RFP 26-85528

Department of Workforce Development

Workforce Diploma Program Scope of Work

The Workforce Diploma Program is an online credit accrual education service that allows Indiana adults to earn credits and workforce certifications virtually towards completion of a high school diploma. The program offers an opportunity for eligible program providers to deliver residents of Indiana over the age of twenty-two (22) with outcomes driven instruction within the adult education space. Through offerings such as employability skills, career pathways, coursework, and certifications, all leading to a workforce diploma, eligible program providers will afford life-changing opportunities to those who seek to better their lives. This program assists adults over twenty-two (22) years of age to:

* Develop employability and career and technical skills.
* Obtain a high school diploma.
* Provide academic skill intake assessments and transcript evaluations.
* Develop a learning plan that integrates academic requirements and career goals.
* Provide remedial coursework in literacy and numeracy.
* Provide a research-validated academic resiliency assessment and intervention.
* Provide career pathways coursework.
* Provide preparation for industry-recognized credentials.
* Provide career placement services.

The maximum amount of funds available for this program is $1,325,000.00 per year. The selected respondent or respondents will draw down this amount based on the milestones detailed below until the funds have been expended or the contract ends.

1. Eligibility
   1. The program must be offered to residents of the State of Indiana who are over the age of twenty-two (22) years and have not yet earned a high school diploma.
2. Consideration Milestones per Student
   1. Completion of each credit: $175
   2. Completion of employability skills certification program equal to at least two (2) credits: $250
   3. Attainment of industry-recognized credential that requires not more than fifty (50) hours of training: $250
   4. Attainment of industry-recognized credential that requires between 51-100 hours of training: $500
   5. Attainment of industry-recognized credential that requires more than 100 hours of training: $750
   6. Attainment of a high school diploma: $1000
3. Requirements
   1. Consideration 1: Employability and Career & Technical Skills4
      1. Respondents must provide employability skills that align to Indiana’s Employability Skills Standards1 and leads to an employability skills certificate.
   2. Consideration II: Obtain a high school diploma4
      1. Respondents must meet the State of Indiana Requirements2 to offer students the opportunity to earn a high school diploma.
      2. Attach your program’s course catalog. It must include all courses necessary to meet the minimum requirements for students to obtain an Indiana High School Diploma per IC 22-4.1-27-93.
   3. Consideration III: Academic Skill Intake Assessments and Transcript Evaluations
      1. Respondents must provide intake assessments and transcript evaluations to report students’ current skills at the time of assessment.
   4. Consideration IV: Learning Plan and Career Goals
      1. Respondents must use the intake assessment results and transcript evaluations to develop student learning plans.
      2. Respondents must use the student learning plans to best align with the state’s graduation requirements4 while also aligning with the students’ interests and career goals.
   5. Consideration V: Remediation – Literacy and Numeracy
      1. Respondents must provide literacy and numeracy remediation for students.
   6. Consideration VI: Academic Resiliency Assessment & Intervention:
      1. Respondents must assess students’ academic resiliency.
   7. Consideration VII: Career Pathways
      1. Respondents must explore and implement career pathways into students’ curriculum.
   8. Consideration VIII: Industry Recognized Credentials4
      1. Respondents must offer Industry Recognized Credentials.
   9. Consideration IX: Career Placement Services
      1. Respondents must offer career placement services.
4. Data Collection and Accountability:
   1. Per IC 22-4.1-27-4 and IC 22-4.1-27-93, the institution must have atleast two (2) years of experience providing adult dropout recovery services; and must demonstrate they have experience providing services to assist adults who are more than twenty-two (22) years of age in (1) obtaining high school diplomas and (2) developing employability and career and technical skills.

Provide two consecutive years of past performance data in the following areas:

* + 1. High school Diploma Program:
       1. Total number of students enrolled in the high school diploma program per year
       2. Number of students per year who earned a high school diploma
       3. graduation rate per year
    2. Employability Skills Certificates:
       1. Total number of students enrolled in employability, career, and technical skills courses per year
       2. Total number of employability skills certificates that have been completed under the program per year
  1. How does the organization plan to meet the requirements listed in Addendum A: Data Collection and Accountability5:
     1. Explain what steps the organization will take to ensure at least a fifty percent (50%) graduation rate for each cohort.
     2. Explain the steps the organization will take to ensure student data is stored and reported to the state securely as required per numbers 3 and 4 of Addendum A: Data Collection and Accountability5.

1. Data Security

The State has robust and comprehensive security standards that permeate all levels of the organization. The Indiana Office of Technology (IOT) has been tasked with establishing and maintaining these security standards. The security standards include assessing security risks, developing, and implementing effective security procedures, and monitoring the effectiveness of those procedures. If the proposed solution involves information technology-related products, services, or the storage of State-owned data outside of a State-owned cloud environment, all such products or services are to be compatible with any of the technology standards found in the [Information Security Framework](https://www.in.gov/iot/iot-vendor-engagement/) (https://www.in.gov/iot/iot-vendor-engagement/) that are applicable, including the assistive technology standard. Respondents will be required to sign a Non-Disclosure Agreement (NDA) to access the IOT Information Security Framework; Respondent’s should review the IOT Information Security Framework, and ensure their proposed solution meets all standards therein.

1. Independent Verification and Validation

If the State decides to add Independent Verification & Validation services as part of this engagement, the contractor will copy the Indiana Department of Administration (IDOA) – Independent Verification & Validation (IV&V) team member(s) on all project related communications (emails, meeting invites, collaboration tools, etc.) and will grant access to all documents and deliverables throughout the term of the contract.

1. <https://www.in.gov/dwd/career-training-adult-ed/employability-skills/>

2. <https://www.in.gov/doe/students/graduation-pathways/diploma-requirements/>

3. <https://iga.in.gov/laws/2025/ic/titles/22#22-4.1-27>

4. see Reimbursable Deliverables

5. see Data Collection and Accountability

**Data Collection and Accountability**

In accordance with SEA 607, the provider shall be held accountable to the metrics below to ensure the program participants being served are receiving appropriate academic and technical education.

1. Maintain a minimum of fifty percent (50%) graduation rate for each cohort, defined as the percentage, out of the total number of students who enrolled in the program during the State fiscal year that precedes the immediately preceding State fiscal year, of students who graduated in the two (2) immediately preceding State fiscal years and for whom the approved eligible provider received reimbursement.
2. Maintain a cost per graduate for a cohort of not more than $6,750, defined as the total amount paid to each eligible program provider that is reimbursed for milestones met by students with a cohort divided by the total number of graduates in that cohort.
3. Provide the following data reporting annually to the department, the legislative council, and the interim study committee:
   1. The total number of students for whom the eligible program provider has received funding through the program;
   2. The total number of credits that have been earned through the program;
   3. The total number of employability skills certifications that have been completed under the program;
   4. The total number of industry-recognized credentials that have been attained under the program for each respective milestone;
   5. The total number of graduates under the program;
   6. To the extent possible, the use of the funding received by the approved eligible program during the previous school year, and the metrics of student achievement and demographics, including:

The amount of funding received used for each course or program of instruction of the approved eligible program provider;

The amount of funding received used for transportation costs for students to attend a course or program;

The amount of funding received used for any other purposes;

Metrics of student achievement and demographic information for those students during the previous school year that participated in a course or program of instruction that was funded in whole or in part by funding received.

1. Report individual and aggregate student data, as specified below, quarterly, through secure file transfer under agreement with the Indiana Management Performance Hub for evaluation of wage, employment, and post-secondary outcomes which will be conducted on behalf of the State.

a. The student’s full first name, middle initial, and last name.

b. Student email address

c. Student date of birth.

d. Student’s Gender

e. Student’s Race

f. The last four digits of the student’s social security number.

g. Student’s enrollment month and year

h. Student’s graduation date

i. Employability skills certification completion date per student

j. Student’s Tier 1, 2, or 3 credential completions with credential course name per student

k. Student’s County of residence

l. Aggregate number of total waitlisted students awaiting enrollment

m. Total credits completed upon entry/enrollment

n. Total credits needed for graduation

o. Last grade completed

p. Last school attended

q. Employment status at entry

r. Employer at entry

s. Credit completion date, name of course (DOE #)

**Reimbursable Deliverables**

The following deliverables have reimbursement opportunity attached to each of them:

|  |  |
| --- | --- |
| **Milestone** | **Reimbursement** |
| Completion of each credit | $175 |
| Completion of employability skills certification program equal to at least two (2) credits | $250 |
| Attainment of industry-recognized credential that requires not more than fifty (50) hours of training | $250 |
| Attainment of industry-recognized credential that requires between 51-100 hours of training | $500 |
| Attainment of industry-recognized credential that requires more than 100 hours of training | $750 |
| Attainment of a high school diploma | $1000 |

\*A credit is defined as a unit of instruction that correlates to one (1) semester of (1) course in the traditional high school environment.