

## **Request for Proposal:** Consultant for Thinkific Learning Management System

**Background:** The Connecticut Coalition to End Homelessness (CCEH), in partnership with members and communities throughout the state, creates change through leadership, advocacy, and building the capacity of members and the field to respond to environmental challenges. Our collective mission is to prevent and end homelessness in Connecticut. CCEH works to prevent and end homelessness statewide through 5 main work areas: Research and Analysis, Advocacy and Strategic Communications, Community Connections, Training, Technical Assistance, and Leadership Development as well as Emergency Assistance. CCEH and Nutmeg Consulting is seeking a consultant to assist us with developing and implementing a learning management system to advance the work that we are currently doing in our Training, Technical Assistance and Leadership Development areas. CCEH is also working with the homeless management information system administrators with improving their training supports as well.

**Areas of Need:** CCEH and our system administrator for the statewide homeless management system supports service providers with education, training, and networking opportunities. We provide best-practices guidance and help providers implement the most effective approaches to use scarce resources to end homelessness. A Learning Management System (LMS) helps provide optimal support for an implementation process for training, learning and knowledge sharing. Having one streamlined system for training and best practices that quickly and easily gives providers access to all learning tools that are available is instrumental in improving our quality of service and system outcomes. CCEH has purchased the Thinkific LMS.

### **Project Goals:**

- Develop a self-paced learning management system that will increase a provider's ability to perform at their job using the Thinkific platform
- Create an environment of learning and development
- Centralize training standards

### **Scope of Work:**

- Assist CCEH staff and Nutmeg staff with creating training curriculums and learning tracks for the various areas and roles within our homeless response system (Shelter Diversion, Rapid Re-Housing, Youth, Shared Housing, Homeless Management Information System (HMIS) features, etc.)
- Merging and condensing the current trainings that are offered on our HMIS and including those trainings to the appropriate learning track
- Assistance with initial design and setup of the LMS to create a shared but divided space between the different organizations involved.

- Content development and curriculum building for self-paced courses using the training materials and resources that CCEH and Nutmeg currently have on their websites as well as other places
- LMS appearance and branding
- Assistance with initial setup of the LMS including registration, learning tracks, communities, automating course certificates and alerts on progress of learning track.
- Assistance with determining the best practices for displaying the content as well as testing core competencies

**Evaluation Metrics and Criteria:**

Connecticut Coalition to End Homelessness and Nutmeg Consulting will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history creating and implementing training with the Thinkific product
- Experience and in-depth knowledge of HUD and HMIS standards is required
- Previous experience with training and curriculum development
- Samples and/or case studies from previous projects
- Projected costs
- Timeline for completion
- Experience and technical expertise

**Submission Requirements:**

Please respond to the above metrics and criteria, and provide contact information, to Amber Freeman at [afreeman@cceh.org](mailto:afreeman@cceh.org) no later than 5:00pm ET on Wednesday, August 4, 2021.