

**NCD A Training and Education Council Request for Proposal (RFP)  
For  
Updating NCD A Career Practitioner Supervision:  
Training in Clinical Supervision for Career Counselors and Other Practitioners**

**Release Date: September 20, 2023**

**Background:**

The NCD A Career Practitioner Supervision (CPS) Training Curriculum was first developed in 2009 at the request of the Japan Career Development Association. The program was then pilot-tested in the United States and has since undergone updates in 2011, 2014 and again in 2015.

The CPS curriculum was originally designed for clinical mental health counselors who supervised career counselors or graduate interns in career/clinical mental health counseling programs, or those working in career centers within higher education institutions. The focus will remain similar to previous editions but will be expanded to include additional supervision models from both coaching literature and higher education career advising models. The expanded focus will include non-clinical supervision of career counselors, career practitioners and staff in higher education, coaching, and other non-counseling environments.

Following the completion of the updated curriculum, the Training and Education Council and the NCD A Credentialing Commission will update the Certified Clinical Supervisor of Career Counseling (CCSCC) to the newly updated credential of Certified Supervisor of Career Professionals (CSCP).

**SCOPE OF WORK: Curriculum Revision/Update for Career Practitioner Supervision Training Program, Fourth Edition**

**Updates Required:**

- a. Utilize existing CPS curriculum format and references as needed.
- b. Add additional supervision models from career coaching literature and higher education career advising models.
- c. Existing content can be kept and/or updated as needed. But it is expected that this updated/rewritten curriculum will contain the most up-to-date, current, and cutting-edge information available for the supervision population within the career development field.
- d. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new chapters prior to completion.

**Materials To Be Delivered:**

- a. Update/rewrite student manual.

- b. Create an instructor manual.
- c. Create basic PPTs for each chapter to be used by instructors.
- d. The Training and Education Council (TEC), and other experts in the field identified by the TEC, will assist with a comprehensive review of the new chapters/modules prior to completion.

### **DESCRIPTION OF DESIRED CONSULTANT EXPERIENCE and QUALIFICATIONS**

We are seeking an individual/organization with experience and expertise in supervision of career development professionals/practitioners in a variety of settings.

Candidate(s) considered must have:

- Minimum of 5 years of experience designing and delivering educational/training courses and/or designing curriculum.
- Master's degree preferred in Career Development or Counseling or related field. Must have a minimum of 5 years of experience working in supervising career development professionals in a variety of settings.

The audience for the Career Practitioner Supervision Training Program includes: Higher Education Career Centers, Workforce Centers, Military Career Offices (TAPS) and P-16 School districts/regions/state boards.

The population expected to enroll in this training program will typically have a master's degree in Counseling/Career Development/Human Resources or a related field. Some individuals completing this training program may have a bachelor's degree or may have a doctorate degree.

### **BUDGET**

Approximately \$20,000 has been allocated to the updating, rewriting and editing of this curriculum. Additional funds will be made available to cover the costs of layout and design.

### **TIMELINES**

All applications are due electronically by midnight Eastern time on November 30, 2023. We anticipate that the contract will be awarded no later than January 4, 2024. Questions pertaining to the RFP should be directed to [Mary Ann Powell](#).

The project must be completed no later than May 30, 2025, and delivered in print ready files.

Upon award of the contract, the NCDAs TEC will assist in setting a timeline for the delivery of the project.

<b>SUMMARY OF INFORMATION TO BE INCLUDED IN RFP RESPONSE</b>
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1. Name and contact information of organization(s) and individual(s).
2. Description of experience and qualifications as outlined above, including the primary and other consultants working on the project.
3. Please provide relevant experience and samples that indicate your ability to provide curriculum in both face-to-face and eLearning formats.

4. Identification of any subcontractors or staff, other than the consultant, who will work on the project. Subcontractors or other staff project roles and qualifications should be included.
5. Description of detailed timeline to accomplish all sections.
6. Budget Narrative. Please include costs of curriculum development, editing and graphic design of the student manual and instructor manual.

\*Please note that the selected organization or individual(s) will work closely with the NCDA Training and Education Council throughout the curriculum writing process.

**Responses to the RFP should be submitted by 12:00 a.m. Eastern on November 30, 2023 in electronic format to Mary Ann Powell, [mpowell@ncda.org](mailto:mpowell@ncda.org). All responses and supporting documents of the RFP MUST BE included within 1 .pdf file.**

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The National Career Development Association is a non-profit association that provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals. NCDA operates on a limited annual budget. More information about NCDA can be found at [www.NCDA.org](http://www.NCDA.org).