



HCC Contractor Academy

REQUEST for PROPOSALS
FOR PROGRAM MANAGEMENT FOR ONE YEAR
with two one-year options

ISSUED BY

HCC Contractor Academy

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I. Introduction

HCC Contractor Academy (HCC CA) is a 501(c)(3) organization dedicated to providing affordable training for small businesses in the A/E/C Industry. Our training leaders are from some of the most respected A/E/C firms in the Rocky Mountain Region as well as professionals from learning institutions. Courses are structured to give attendees the opportunity to interact with other course members and the presenters. HCC CA courses are designed to help participants learn and build long-lasting relationships with like-minded industry professionals.

HCC Contractor Academy Mission

HCC CA delivers impactful education of best practices for individuals and companies in the construction industry to create enhanced industry relations, increased opportunities, and sustainable growth.

II. Background

HCC CA is soliciting proposals from qualified firms to provide program management for the courses in place as well as the development of new courses and partnerships. The contract is expected to be for up to three years including two one-year options.

HCC CA's current programs and courses include, but are not limited to:

- Scaling Program
- Core courses (in partnership with Front Range Community College)
- Topical courses (one-time courses on specific relevant topics)

III. Scope of Services

It is HCC CA's expectation that the selected firm's primary focus will be on managing current courses, collecting data, partnering to develop additional programs and reporting and tracking grant requirements as well as assisting with marketing of courses.

Program Management

Program Management includes, but is not limited to:

- Coordinating current courses, logistics, Subject Matter Experts (SME) and collateral material
- Overseeing the planning, implementation and evaluation of the organization's programs and services
- Preparing regular reports on program performance
- Overseeing the planning, implementation and evaluation of the organization's programs and services
- Developing new curriculum to meet the needs of the industry

Administrative Services

Administrative services include working closely with the HCC CA Board and Programs Committee, coordinating sub-consultants and

reconciling participant and program information, including, but not limited to:

- Ensuring effective systems to track the Scaling Program and core and topical course progress, and regularly evaluating program components in order to measure successes that can be effectively communicated to the board, funders and other constituents
- Monitoring and fulfilling grant requirements
- Attending meetings of the HCC CA Board of Directors, Executive Committee and partners, as necessary

Marketing Strategy

- Develop an outreach plan and promote the HCC CA to students and small businesses in the construction industry

Reporting Requirements

Monthly Report:

- Number of program participants
 - Necessary demographic data
 - Ethnicity
 - Firm NAICS codes (primary trade type)
 - Number of employees
 - Approximate annual gross revenue
 - Years in business
 - Address/Zip code
 - Position of staff participating in program activity and training
- Hours spent for each program/course
- Hours spent for program development
- Hours spent for administrative/marketing
- Hours spent for fundraising activities

Yearly Report:

- Summary of monthly reports
- Recommendations for changes in programs/courses

IV. Deliverables

The deliverables described below are minimum requirements that should always be achieved, and are not to be viewed as targets. Contract payments to Proposer will be conditioned on the Proposer's achievement of the deliverables. HCC CA reserves the right to adjust, introduce new or remove deliverables throughout the contract term; *provided however* that any significant changes to deliverables shall be agreed between the HCC CA and the Proposer.

- Yearly plan to achieve scope of work
- Course attendance (> 15 per course/class)
- Course offerings (at least one per month)
- Data collection for grant submittals and reporting
- Monthly reports
- Yearly report

V. Proposal Format and Requirements

HCC CA requests all proposals be submitted in PDF format to info@hcc-contractoracademy.org by April 15, 2024. The top three proposals will be interviewed.

Proposal should include:

- Section 1: Project Approach
- Section 2: Qualifications and Experience
- Section 3: Key Personnel
- Section 4: Price Proposal