

## Request for Proposal:

Presenting Educational Sessions for Programs Interested in NASPAA Accreditation

Announced: April 15, 2020

**Overview:** The Commission on Peer Review and Accreditation (COPRA) of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) seeks consultants to present educational sessions for academic program directors seeking to learn about accreditation for public service education.

**Background:** NASPAA's "Accreditation Institute" will be held in a single day (October 14, 2020) at the NASPAA Annual Conference in Chicago, Illinois, USA. The Commission seeks consultants to present a coherent and positive one-day experience for participants of the NASPAA conference.

**Scope of Work:** The consultants should propose to work on the project outlined below. The consultants should utilize best practices in executive learning, and work to ensure consistency in content across sessions. Participants in the Institute should leave with improved confidence and expertise in the requirements and value of NASPAA Accreditation. The pedagogical approaches employed should address the needs of learners at very different levels of familiarity with accreditation and program evaluation. The overall plan for the project should include an evaluative component to determine the effectiveness of the training and recommended updates to the Facilitators' Guide, as needed. Attention to the needs of a global audience is imperative.

- The 2020 Accreditation Institute should focus on implementation of the 2019 NASPAA Accreditation Standards and accompanying Self-Study Instructions.
- The consultants should coordinate and deliver the presentations for the 2020 Accreditation Institute, with a curriculum based on the existing Accreditation Institute Facilitators' Guide and the flipped classroom videos originally developed for NASPAA's 2014 Institute. The consultants should work with COPRA, NASPAA staff, and NASPAA-accredited programs to ensure coverage related to emerging needs of programs seeking to undergo NASPAA Accreditation and/or seeking to improve their strategic and student learning assessment activities. Consultants should incorporate best practices into the curriculum.
- Building on past, successful Institutes, the consultants should consider how to revise or supplement, as needed, the delivery of the curriculum to accommodate the wide range of learners present at the Accreditation Institute. Institute attendees represent a variety

of programs and knowledge bases, including new program directors of accredited programs, programs actively seeking (re)accreditation, programs familiar with the NASPAA Standards, site visitors, and those (non-member and member) programs exploring the possibility of accreditation. The consultants should evaluate the needs of the different audiences and how to accommodate them within the existing curriculum, with schedule adjustments, peer-to-peer interaction, and/or with needed enhancements. Materials and feedback from past Institutes are available to review.

- Consultants are encouraged to specifically consider how to engage more meaningfully, throughout the day, on the motivation, values, and philosophy behind NASPAA Accreditation. Institute attendees increasingly represent programs seeking an elevated conversation emphasizing the pursuit of program quality (above and beyond the mechanics of seeking accreditation). The consultants should incorporate content exploring how accreditation and the NASPAA Standards support strategic program management through a focus on mission, goals, outcomes, and continuous improvement.

**Additional Areas of Consideration:** Preference will be given to:

- **Multi-year proposals:** Special consideration will be given to those willing to enter in contract for services for more than one, but not more than three, program years. COPRA seeks multi-year contracts to provide increased structure, consistency, and continuity around expectations and competency development for participants, while providing the consultants flexibility to build on year one preparation and improve over the length of the contract.
- **Proposals including virtual delivery plans:** Particular attention will be paid to proposals with plans for virtual instruction. Proposals should include a plan for both engaging fully online (in the event that the NASPAA conference is not held in person) and hybrid virtual engagement (i.e. virtual for those unable to travel). Per NASPAA's COVID-19 policies, "The decision whether [the NASPAA Annual Conference] will be in-person, hybrid, or virtual will be made in June (and reviewed as conditions necessitate)."

**Timeline of Work:** The consultants for the full-day Institute should provide a detailed plan for their approach no later than 7/1/2020, and reach agreed-upon milestones prior to the October 2020 Institute.

**Compensation:** Compensation will be based on the duration of the contract. The expected one-year contract is for up to \$8,000. Two-year contracts are expected for up to \$14,000 and three-year contracts are for up to \$19,000. Payments will be delivered when agreed-upon milestones are met.

**Experience:** The consultants must have experience with NASPAA accreditation standards, quality assurance in higher education, program assessment or strategic planning, executive education, and curriculum design.

**Submissions and Deadline:** Interested consultants should submit a 2-4 page letter of interest with an overview of the scope of their intended work, including a proposed budget and planning timeline, a brief description of their qualifications, and a resume or C.V. to [copra@naspaa.org](mailto:copra@naspaa.org) as soon as possible. Review of proposals will take place until a consultant is chosen or NASPAA elects not to contract with any consultant.