



INFORMAL COMPETITIVE BID POSTING

Additional 2022-23 Iowa College & Career Readiness Academy Course Facilitator (1)

WHAT

Iowa College & Career Readiness Academy is a suite of Iowa-specific online courses for college access and success professionals.

HOW

The courses enable educators, school counselors, and administrators to provide equitable postsecondary opportunities for all students.

WHY

School counselors and other educators are crucial to Iowa students' postsecondary access and success! Iowa College & Career Readiness Academy graduates help their schools and districts develop practices that lead to postsecondary success, ensuring that all students—especially low-income and first-generation—have access to postsecondary opportunities. Participants learn to effectively prepare students for education beyond high school, whether through on-the-job training or at a trade school, college or university.

These are Iowa's only online interactive college and career courses, developed by our state's professionals and based on current data. Iowa College & Career Readiness Academy is open to anyone working in the college access field. Participants earn a certificate and can also earn license renewal or graduate credit.

WHEN

Each ICCRA course lasts about 8 weeks, and there are approximately 5 sections of classes each year. The full 2021-2022 ICCRA course schedule can be seen [here](#).

CONTRACT DESCRIPTION

This solicitation is intended to select one (1) additional individual to lead a variety of Iowa College & Career Readiness Academy courses during the coming fiscal year. The resulting contract will be for one (1) year with the option to renew for two (2) additional years. Course assignment will be determined by the course schedule.

Responsibilities include:

- Facilitate up to ten (10) credit hours of Iowa College & Career Readiness Academy courses on AEA PD Online platform
- Adhere to the policies and procedures outlined in the AEA Learning Online Instructor handbook
- Recommend modifications to current Iowa College & Career Readiness Academy course content to increase the applicability to Iowa school counselors, educators, administrators, and others who work in postsecondary access and success
- Suggest additional topics for future Iowa College & Career Readiness Academy course development

REIMBURSEMENT INFORMATION

AEA Learning Online reviews each course and determines the number of credits assigned to each course. Facilitators will be reimbursed at the rate of \$750/credit hour. Specific course schedules and requirements for each reimbursable activity will be described in the resulting service contract.

APPLICABLE SKILLS

The ideal contractor(s) must:

- Hold a Master's Degree in School Counseling, Education, or similar
- Have experience with K-12 school systems in Iowa
- Complete online instructor vita through AEA Learning Online
- Complete Iowa College Aid Facilitator Training prior to facilitating Iowa College And Career Readiness Academy courses
 - This course is provided by Iowa College Aid on an as-needed basis

The ideal Respondent should (scored requirements):

- Demonstrate engagement or interest in college attainment
- Demonstrate experience with K-12 school systems in Iowa
- Have a background in guiding students towards postsecondary pathways
- Have experience facilitating online courses or a demonstrated ability to quickly learn and adapt to web-based programs

In case of a tie score, Respondents who have the following skills will be considered priority:

- History of participation in Iowa Go Alliance Academy courses or Iowa College & Career Readiness Academy courses
- Demonstrated interest or engagement in college attainment for systems-involved students
- Demonstrated engagement or interest in college attainment at the elementary level

NOTE: Having optional skills do not supplant the existing pass/fail or scored requirements. Applicants who do not have these optional skills are not removed from consideration. These skills are considered only in the event of a tie score.

QUESTIONS

Questions, requests for clarification, and suggested changes can be emailed to the posting agent, Jennifer Christensen, at icsac.accounting@iowa.gov by 8am on **September 2, 2022**. Send questions to the posting agent only. Respondents who contact other Iowa College Aid staff with questions may be disqualified from consideration.

The posting agent will acknowledge the question but will not answer individually. A list of all received questions and their answers will be posted publicly on the solicitation by close of business on **September 6, 2022**.

HOW TO RESPOND

Interested parties will submit their responses by close of business on **September 15, 2022**. Responses may be sent by email to the posting agent, Jennifer Christensen, at icsac.accounting@iowa.gov, or may be mailed to:

Iowa College Aid
Attn: Jennifer Christensen - ICCRA Facilitator Response
475 SW 5th Street, Suite D
Des Moines, IA 50309

Hand delivery to the above address is acceptable, so long as the response is labeled as above to ensure appropriate processing. (A mask is required for entry at the Iowa College Aid office.)

Please include the following in your response:

- An essay or cover letter that:
 - Details counseling education and experience
 - Expands on education and experience supporting students on postsecondary pathways
 - Details prior experience teaching online
 - If no previous online instruction, explain how background and experience enable the respondent to quickly develop these skills
 - Identifies background and experience in Iowa K-12 school systems and guiding students towards college attainment
 - States availability to lead courses in accordance with the [existing schedule](#).
 - Ability to meet the professional development requirements to teach on the AEA PD Online platform (<https://www.aealearningonline.org/instructor-center>).
 - Explains any previous Iowa Go Alliance Academy or Iowa College & Career Readiness Academy connections.
- Attach a list of relevant work experience, education, and/or skills demonstrating requested qualifications (a resume or CV is acceptable)

The winning vendor will have the best combination of credentials and availability as scored. Scoring will be posted as an addendum approximately 1 hour prior to the closing of this post. All addenda to this Informal Solicitation will be posted at <http://bidopportunities.iowa.gov>.

Iowa College Aid anticipates announcing the winning response by email to respondents by the close of business on **September 30, 2022**.

NOTE: There are no exceptions to the timeline for vendors; however, Iowa College Aid reserves the right to change the dates/times at their sole discretion.

State of Iowa Service Contract Terms can be found at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>