

Request for Quotation (RFQ)

Project Title: Development of Online Tutorial for Mentorship Program

Issued By: The Apprenticeship Resource Hub of Central Ohio

Date Issued: February 26, 2025

Proposal Due Date: March 28, 2025

I. Introduction

The Apprenticeship Resource Hub of Central Ohio (ARHCO) is seeking a qualified company to design, develop, and deliver an engaging online tutorial to guide mentors and apprentices in the decorum and expectations of apprentice programs. This tutorial will train mentors and apprentices within various industries, equipping them with the knowledge and skills for a successful program.

II. Project Overview

The online tutorial will be structured as a series of learning sections or modules, each incorporating multimedia content and ending with a short quiz to assess comprehension. The program should also include functionality to register participants, track their progress, and generate reports for administrators. The completed product must be user-friendly, internet accessible, and aligned with modern educational standards.

III. Scope of Work

The selected company will be responsible for the following:

1. Content Development:

- Collaborate with ARHCO to outline key mentorship concepts and objectives.
- Design and create multimedia learning materials, including text, graphics, videos, and interactive elements.
- Please review the following examples of Mentor Training programs to estimate the scope of the content.

[The Role of Mentorship in Registered Apprenticeship Programs | Rise 360](#)
[MENTORSHIP TRAINING PROGRAM | Hcap](#)
[General Mentor Training](#)

2. Tutorial Structure:

- Divide the tutorial into clearly defined sections or modules.

- Include quizzes or knowledge checks at the end of each section.
3. **Platform Features:**
 - Enable user registration and secure login.
 - Track user participation, progress, and quiz results.
 - Provide reporting tools for administrators.
 4. **Accessibility:**
 - Ensure the program is accessible and compliant with Web Content Accessibility Guidelines (WCAG).
 5. **Testing and Deployment:**
 - Conduct thorough testing for functionality, usability, and compatibility across devices.
 - Deploy the final product as a web-based platform. ARCHO will host the content on our servers.
 - Provide a complete and independent back-up copy of the program content.
 6. **Support and Maintenance:**
 - Provide hourly rate structure for ongoing technical support and updates as needed after initial project completion.
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IV. Proposal Requirements

Interested companies should submit a proposal that includes the following:

1. **Company Information:**
 - Name, address, and contact information.
 - Overview of the company and relevant experience.
2. **Technical Approach:**
 - Description of how the tutorial will be developed and delivered.
 - Proposed tools, technologies, and platforms to be used.
3. **Project Timeline:**
 - Detailed timeline with key milestones and deliverables.
4. **Budget:**

- Cost breakdown, including development, testing, deployment, and ongoing support.

5. Portfolio:

- Examples of similar projects completed by the company.

6. References:

- Contact information for at least three clients who can speak to the company's capabilities.
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V. Evaluation Criteria

Proposals will be evaluated based on the following:

1. Demonstrated understanding of the project requirements.
 2. Quality and creativity of the proposed solution.
 3. Experience and qualifications of the company and project team.
 4. Cost-effectiveness and value for money.
 5. References and past performance.
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VI. Submission Instructions

Proposals must be submitted in PDF format by **5 p.m. EST, March 28, 2025** to:

Jessica Weithman
Director of Apprenticeship
The Apprenticeship Resource Hub of Central Ohio
jweithman@aspyrworkforce.org
614.352.8777

Please include "Proposal for Online Mentorship Tutorial" in the subject line. Late submissions will not be considered.

VII. Questions and Clarifications

Questions regarding this RFQ must be submitted via email to **jweithman@aspyrworkforce.org** by **5 p.m. March 14, 2025**. Responses will be provided to all potential bidders by email on **March 18, 2025**.

VIII. Confidentiality

All information provided in this RFQ is confidential and intended solely for the purpose of preparing a proposal. By submitting a proposal, the bidder agrees not to disclose any information contained herein without prior written consent from ARHCO.

We look forward to receiving your proposal and partnering with a company committed to fostering effective mentorship in apprenticeship programs.