



**INDIANA COMMISSION** *for*  
HIGHER EDUCATION

**REQUEST FOR PROPOSAL: [24-007]**

**Solicitation for:**

**Indiana Nontraditional Occupations Grant**

Administered by:

Indiana Commission for Higher Education

101 West Ohio Street, Suite 300

Indianapolis, IN 46204

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## SECTION I GENERAL INFORMATION

### I. PURPOSE AND BACKGROUND OF THE RFP

The purpose of this grant is to support organizations working to increase participation of nontraditional participants in Career and Technical Education (CTE) programs. The Indiana Commission for Higher Education (Commission) invites proposals that will support students who are pursuing careers in nontraditional fields. This grant is funded through the federal Perkins Act, which requires states to utilize a portion of funding in support of nontraditional occupations. Funds are distributed by the Commission via the Indiana Nontraditional Occupations Grant.

Serving nontraditional students is a priority of the Commission, as reflected in the Commission's [HOPE Agenda](#) which calls for Indiana to be a top ten state by 2030 for post-high school training and education going rates for youth and adults, across all demographics, and the rate at which Hoosiers successfully complete their chosen area of study.

### II. SUMMARY SCOPE OF WORK

The Commission is expecting work to begin in February 2025 and conclude by June 30, 2026. The Commission has allocated a total of \$120,000 to complete this work. Individual recipients can receive up to \$60,000.

Listed below are additional details about the grant opportunity and what the program provider should include in their proposal.

1. The primary audience to be served is students that are pursuing CTE programming in nontraditional fields. Section 3(33) of Perkins V defines the term “nontraditional fields” to mean “occupations or fields of work, such as careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.”
  - In Indiana, nontraditional fields typically include the following pathways:
    - i. Women in Digital Technology, such as Computer Science and Networking
    - ii. Women in Advanced Manufacturing, such as Welding Technology and Engineering
    - iii. Women in Agriculture, such as Agri-Science (Plants or Animals) or Horticulture
    - iv. Women in Construction, such as HVAC and Construction Trades
    - v. Women in Supply Chain and Transportation, such as Automotive Services, Automotive Collision Repair, and Aviation Maintenance
    - vi. Men in Education
    - vii. Men in Healthcare, such as Pre-Nursing/Healthcare Specialist or Dental Careers
2. The intent of this grant opportunity is to support entities working to close the gaps for students in nontraditional occupational pathways. Each organization shall include support for the preparation of students going into nontraditional fields in current and emerging professions,

and other activities or programs that expose students to high-skill, high-wage, and in-demand occupations.

- a. Activities can include, but are not limited to: mentorship opportunities; community, education, or early exposure programs; and recruitment activities for nontraditional students.
3. In addition to the nontraditional population, applicants may also include other information about student demographics they serve. This could include information about how the entity serves special populations as defined by Perkins. Special populations demographics within Perkins V are defined as:
  - a. (A) individuals with disabilities; (B) individuals from economically disadvantaged families, including low-income youth and adults; (C) individuals preparing for non-traditional fields; (D) single parents, including single pregnant women; (E) out-of-workforce individuals; (F) English learners; (G) homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (H) youth who are in, or have aged out of, the foster care system; (I) youth with a parent who - (i) is a member of the armed forces (as such term is defined in section 101 (a)(4) of title 10, United States Code); and (ii) is on active duty (as such term is defined in section 101(d)(1) of such title; and (J) migrant students (secondary only).
  - b. An example of serving nontraditional and another special populations demographic may include an organization who supports girls from low-income families pursuing careers in a Digital Technology field.
4. The grant is open to support any organization serving students in fifth (5<sup>th</sup>) through twelfth (12<sup>th</sup>) grade, or youth who have recently graduated high school but are no more than 1-year post high school graduation.
5. This grant is open to any organization serving students in nontraditional fields. This could include current secondary and postsecondary Perkins recipients, businesses, industry partners, Workforce Development Boards, minority serving institutions, organizations focused on serving Perkins special populations, and local non-government agencies.
6. **This grant utilizes a portion of Indiana’s fiscal year 2023-2024 Perkins Grant and 2024-2025 Perkins Grant.** As such, \$60,000 of the \$120,000 in available funds must be obligated by June 30, 2025, and liquidated by August 31, 2025. The remaining available \$60,000 must be obligated by June 30, 2026, and liquidated by August 31, 2026. Grants shall be paid for the period of February 1, 2025 – June 30, 2025 or February 1, 2025 – June 30, 2026 depending on the funds an applicant is awarded.
  - a. Applicants can receive up to \$60,000. Funding may be split across both fiscal years described above.
  - b. Applicants should include in the required budget narrative a timeline of when activities would occur.
  - c. Funding within this RFP is a one-time opportunity, but selected applicants may be considered for future opportunities with available Perkins funding.

### III. QUESTION/INQUIRY PROCESS

Questions/inquiries related to the RFP can be submitted via email to [LTucker@che.in.gov](mailto:LTucker@che.in.gov).

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted to the website. The Commission may extend the due date and time of the proposals to accommodate such additional information requirements, if required.

### IV. DUE DATE FOR PROPOSALS

The following timeline is only an illustration of the RFP process. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change and are not to be considered binding. At the conclusion of the evaluation process, all respondents will be informed of the evaluation team's findings.

#### *Key RFP Dates*

<b>Activity</b>	<b>Date</b>
Issue of RFP	December 11, 2024
Proposal Submission Deadline	January 17, 2025
Proposal Determinations	February 1, 2025

No more than one proposal per respondent may be submitted. The State accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

### V. COMMUNICATION WITH THE COMMISSION

All communication, including responses, questions concerning the services being sought, or the response requirements, should be directed to:

[LTucker@che.in.gov](mailto:LTucker@che.in.gov)

317-653-5639

**SECTION II  
PROPOSAL SUBMISSION AND REVIEW PROCESS**

All proposals will be reviewed by the Commission and scored based on the evaluation rubric and metrics. Indiana’s Nontraditional Occupations Grant will be awarded based on the score of each proposal. Notification of award status will be emailed to the point of contact listed in the proposal.

**VI. ORGANIZATION OVERVIEW**

- Background/history of the applicant
- An organizational chart which identifies the staff and the role each staff member serves
- An overview of current and/or previous programs serving nontraditional youth
- Primary contact at applicant organization

**VII. NONTRADITIONAL PROGRAM SERVICES**

- Narrative explaining the program/services that will be supported with grant funds and timeline of the project activities
- Population(s) of students being served
- Number of students being served
- Data on past outcomes serving nontraditional students

**VIII. PARTNERSHIP LETTERS**

Applicants must submit at least one (but not more than three) letters of support from other organizations the applicant partners with. In addition to at least one support letter, testimonials from students who have received services from the applicant may be included.

**IX. BUDGET NARRATIVE**

Please provide a brief narrative (not longer than two pages) in support of each item requested in the Summary Scope of Work. The budget narrative should include a timeline of when costs are anticipated to occur. A budget breakdown is required utilizing the categories below.

Personnel	
Fringe Benefits	
Travel	
Contractual Services	
Equipment	
Materials	
<b>Total</b>	

## X. REGISTRATION TO DO BUSINESS

Vendors must be registered, and be in good standing, with the Indiana Secretary of State (IC 5- 22-16-4). Vendors may do so at <http://www.in.gov/sos/business/3648.htm>. Provide verification of previous business with state (active state supplier ID number).

## XII. EVALUATION

Evaluation of the proposal will be based on the rubric below. For detailed information on the evaluation process, please reference the Proposal Evaluation Procedures listed on the Commission's website at the following link: <http://www.in.gov/che/3171.htm>.

Evaluation Criteria	Points
1. Organization Overview	<b>25 available points</b>
2. Nontraditional Program Services	<b>50 available points</b>
3. Partnership Letters	<b>10 available points</b>
4. Detailed Budget	<b>15 available points</b>
<b>Total</b>	<b>100</b>

***The Commissioner of the Commission for Higher Education or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.***

If you do not receive a confirmation email of your proposal submission in 3 business days after it is submitted, please reach out to Laura Tucker at [LTucker@che.in.gov](mailto:LTucker@che.in.gov).

-- End of Request for Proposal --