

Request for Proposal



**Course Development
for
Small Group Problem Solving and Decision
Making
CCC-104**

**Application Deadline
Dec 31, 2010**

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Executive Summary

The American Association for Respiratory Care (AARC) promotes professional excellence and the advancement of the science and practice of respiratory care. We are developing a program to provide a career pathway for current practitioners to explore areas that require abilities beyond the usual training found in a typical respiratory care school.

The AARC has a long history of providing education to its members. RESPIRATORY CARE, the professional journal, has been publishing original peer-reviewed research since 1956. The tradition of online instructional material dates back over a decade with webcasts on current topics that can be viewed live, or recorded and made available for playback at the viewers convenience. The AARC has also developed online cross-disciplinary training programs for asthma and COPD educators.

Recognizing the need for respiratory therapists to increase their skills to fill the upcoming need for new managers, educators and researchers, the AARC is developing an online program to provide these specialists for the future of the profession.

This request for proposal is aimed at developing an online instruction and mentoring program to advance the skills of respiratory therapists.

*The course of study for **Small Group Problem Solving and Decision Making** will provide an organized approach to group facilitation, conducting meetings, team building, interventions and monitoring group progress. The specific competencies will include group dynamics analysis, conflict management, and effective meeting management. It shall include a project with practical applications of competencies.*

Guidelines

The AARC standards for education programs are expected to be met not only for content, but also for appropriate use of technology. Materials are expected to meet all guidelines for online adult education programs.

The AARC has developed a system to evaluate programs called Continuing Respiratory Care Education (CRCE®). All applicants should review the standards listed at http://www.aarc.org/education/crce_app/index.html when responding. The respondent will not need to apply for CRCE individually, since the AARC will apply for the program as a single entity.

Each module is expected to consist of 9 hours of student instructional material. The courses should match the requirements and objectives as closely as possible. Required course competencies and objectives will be provided to the successful respondent, and may be expended upon by the respondent with the consent of the committee.

The AARC will hold copyright on all material submitted.

Course Requirements

The course shall comply with the following requirements.

- Each course shall be delivered as a stand-alone product.
- Each course will be composed of separate lessons to cover each competency.
- Each course, when reviewed, shall take approximately 9 hours for completion by the learner.
- It will be the responsibility of the developer to identify all the course content and arrange in a presentation format that is effective, engaging, interactive and designed to reinforce learning by various learning styles.
 - Development of the lessons may require the production of new graphics, art work animation, photos and video. Industry Standard Visual Literacy Guidelines and ADA Guidelines are to be followed
 - Any previously designed or developed graphics, art work, animation, photos, text or copy used in the development of a lesson must be cited and copyright release obtained by the developer.
 - Scenario-based activities are required to illustrate process and improve retention of material.
- Lessons will be designed to provide self-paced, instructor independent e-learning. Content should be:
 - Written in standard English language
 - Geared to an adult reading level

- Inter culturally appropriate
- Assessment strategies must be designed to align with the lesson objectives.
 - Learner performance should be assessed and feedback provided through out each lesson as well as assessment on the overall module.
- Technical Requirements
 - Accessibility
 - Material shall be delivered using one of the following formats:
 - Blackboard
 - IMS QTI
 - GIFT
 - LAMS
 - Moodle XML
 - WebCT
 - Other formats may be acceptable with prior approval
 - Material will be imported into a standard user interface by the AARC
 - Material should be viewable on portable devices such as smart phones as well as a standard laptop or desktop computer
- Web Browser Support
 - Material shall be viewable using Internet Explorer, Firefox, Safari, and Opera web browsers
- Software Compatibility
 - Material must be able to be delivered online using Apache web server or Internet Information Server (IIS)
- Hardware Compatibility
 - Material shall not use proprietary technology that requires a specific hardware platform or operating system.

Letter of Intent

Prior to submitting a response, we ask that all interested applicants send a Letter of Intent (LOI). The LOI should contain this RFP name and your contact information. The purpose of the LOI is to provide a means to distribute relevant information that may become available prior to the application deadline. The LOI should be sent by email to kallstrom@aacr.org no later than Nov 15, 2010. Failure to submit an LOI will not disqualify an applicant, but may prevent an applicant from receiving timely updates.

Informational Webcast

A webcast/conference call will be held on Nov 22, 2010 to explain the program and allow applicants to ask questions. Questions may be submitted to kallstrom@aacrc.org prior to the call. Additional questions may be asked during the call. A replay of the webcast will be made available within 2 days.

RFP Submission Requirements

Electronic responses need to be received no later than Dec 31, 2010. Submissions may be sent in electronic format to kallstrom@aacrc.org. Submissions must be in Open Document or .doc format.

Hardcopy submissions must be postmarked by Dec 31, 2010 and should be sent to:

Learning Institute RFP
AACRC
9425 N MacArthur Blvd
Suite 100
Irving, TX 75063

The response shall consist of the following:

Cover Page

- Name of RFP
- Name of Applicant
- Contact Information, both mail and electronic

Cover letter

- This shall demonstrate the applicant's familiarity and expertise with:
 - subject matter
 - instructional methodologies
 - learning management systems

Curriculum vitae

Sample of existing work by applicant

- This shall be at least one of the following:
 - Link to an online resource with access for review committee
 - File submitted to the AACRC
 - CD or DVD

Applicants may apply for more than one course. A separate application is required for each course.

Schedule

Project development will adhere to the following timeline.

RFP announcement – Nov 1, 2010
Letter of Intent – Nov 15, 2010
Informational webcast – Nov 22, 2010
Response to webcast questions – Nov 29, 2010
RFP closure date – Dec 31, 2010

Contract sent to accepted authors – Jan 31, 2011
Contract acceptance – Feb 15, 2011

Delivery of initial material for review - Mar 31, 2011
Delivery of edited material for publication - Apr 30, 2011
Final payment will be made within 30 days of acceptance.

All modules are expected to be available for beta testing by Jun 1, 2011.

Payment

The contract will pay \$2,000 per course.
The following schedule is expected be used in the final contract
 25% upon contract acceptance (\$500)
 25% after terms and conditions of contract are met (\$500)
 50% upon successful completion and final acceptance by AARC (\$1000)

If all target dates are met, a completion bonus of \$500 will be added to the final payment.

Additional Information

All inquiries about this RFP shall be addressed to Tom Kallstrom by email at kallstrom@aacrc.org. Please include contact information with the inquiry.

RFP Checklist

- ☐ Letter of Intent sent
- ☐ Questions submitted for webcast prior to Nov 22

RFP submitted by Dec 31 with

- ☐ Cover page
- ☐ Cover Letter
- ☐ Curriculum vitae
- ☐ Sample of existing work