



Request for Proposal (RFP) # BHCEPS25

Project Title: Development and Implementation of the Classroom Teacher Apprenticeship Degree Program

Client: Bunker Hill Community College (BHCC)

Project Launch Date: Summer 2025

Deadline for Proposals: August 10, 2024

Contact Information:

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Introduction

Bunker Hill Community College (BHCC) is seeking proposals from qualified consultants to assist in the development and implementation of a Classroom Teacher Apprenticeship Degree Program, in partnership with Everett Public Schools (Everett). This initiative aims to leverage Everett's substantial pool of para-professionals, enhancing their skills and knowledge to become certified classroom teachers at the elementary and secondary education levels. The program is slated to launch in summer 2025.

Background

Everett Public Schools is committed to creating career opportunities for para-professionals through an apprenticeship model. This model will provide structured on-the-job training and mentoring from experienced teachers, integrated with academic coursework designed by BHCC faculty. Everett will ensure full cohorts of at least 15 participants from para-professionals and the existing Education Pathway at Everett High School, supporting high school students interested in pursuing teaching careers.

Project Objectives

1. Program Design and Curriculum Development: Collaborate with BHCC faculty and Everett Public Schools to design a comprehensive curriculum for the apprenticeship program, ensuring it meets academic standards and integrates seamlessly with para-professional responsibilities.
2. Dual Enrollment Programming: Work with Dean of Professional Studies, Education faculty and High School Partnerships and Pathways staff to identify dual enrollment options that



allow high school students in the Education Pathway at Everett High School to participate in the apprenticeship program while completing their high school education.

3. On-the-Job Training Framework: Establish a structured on-the-job training framework, including mentoring by experienced teachers, to support para-professionals in their transition to certified classroom teachers.
4. Candidate Recruitment and Selection: Assist Everett Public Schools in developing criteria and processes for selecting suitable candidates for the program from the ranks of para-professionals and high school students.
5. Implementation Plan: Create a detailed implementation plan, including timelines, resources required, and key milestones to ensure the program is launched successfully by summer 2025.

Scope of Work

The selected consultant will:

- Conduct a needs assessment in collaboration with BHCC and Everett to determine the specific requirements and expectations for the apprenticeship program.
- Building on the existing BHCC curriculum, develop a detailed curriculum that aligns with state certification requirements and integrates on-the-job training components.
- Design dual enrollment programming that supports high school students in the Education Pathway.
- Create a comprehensive framework for on-the-job training and mentoring.
- Develop a candidate recruitment and selection process.
- Provide a detailed implementation plan, including timelines, resource allocation, and key milestones.
- Facilitate regular progress meetings with BHCC and Everett stakeholders.
- Provide ongoing support and adjustments as necessary throughout the program's initial phases.

Proposal Requirements

Interested consultants should submit a proposal that includes:

1. Executive Summary: A brief overview of the consultant's qualifications, experience, and understanding of the project.
2. Technical Approach: A detailed plan outlining the approach to achieving the project objectives and scope of work.
3. Project Timeline: A proposed timeline with key milestones and deliverables.
4. Budget: A detailed budget breakdown, including all costs associated with the project.
5. Experience and Qualifications: A summary of relevant experience and qualifications, including examples of similar projects completed.
6. References: Contact information for at least three references from similar projects.



Right to Cancel/Reject Proposals

Bunker Hill Community College may cancel this RFP or reject, in whole or in part, any and all proposals if the College determines that cancellation or rejection serves the best interests of the College. The College will not acknowledge a proposer's Terms & Conditions throughout the award. While terms & conditions may be discussed and mutually agreed upon during the contract negotiation phase, the final Terms and conditions are at the sole discretion of the College. The College makes no guarantee that any service will be purchased resulting from this RFP.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project objectives and scope
- Quality and feasibility of the technical approach
- Relevant experience and qualifications
- Proposed timeline and ability to meet deadlines
- Cost-effectiveness and budget justification
- Feedback from references
- Highest Responsible and Responsive Proposer that offers the Best Value to the College.

Submission Instructions

Proposals should be submitted electronically in PDF format to agillila@bhcc.edu by August 10, 2024. Late submissions will not be considered.

Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact Austin Gilliland at agillila@bhcc.edu.

We look forward to receiving your proposal and working together to create a successful Classroom Teacher Apprenticeship Degree Program.