

Rivers East Workforce Development Board

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Request for Quote Released: November 5, 2020

The Rivers East Workforce Development Board is soliciting contracted service quotes to develop and review career guidance lesson plans, and to insert the appropriate *North Carolina Course of Study Standard* to each lesson plan. Applicants must possess a working knowledge of career guidance and the *NC Course of Study Standards*, and a demonstrated ability to develop lesson plans. Quotes are due by close of business on Friday, November 13, 2020. Please email proposals to include a price quote, example lesson plan prepared by the applicant, and description of applicant's working knowledge of career guidance and the *NC Course of Study Standards*, to Pat Harris, NCWorks Outreach Coordinator, at [pharris@mid-east.com.org](mailto:pharris@mid-east.com).

Scope of Work

Introduction: The Guidance and Direction for Job Seekers manual, known as GADJ, was developed to aid frontline staff in providing career counseling services. It is organized in a "lesson plan" format and is intended for use by non-formal educators. GADJ is based on a thorough career counseling process correlated with a continuous cycle of assessing self, exploring options, developing skills, marketing self, and performing job skills. This manual provides necessary components for comprehensive career guidance, with each component divided by age-appropriate strategies and available resources to advance opportunities. For more information about GADJ, go to: <http://riverseastwdb.org/staff-resources/guidance-direction-for-job-seekers/>

Seeking contracted service to provide the following deliverables:

- Develop five new lesson plans utilizing the format established by the GADJ Advisory Committee for pre-determined topics for the following chapters: Chapter 3 (Developing Skills); Chapter 4 (Marketing Yourself); and Chapter 5 (Performing).
- Review, edit and finalize 10 draft lesson plans that were developed by various partner groups and individuals
- Research and insert the appropriate *North Carolina Course of Study Standard* for all 15 lesson plans
- Deadline for deliverables is Friday, December 18, 2020
- Upon completion of the contract, all deliverables become the property of the Rivers East Workforce Development Board for replication and distribution

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