curriculum
5. Where appropriate, please utilize existing NCDA resources and NCDA publications.
6. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new module prior to completion.

7. NCDA Facilitating Career Development Instructor Manual, 5<sup>th</sup> Ed. New Module: Overcoming Employment Challenges
  - a. Develop instructor components for the newly written module.
  - b. Follow existing instructor manual design and format to ensure appropriate instructor information is available to FCD Instructors in delivering the newly written module.
  - c. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new chapter prior to completion.

### **DESCRIPTION OF DESIRED CONSULTANT EXPERIENCE and QUALIFICATIONS**

We are looking for an individual(s) or organization with experience and expertise in addressing a broad range of cultural and social issues, along with a strong background in researching, writing, editing, and developing applied career training materials.

Our audience for the Facilitating Career Development training is a wide range of professionals; however, most of these individuals deliver career services to clients. Learners may have no more than a high school degree or may have a doctorate in a related area. Most of the learners have a bachelor or master's degree and primarily work in 2- or 4-year college career centers, in K-12 positions, or in workforce development settings. There is a small number of individuals who work in a corporate setting, and a number who are in private practice (or want to go into private practice.)

### **TIMELINES**

All applications are due electronically by midnight Eastern time on Sunday, April 6, 2025. We anticipate that the contract will be awarded no later than May 5, 2025. Questions pertaining to the RFP should be directed to Mary Ann Powell.

The project must be completed no later than December 31, 2025 and delivered in print ready files.

Upon awarding the contract, the NCDA TEC will assist in setting a timeline for the delivery of the project.

<b>SUMMARY OF INFORMATION TO BE INCLUDED IN RFP RESPONSE</b>
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1. Name and contact information of organization(s) and individual(s).
2. Description of experience and qualifications as outlined above, including the primary and other consultants working on the project.
3. Please provide relevant experience and sample that indicate your ability to provide curriculum in both face-to-face and eLearning formats.
4. Identification of any sub-contractors or other staff other than the consultant, who will work on the project. Sub-contractors or other staff project roles and qualifications should be included.
5. Description of detailed timeline to accomplish all sections.
6. Budget Narrative.

**Responses to the RFP should be submitted by 11:59 pm Eastern Time Zone on April 6, 2025 in electronic format to Mary Ann Powell, [mpowell@ncda.org](mailto:mpowell@ncda.org).**

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