

# PARTNERS FOR

## **Request for Proposals Learning & Development Strategy and Curriculum Design**

**Partners for HOME  
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Atlanta, GA 30315  
[www.partnersforhome.org](http://www.partnersforhome.org)**



## INTRODUCTION

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Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), is seeking proposals from qualified vendors to support the co-design and development of structured training tracks for CoC-funded service providers using the Bridge learning platform. These training tracks will serve as onboarding journeys for new providers prior to program implementation, ensuring consistency, quality, and readiness across Atlanta's homeless services system.

The goal of this project is to develop structured, role-specific learning pathways that equip providers with the knowledge and tools necessary to deliver services within the CoC effectively.

**Phase 1** of this initiative will focus on training pathways for Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) providers, with future phases anticipated to expand to additional provider types, including shelter, outreach, prevention, and diversion programs.

PfH has identified core topic areas and an initial vision for each training pathway and brings a mix of existing training materials. The selected vendor will serve as a strategic partner to refine, structure, and implement these materials into cohesive learning experiences. This will include organizing and enhancing existing content, integrating SCORM-based modules, and co-developing new content where needed. PfH anticipates leveraging SCORM-based content and seeks vendor input on appropriate authoring tools and learning management system (LMS) integration approaches to support effective delivery and potential CEU eligibility.

Partners for HOME is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC, a U.S. Department of Housing and Urban Development (HUD) program that supports communitywide efforts to prevent and end homelessness. PfH coordinates funding and programs that assist nonprofit providers and local governments in rapidly rehousing individuals and families experiencing homelessness in the City of Atlanta.

**Eligible applicants** must demonstrate experience in instructional design and adult learning principles, as well as expertise in developing SCORM-based or LMS-integrated training content. Vendors should be able to design structured learning pathways and bring relevant experience in human services, housing, or nonprofit sectors.

The selected vendor must propose a collaborative and flexible approach that supports co-development with PfH staff, ensures quality and efficiency, and aligns with available resources. The proposed approach should also be scalable and adaptable to support future phases of training development across additional provider types.

Through this project, PfH aims to establish a sustainable, repeatable framework for onboarding and training that strengthens provider capacity, promotes consistency in service delivery, and supports improved outcomes across the Atlanta CoC.

## SUBMITTAL DEADLINE AND INQUIRIES

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All responses to this RFP must be submitted electronically by **11:59 p.m. on Thursday, May 21, 2026**. **Responses after this time will not be considered.**

Responses must be in PDF format.

All questions regarding this RFP must be submitted in writing and received no later than **5:00 p.m. on Tuesday, May 19, 2026**. Responses to submitted questions will be shared with all respondents through the Partners for HOME website.

Please direct all inquiries and responses to Jasmine Rockwell Heard, Associate Director of Grants Management, at [grants@partnersforhome.org](mailto:grants@partnersforhome.org).

## COST PROPOSAL

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Respondents must provide a proposed lump-sum amount for the requested services. **The total proposed cost must not exceed \$30,000.** Final costs may be negotiated after the selected respondent is identified. If fee negotiations with the respondent deemed most qualified are unsuccessful, or if the proposed costs exceed available project funding, PfH reserves the right to suspend negotiations and proceed to other respondents.

Respondents must also provide a summary of the assumptions used to determine the proposed cost, including, but not limited to, staffing structure, anticipated hours, key deliverables, and any resources or support required from PfH.

The proposed budget should align with the following anticipated allocation:

- Approximately \$5,000 allocated for SCORM content acquisition
- Approximately \$25,000 allocated for instructional design and content development

## SCOPE OF SERVICES

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The selected vendor will support the design and development of **two onboarding training journeys** in Phase 1:

- Rapid Re-Housing (RRH)
- Permanent Supportive Housing (PSH)

This phase will focus on developing structured training content and learning experiences for each pathway. PfH anticipates purchasing a SCORM authoring tool and expects the selected vendor to develop content using this tool, in collaboration with PfH staff. Training journeys will leverage a mix of existing materials and newly developed content, with an emphasis on co-design and shared content development to ensure alignment with coalition practices and long-term sustainability.



The selected vendor will support five key areas:

1. **Training Journey Design & Structure**
  - Work with PfH staff to review existing topics and ideas for each training track
  - Help organize these into clear, step-by-step learning journeys in the Bridge platform
  - Co-define sequencing, completion criteria, and learner progression
  - Design journeys that may include a mix of formats (i.e., SCORM modules, recorded training, guides, etc.)
  - Design a flexible framework that can be applied to future training tracks across additional provider types
  
2. **Content Review & Integration Strategy**
  - Assess existing training materials to determine alignment, quality, and relevance.
  - Identify opportunities to leverage or adapt current content.
  - Integrate SCORM content where appropriate to support foundational knowledge.
  - Define a clear approach for how different content types (existing, SCORM, newly developed) will work together within each journey.
  
3. **Instructional Design & Learning Experience Development**
  - Support the development of content by translating topics into effective, engaging learning experiences aligned with adult learning principles.
  - Recommend appropriate delivery methods across topics (i.e., self-paced modules, recorded training, etc.)
  - Ensure training is practical, accessible, and directly connected to provider responsibilities.
  - Balance instructional quality with efficiency and scalability within the project budget.
  
4. **Priority Content Development (Phase 1: RRH & PSH)**
  - In collaboration with PfH staff, develop and/or refine high-priority training content for:
    - Rapid Re-Housing (RRH) Training Journey
    - Permanent Supportive Housing (PSH) Training Journey
  - Co-develop content with PfH staff through a collaborative process, including working sessions, iterative review, and shared content development
  - Develop SCORM-based training modules using a selected authoring tool, in collaboration with PfH staff.
  - Guide the use of the SCORM authoring tool to support co-development and future internal content creation.
  - Develop supporting materials that connect and contextualize learning across the journey.
  
5. **Platform Readiness & Sustainability**
  - Prepare and organize all content for use within the Bridge platform.



- Ensure compatibility and functionality of SCORM and other learning components.
- Support PfH staff in understanding and using selected tools and content structures to enable ongoing internal content development.

### **Deliverables**

The selected vendor will deliver:

- Two complete onboarding training journeys (with the number and type of modules proposed by the vendor within the project budget):
  - Rapid Re-Housing (RRH) Training Track
  - Permanent Supportive Housing (PSH) Training Track
- Training track outlines for each pathway, including:
  - Learning objectives
  - Module sequencing
  - Completion criteria
  - Post-training assessment
- Custom-developed training content, including:
  - A defined and agreed-upon scope of modules and materials aligned with the project budget
- A mix of formats (i.e., SCORM modules, recorded trainings, guides, etc.)
- Editable source files for all newly developed content, including SCORM-based modules, to ensure ongoing access and internal use
- Instructional design recommendations, including:
  - Suggested delivery formats by topic area
  - Learning approach and structure to support effective onboarding
- Recommendations for SCORM authoring tool selection and use, including guidance to support collaborative content development and future internal content creation
- Documentation to support sustainability, including guidance for:
  - Updating and maintaining content
  - Ongoing use of tools and content structures by PfH staff

### **Existing Materials**

Partners for HOME has existing training materials that may be leveraged. The selected vendor will:

- Assess usability and alignment of current materials
- Determine what should be reused, revised, or archived
- Integrate applicable materials into the training tracks

## **PERFORMANCE MEASURES**

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### **Training Track Completion:**

1. 100% of required components for both RRH and PSH training journeys are delivered and ready for implementation
2. Defined Learning Structure:
  - a. Each training track includes:
    - i. Documented learning objectives



ii. Sequenced modules

- Defined completion criteria
- Post-training assessment

**Content Development:**

- 100% of agreed-upon modules/materials are completed and delivered
- ≥ 85% satisfaction from pilot coalition group on training content and usability

**TERM**

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This is anticipated to be a one-year agreement with a projected start date of June 1, 2026.

**APPLICATION**

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The application narrative should not exceed four pages, single-spaced, with one-inch margins and an 11-point or 12-point font.

The narrative should address the following (be specific):

- Summarize your expertise and ability to meet the requirements outlined within this RFP's Scope of Services.

In addition to the narrative, Respondents must submit:

- A separate cost proposal in PDF format based on the Scope of Services. The budget may be submitted in spreadsheet format. A brief budget narrative (not to exceed one page) may accompany the cost proposal and is not included in the four-page narrative limit.

**EVALUATION METRICS**

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PfH will convene an evaluation committee to evaluate each proposal submitted by a Respondent. At the discretion of PfH, follow-up interviews may be conducted with the highest-ranking Respondents prior to the evaluation committee making a final selection.

**TIMELINE AND DELIVERABLES**

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PfH will ensure that the selected Respondent has access to all necessary files, reports and personnel required to complete the Scope of Services. The following is an approximate project schedule, subject to modification:

Date	Action Required
04/24/2026	Release of RFP



<b>05/19/2026</b>	Inquiries/questions due
<b>As received</b>	Responses to respondents' inquiries posted on PfH website
<b>05/21/2026</b>	RFP Responses Due
<b>Week of 05/25/2026</b>	Response review process
<b>05/27/2026</b>	Interviews with selected respondents* <i>if needed</i>
<b>Week of 05/27/2026</b>	Respondent selected

## **SELECTION PROCESS**

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Once the responses are reviewed, a shortlist will be compiled by PfH. Interviews may be conducted with the Respondent(s) determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Respondent(s) selected to be the most suitable.

Selected Respondent(s) must be prepared to enter negotiations for services outlined in this RFP.

## **EVALUATION & ACCEPTANCE OF PROPOSALS**

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PfH reserves the right to reject any and all responses, to amend the Request for Proposals and the process itself, or to discontinue the process at any time.

## **TERMS AND CONDITIONS**

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All proposals and supporting materials as well as correspondence relating to this RFP become property of PfH when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and federal laws, City and County ordinances, licenses, and regulations of all agencies having jurisdiction shall apply to the Respondent and project throughout and are incorporated herein. The contract with the selected Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Respondents as part of the Project team must be clearly identified in the Response,

including roles, resumes of key personnel, and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, Respondent, or corporation that (i) is in arrears to PfH, Invest Atlanta, or the City with respect to any debt, (ii) is in default with respect to any obligation to PfH, Invest Atlanta, or the City, or (iii) is deemed irresponsible or unreliable by PfH. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date PfH receives a Respondent's proposal through the date a contract is awarded to a Respondent(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.

*Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.*