



STRENGTHENING THE VOICES OF CASA STATEWIDE

Request for Proposals

Service Title

Consultant firm for e-learning instructional design and development.

Overview

Consultants may submit a bid for one or both of the projects detailed below.

Project 1: Online Components of Volunteer Pre-Service Training

The Volunteer Pre-Service Training is currently an approximately 30-hour training curriculum designed to be delivered in person. We are seeking a consultant to develop e-learning and online materials in Articulate Storyline to transform two of the in-person training sessions into an online training package including e-learning, video (existing) and readings, totaling approximately 1-1.5 per session, or 3 to 4.5 hours total. We seek it to be an interactive experience with a dynamic and smooth learner experience linking disparate forms of content into a coherent whole.

Project 2: Lectora to Articulate Storyline: Online Core Advocacy Skills Training Conversion & Update

The Online Core Advocacy Skills Training (OCAST) is a 10-hour e-learning course built on the Lectora platform in 2011. It is no longer functioning adequately due to issues with Flash, and its look and feel is outdated. It is text heavy and needs more interactive elements. However, the majority of the extant content should stay the same. We are seeking a consultant to rebuild the OCAST course in Articulate Storyline using the existing course as a blueprint.

About Texas CASA

When a child enters the child welfare system because their home is no longer safe due to abuse or neglect, a judge may appoint a committed volunteer known as a Court Appointed Special Advocate, or CASA, to advocate for the best interest of children and youth in the court and other settings.



There are 72 local CASA volunteer advocacy programs with more than 10,000 volunteers serving more than 30,000 foster children in 217 counties. As the statewide membership organization, Texas CASA supports local CASA volunteer advocacy programs and advocates for effective public policy for children in the child protection system.

Scope

Project 1:

- Using existing instructional materials/facilitation guide, create an e-learning module in Articulate Storyline to fulfill learning objectives of Volunteer Pre-Service Training Session Two: The Wellbeing of the Child, totaling about 1.5 hours.
- Using existing instructional materials/facilitation guide, create an e-learning module in Articulate Storyline to fulfill learning objectives of Volunteer Pre-Service Training Session Seven: Educational Advocacy, Older Youth and LGBTQ Youth, including an interactive case study experience, based on case study materials that will be provided to you, totaling about 1.5 hours.
- Create online supplemental material packages for both sessions sourced from existing online content, possibly including relevant videos, online games, webinars from the Texas CASA website, and readings, totaling about .5 hours for each session.
- Add medium- and/or high-level interactive features.
- Utilize Texas CASA branding standards.
- Create assessments.

Project 2:

- Assess existing content and audit course.
- Migrate content from Lectora to Articulate Storyline.
- Rebuild as needed.
- Update look and feel, utilize Texas CASA branding standards.

Summary

Project 1

The Volunteer Pre-Service Training Curriculum prepares CASA volunteers to advocate for the best interests of children in the Texas child welfare system, and to perform their role with confidence and a deeper understanding of the many complex issues facing children and their families.

Texas CASA has created a Volunteer Manual and an accompanying Facilitator Guide which make up the full Volunteer Pre-Service Training. The curriculum is currently designed to include 8



in-person classroom sessions which are each 3.5 hours long, each preceded by 1 hour of pre-class reading and activities volunteers complete at home. However, many regional CASA programs are unable to deliver the full 8 classroom sessions in person. All programs are required to provide a minimum of 30 hours of training to a new CASA volunteer. A minimum of 10 hours of that must be in-person training. However, most programs complete approximately 20 hours of in-person training. For this reason, we seek to provide 10 hours of online training to supplement the 20 hours of in-person training, to fulfill the requirement of 30 hours total training.

Two of these sessions include a Case Study experience, which will need to be integrated as an online learning journey.

Based on the expertise of the instructional designers chosen with this bid, we seek to convert to e-learning three specific in-person sessions (Session Two and Session Seven) that best lend themselves to remote learning. You can request the volunteer manual and facilitator guides for these sessions by emailing Education and Training Support Specialist Sarah Ritch at sritch@texascasa.org. The e-learning modules should assist users in reaching the same learning outcomes as the activities and discussions detailed in the facilitator guides. Volunteer manuals, including the pre-class reading and activities volunteers complete before these sessions, can be accessed [here](#). Volunteers will continue to complete the pre-class reading for Sessions Two and Seven to gain foundational knowledge prior to completing the e-learning modules.

More supplemental resource material can be sourced from Texas CASA subject matter experts and our online learning center as needed.

Project 2: Conversion of Lectora Course to Articulate Storyline Course for the Online Core Advocacy Skills Training

The Online Core Advocacy Skills Training (OCAST) is a 10-hour e-learning course built on the Lectora platform in 2011. It is no longer functioning adequately due to issues with Flash, and its look and feel is outdated. The majority of the extant content should stay the same, however, Texas CASA would like to add short “bumpers” or bookends to each of the 10 modules to give updated context and info about how laws and practices have changed. We are seeking a consultant to update the OCAST course and convert it to Articulate Storyline, while incorporating this short amount of new content.

To examine the existing OCAST course, go [here](#) and make an account on the Texas CASA Learning Center. Once you have created an account, search for Online Core Advocacy Skills Training and enroll in the course. For assistance with accessing the course, contact Education and Training Support Specialist Sarah Ritch at sritch@texascasa.org. The source files from the Lectora course are available to the contractors to use.

Vendor Selection Criteria

- Related work portfolio samples
- Expertise with instructional design
- High-quality interactive courses



- Artistry of product
- Experience creating online learning for nonprofits and social service agencies
- Understanding of serving diverse audiences of learners and representing diversity in work
- Expertise with Articulate Storyline

Audience

The audience for these projects is the CASA volunteers-in-training at local CASA programs across Texas, and their staff supervisors and training facilitators.

Deadline for Submissions

Please submit your proposal no later than January 15, 2019. A vendor will be chosen no later than February 1, 2019.

Expected Start & End Date

Projects will begin immediately upon signing of contracts and end July 31, 2019. Please submit timelines and milestones with your Proposal, including start date, end date and relevant dates between the two, with specific accomplishments and stages linked to dates.

Deadline for Project Delivery

All projects must be completed by July 31, 2019.

Location

All work will be done remotely, with video conferencing and/or in-person meetings on a weekly or biweekly basis as agreed upon.

Communication

Weekly or biweekly meetings in person or by videoconference, as well as email and phone calls throughout the process, are required.

How to Submit a Proposal

Please submit the following documents no later than close of business on **Tuesday, January 15, 2019**:

Information about your company:

- Certification of Formation
- Complete Mailing Address (street address is required)
- Link to website



Information about the Proposed Work: A practical approach that describes how you will carry out the tasks outlined above. A proposed timeline with milestones and benchmarks, and who specifically will do the work.

References and Sample: A summary of your recent and relevant projects. A visual or online sample of your relevant work. Names, phone numbers and email addresses of three individuals whom we can contact as references.

Fees and Quotation: A firm estimate of the fees to be charged and an estimate of expenses that would be incurred.

For questions regarding the contract or proposal please email Education and Training Support Specialist Sarah Ritch at sritch@texascasa.org. Selection will be completed no later than February 1, 2019, by a committee at Texas CASA.

Questions & Contact

Please submit all requests and proposals to:
Education and Training Support Specialist Sarah Ritch
sritch@texascasa.org



SAMPLE INDEPENDENT CONTRACTOR AGREEMENT

This agreement (the “Agreement”) is entered into as of _____ (the “Effective Date”) between Texas CASA, Inc. (“Texas CASA”) and _____ (the “Contractor”). Each of Texas CASA and the Contractor may be referred to herein as a “Party” and, collectively, as the “Parties.”

1. Independent Contractor. Subject to the terms and conditions of this Agreement, Texas CASA engages the Contractor as an independent contractor to perform the services described in the attached Exhibit A, and the Contractor accepts such engagement.

2. Duties, Term and Compensation. The Contractor’s duties, term of engagement, compensation and provisions for payment (the “Engagement Terms”) are defined in Exhibit A attached hereto. The Engagement Terms may be amended in writing from time to time as provided in this Agreement and may be supplemented with subsequent estimates for services to be provided by the Contractor and agreed to by Texas CASA.

3. Agreement Amount. The total amount of this Agreement is \$ _____.

4. Expenses. No expenses incurred by the Contractor in the course of fulfilling the Engagement Terms will be reimbursed by Texas CASA.

5. Written Reports. Project plans and progress reports will be provided by the Contractor to Texas CASA upon the request of Texas CASA.

6. Confidentiality. The Contractor acknowledges that during the engagement they will have access to and become acquainted with various processes, information, records and other proprietary information of Texas CASA in connection with the operation of its business including, without limitation, Texas CASA’s business and product processes, methods, customer lists, accounts and procedures (the “Confidential Information”).

The Contractor agrees that they will not disclose any of the Confidential Information, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with Texas CASA. All Confidential Information and any other files, records, documents, information, letters, notes, and similar items relating to the business of Texas CASA, whether prepared by the Contractor or otherwise coming into its possession (the “Proprietary Information”), shall remain the exclusive property of Texas CASA. The Contractor shall not retain any copies of the Proprietary Information without Texas CASA’s prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by Texas CASA, the Contractor shall immediately deliver to Texas CASA all such Proprietary Information.

7. Conflict of Interest. The Contractor represents that they are free to enter into this Agreement and that this engagement does not violate the terms of any agreement between the Contractor and any third party. Further, the Contractor, in rendering its duties, shall not utilize any discovery, development, improvement, or trade secret in which he does not have a proprietary interest. During the term of this Agreement, the Contractor shall devote as much of their productive time, energy and abilities to the performance of its duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Contractor, while performing services for the Company, is expressly free to perform services for other parties with the exception of any activity that would create a conflict of interest or an ethics violation under applicable statutes and guidelines.



8. Termination. Either Party may terminate this Agreement by providing the other Party with a two-week written notice of termination.

9. Independent Contractor. This Agreement shall not render the Contractor an employee of Texas CASA for any purpose. The Contractor is and will remain an independent contractor in its relationship to Texas CASA. Texas CASA shall not be responsible for withholding taxes with respect to the Contractor's compensation. The Contractor shall have no claim against Texas CASA for paid time off, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Contractor is responsible for all claims arising out of or in connection with the Contractor's performance of the Engagement Terms. The Contractor expressly agrees to indemnify and hold harmless Texas CASA, its officers, directors and employees from any and all claims arising as a result of the Contractor's acts or failures to act arising out of or in connection to the Engagement Terms.

10. Choice of Law. The laws of the state of Texas shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties hereto.

11. Arbitration. Any controversies, arising out of the terms of this Agreement or its interpretation shall be settled in Austin, Texas in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having proper jurisdiction.

12. Waiver. Waiver by one Party hereto of breach of any provision of this contract by the other Party shall not operate or be construed as a continuing waiver of any provision of this Agreement.

13. Assignment. The Contractor shall not assign any of their rights under this Agreement, or delegate the performance of any of their duties hereunder, without the prior written consent of Texas CASA.

14. Notices. Any and all notices or other communications required by either Party shall be in writing delivered in person, by mail, or email:

If to the Contractor: _____

If to Texas CASA: Texas CASA, Inc. 1501 W. Anderson Lane, Suite B-2 Austin, TX 78757

Any Party may change its address for purposes of this paragraph by written notice given in the manner provided above.

15. Entire Understanding. This Agreement and any exhibit(s) attached hereto constitute the entire understanding and agreement of the Parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

16. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

17. Amendments. Any amendment to this Agreement may be made only by: (1) a written amendment to this Agreement executed by both Parties, (2) unilaterally by Texas CASA, or (3) unilaterally by Texas CASA should Texas CASA determine, in its sole discretion, that the Contractor is in default of any of the terms and conditions set forth in this Agreement.

18. Term. This Agreement shall begin on the Effective Date and shall terminate upon _____ (the "Termination Date"). Work may continue beyond the Termination Date if necessary to fulfill the Engagement Terms unless earlier terminated in accordance with the terms of this Agreement.

Agreed to and accepted on the Effective Date by:

Texas CASA, Inc.

Contractor: _____ Printed Name: _____

Signature: _____



Vicki Spriggs, Chief Executive Officer

Signature: _____

Date: _____ Date: _____

Exhibit A Engagement Terms

[Add the complete terms and complete scope of work for the Agreement, including timelines and milestones.]

