

**National Career Development Association  
Training and Education Council**

**REQUEST FOR PROPOSAL**

**Update the 5<sup>th</sup> Edition of the NCDA Facilitating Career Development Training  
Program Instructor and Student Manuals**

---

**SCOPE OF WORK: Curriculum Revision, Writing, and Editing**

1. NCDA Facilitating Career Development Student Manual and Instructor Manual.
  - a. Research and remedy “gaps” found in the current 5<sup>th</sup> edition FCD Student and Instructor Manuals.
    - i. The NCDA Training and Education Council (TEC) will provide detailed comments from their review of the curriculum identifying gaps.
    - ii. Care should be taken to include information addressing the use of AI throughout the curriculum as appropriate.
  - b. Edit the instructor and student manual for consistency in style and format, and grammatical errors.
    - i. The NCDA TEC will serve as reviewers of content only, however, the Council will not be serving in an editing capacity.
  - c. In consultation with NCDA TEC, format student and instructor manuals for readability for all populations.
    - i. The consultant should provide print ready .PDF files.
  - d. Updated curriculum should follow the same format as the current 5<sup>th</sup> edition manuals. *\*NCDA is not requesting a change in curriculum format.*
    - i. The recipient of the RFP should plan to deliver the curriculum in print-ready .pdf files.
    - ii. It is expected that the recipient of the RFP will handle work directly with the vendor of their choice on the design and update of the curriculum.
      1. If preferred, NCDA can suggest a designer, but recipient of the RFP will continue to serve as the point of contact for the design portion of the update.

**DESCRIPTION OF DESIRED CONSULTANT EXPERIENCE and QUALIFICATIONS**

Describe your experience and expertise in researching, writing, editing, and developing applied career training materials.

Our audience for Facilitating Career Development training is a wide range of professionals; however, most of these individuals deliver career services to clients. Learners may have no more than a high school degree or may have a doctorate in a related area. Most of the learners have a bachelor or master’s degree and primarily work in 2- or 4-year college career centers, in K-12 positions, or in workforce development settings. There is a small number of individuals who work in a corporate setting, and a number who are in private practice (or want to go into private practice.)

Please provide any relevant experience and samples that indicate your ability to write provide curriculum in both face-to-face and virtual learning formats.

### **TIMELINES**

RFP responses are due electronically by Monday, Feb 9, 2026. We anticipate that the contract will be awarded no later than February 20, 2026. Questions pertaining to the RFP should be directed to Mary Ann Powell, [mpowell@ncda.org](mailto:mpowell@ncda.org).

The project must be completed no later than December 2026 and delivered in print ready .PDF files.

Upon making the award of this RFP, the NCDA TEC will assist in setting a timeline for the delivery of portions of the project.

<b>SUMMARY OF INFORMATION TO BE INCLUDED IN RFP RESPONSE</b>
--

1. Name and contact information of organization(s) and individual(s)
2. Description of consultant experience and qualifications as outlined above, including the primary and other consultants working on the project
3. Identification of any sub-contractors or other staff, other than the consultant, who will work on the project. Sub-contractors or other staff project roles and qualifications should be included.
4. Description of detailed timeline to accomplish all update.
5. Budget Narrative
  - a. Budget narrative should include: update of both instructor and student manuals; graphic designer fees; and any other necessary outside vendors or consultants required in your proposal. Please note that all updates will be made to existing .pdf files utilizing the same graphic design. No graphic design changes are needed, only update to the contents.

**Responses to the RFP should be submitted by 5:00 p.m. CT on Monday, February 9, 2026 in electronic format to Mary Ann Powell, [mpowell@ncda.org](mailto:mpowell@ncda.org).**

---

**National Career Development Association**  
**2468 W. New Orleans St. Suite A**  
**Broken Arrow, OK 74011**  
**Phone: (918) 663-7060**  
**Fax: (918) 663-7058**  
**Email: [mpowell@ncda.org](mailto:mpowell@ncda.org)**  
**[www.ncda.org](http://www.ncda.org)**