

# INCAP Intermediary RFP Q&A Virtual Webinar

July 15, 2025



# Welcome & Introductions

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# Agenda

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- 01** PROGRAM DESCRIPTION & BACKGROUND
- 02** SCOPE OF PROPOSAL
- 03** SUBMISSION, EVALUATION, & FUNDING
- 04** QUESTIONS
- 05** NEXT STEPS

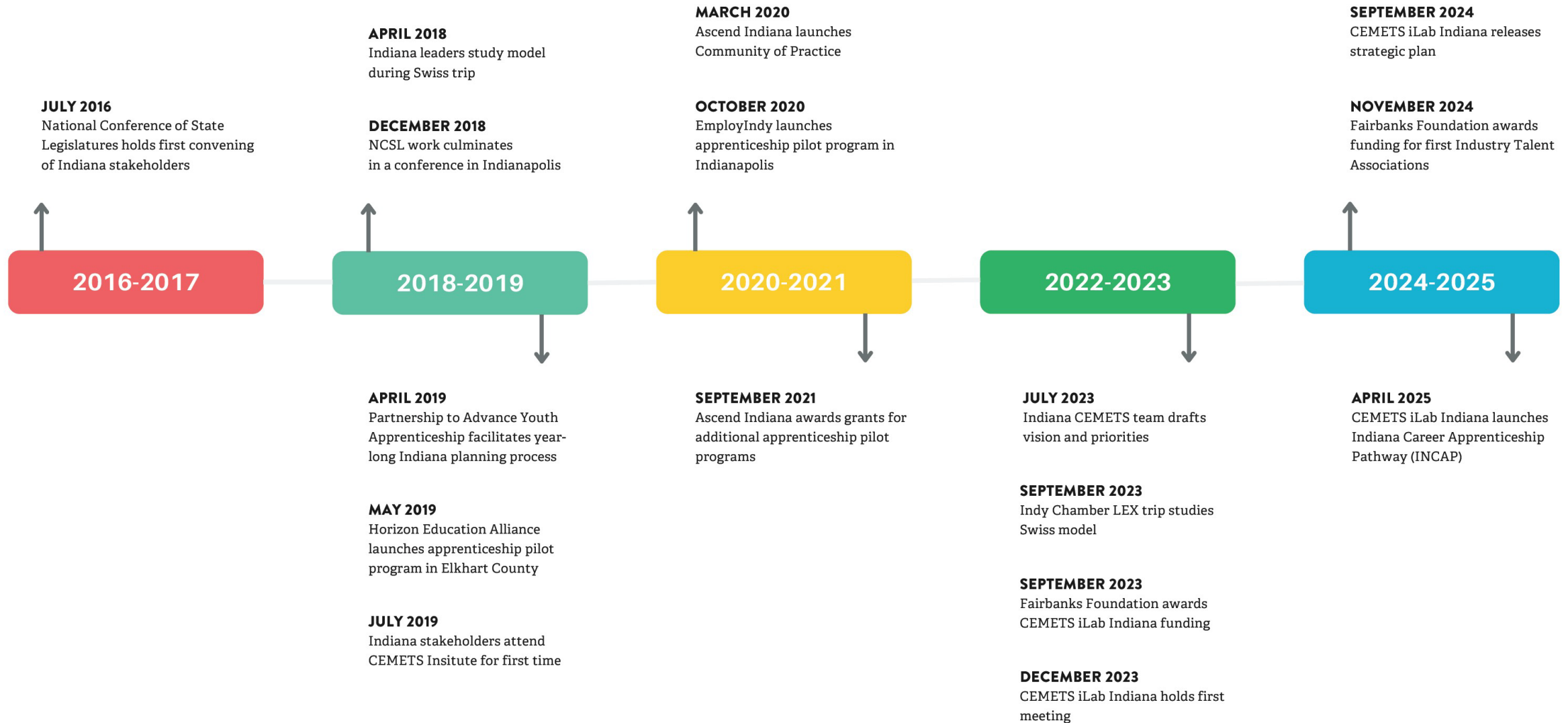
# Background & Context

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## INCAP: HOW WE GOT HERE & WHAT IT IS

- By 2031, 72% of U.S. jobs will require education beyond high school, but Indiana is not on track to meet that demand. ***Only 39% of Indiana adults age 25 or older have an associate degree or higher.***
- To create new career preparation opportunities and strengthen our economy, our state needs more education and training options.
- Since 2023, more than 300 Hoosier leaders have joined CEMETS iLab Indiana to help build a new professional education and training pathway – the Indiana Career Apprenticeship Program (INCAP).
  - For more information on CEMETS iLab Indiana, visit: <https://www.rmff.org/our-work/ilabindiana/>

# Indiana's Journey: 2016-Today





# Industry Talent Associations

## Launched & Pending

2024 - 2025

BANKING



LIFE SCIENCES &  
HEALTHCARE



ADVANCED  
MANUFACTURING &  
LOGISTICS



2025 - 2026

INFORMATION  
TECHNOLOGY



CONSTRUCTION



HOSPITALITY &  
CULINARY

PENDING

MICROELECTRONICS,  
EVENTS, INSURANCE,  
COMMERCIAL

TBD

# Program Description & Background

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## THE NEED FOR INCAP INTERMEDIARIES

- For more than five years, regional intermediaries have been piloting youth apprenticeship programs in Indiana, developing a network of more than 100 employers and 40 school partners and serving more than 450 students through their programs.
- As ITAs launch to represent employers within their industry statewide, the need for regional intermediaries remains critical to support successful implementation in communities across Indiana.

# Industry Talent Associations vs. INCAP Intermediaries

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## Industry Talent Associations

- Represent employers **statewide** regarding their talent needs at **both the high school and adult trainee levels**
- Convene employers statewide at least once annually to **assess talent needs**, both current & projected
- Identify the **key occupations** within the industry & prioritize according to employer demand
- Develop on-the-job “**work cases**” & identify the resulting **competencies** that must be demonstrated for each occupation
- Determine which competencies are best trained within **high school or college, by the employer, and by intercompany training centers**
- Develop a **training manual** for the employer-led training & for the intercompany training courses
  - Schools or colleges develop curricula for only the classroom-based learning
- Provide **training for company supervisors** overseeing trainees in the workplace

## INCAP Intermediaries

- Support ITAs in **raising INCAP awareness** among local K-12 schools & regional employers
- **Leverage existing & create new relationships** with K-12 partners to ensure successful program implementation
- **Support the process** for recruiting potential student participants in the INCAP program
- Assist with apprentice onboarding training, high school scheduling, and offer wrap-around support services to ensure student success



# Defining INCAP

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- **Who** INCAP is for:
  - **Students** inspired by the opportunity of a promising career who want to learn through hands-on, real-world experiences.
  - **Employers** committed to developing talent in their industries to fill workforce needs and strengthen Indiana.
- **What** INCAP does:
  - Provides an additional complementary pathway to education and career training for high-quality jobs.
- **Why** INCAP is unique:
  - Offers an option that combines traditional classroom learning and on-the-job education and training to learn desirable professional skills.

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# Scope of Proposal

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1. Organization Overview
  2. Partnership Experience
  3. ITA Partnership: INCAP Program Implementation
  4. ITA Partnership: Employer Support
  5. Program Outcomes & Quality
  6. Staffing & Capacity
  7. Budget

# Scope of Proposal

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## ORGANIZATION OVERVIEW

1. Briefly describe your organization's history, including the number of years in operation, core services provided, counties of focus, and target audiences served.
2. Explain how your organization's vision, mission, and objectives align with this funding opportunity.

# Scope of Proposal

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## PARTNERSHIP EXPERIENCE

**3.** Describe your organization's relevant experience with implementing workforce development programs in the past three (3) years with an emphasis on highlighting how you collaborated with any or all of the following:

- K-12 partners and students;
- Post-secondary education partners; and
- Industry

**4.** Describe the measurable impact and key outcomes that have resulted from your organization's partnership with identified K-12 partners, post-secondary education partners, and/or industry partners in the past three (3) years. This should be related to the workforce development programs referenced in question 3 but can also include other initiatives where you have partnered.

# Scope of Proposal

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## PARTNERSHIP EXPERIENCE

**5.** Describe your organization's partnership management experience within the past three (3) years, including experience with:

- Developing new partner relationships
- Facilitating collaboration with proactive communication across multiple partners
- Resolving conflicts between partners



# Scope of Proposal

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## ITA PARTNERSHIP: INCAP PROGRAM IMPLEMENTATION

6. Describe how your organization will raise awareness and market INCAP programs among:

- K-12 schools;
- Students (starting in 8<sup>th</sup> grade through graduation) & families
- Workforce ecosystem partners in your defined region.

7. Describe how your organization will help ITAs stay informed of employer engagement activities at the local level in your region.

8. Describe what measures your organization will adopt to ensure K-12 school readiness across your region for implementation of INCAP programs.

# Scope of Proposal

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## ITA PARTNERSHIP: INCAP PROGRAM IMPLEMENTATION

9. Share how your organization will partner collaboratively with K-12 schools to support them in defining student schedules based on ITA program design.
10. Describe the process through which your organization will recruit potential student participants starting in 8<sup>th</sup> grade (inclusive of in-school and homeschool students) for the INCAP programs in partnership with the ITAs.
11. Share how you will prepare student candidates for the recruitment and selection process.

# Scope of Proposal

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## ITA PARTNERSHIP: INCAP PROGRAM IMPLEMENTATION

**12.** As students engage in an INCAP program, describe how your organization will identify potential barriers, such as transportation, and work to develop a solution.

- Please provide examples of how your organization currently identifies barriers and scales solutions in your community.
- Please share a list of common barriers your organization is currently working toward solving for in your community.

**13.** Describe how your organization will develop an INCAP onboarding experience for apprentices (virtual vs. in-person, tasks, potential partner collaboration, etc.) to prepare them for their experience, If applicable, share examples of trainings that you deliver today to prepare students for work-based learning experiences.

# Scope of Proposal

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## ITA PARTNERSHIP: EMPLOYER SUPPORT

*Note: Level of support may vary by industry depending upon what is needed by each of the ITAs.*

- 14.** Describe how your organization can facilitate connections with regional employers who express interest in participating in INCAP and/or currently engaged in hosting apprenticeships.
- 15.** Describe how your organization can respond to requested support from local employers as they implement their INCAP program.
- 16.** Describe how your organization can provide feedback to ITAs as they develop employer onboarding training. Please highlight any learned experiences and / or share examples of successful employer work-based learning trainings that can illustrate your experience.

# Scope of Proposal

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## PROGRAM OUTCOMES & QUALITY

**17.** Describe how your organization will gather input from students (8th grade through high school graduation), their families, and K-12 schools to evaluate implementation success and plan for scale as the INCAP program grows.

**18.** Describe your organization's experience collecting program outcomes data and how you utilize the data to make informed decisions for improved program experience.

- What systems and tools do you use today to manage the student's journey? *Note: It is not necessary for applicants to purchase their own data collection tool for this grant, but if one currently exists, please identify the tool.*

**19.** Describe how your organization will share program outcomes with ITAs and address program challenges with them, as necessary.

# Scope of Proposal

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## STAFFING & CAPACITY

**20.** Share a staffing plan for this work, specifying the annual percent FTE budgeted for each staff (specify title) and a description of the scope of their role for this work.

**21.** Provide the name and title of who will lead the INCAP Intermediary scope of work. Describe their education and training background, professional experience, skills, and other characteristics that qualify them to lead this work from your organization.



# Scope of Proposal

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## BUDGET

- 22.** Propose a cost structure that outlines the budget necessary to deliver against the partnership responsibilities outlined in this proposal.
- 23.** Provide a budget narrative that explains each proposed expense included on Attachment B: Budget Form
- 24.** Identify any in-kind resources/support that your organization may provide.
- 25.** Describe your organization's funding strategy to support full operations of this work at scale. This may include recommendations for a fee structure between the ITA and your organization.

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# Timeline

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Activity	Date
RFP Launch	06/30/25
Virtual Q&A Webinar	07/15/25
Deadline for Questions	07/15/25
Response to Questions Posted	07/18/25
Letter of Intent Deadline	07/25/25
Invitation to Bid	08/01/25
Proposal Deadline	08/15/25
INCAP Intermediary Selection Announcement	Week of 10/06/25

# Submission

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## SUBMISSION PROCESS

- Two (2) phases for submission:
  - Letter of Intent
  - Formal Proposal Invitation

**Note:** Submission of a LOI does not automatically qualify an applicant to submit a proposal for consideration. LOIs will be reviewed thoroughly by iLab Indiana and select applicants will be invited to submit a proposal. All applicants will receive notification of their acceptance status no later than August 1, 2025.

# Submission

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## SUBMISSION PROCESS: LETTER OF INTENT (DUE 07/25/25)

### Organization Overview

- Legal Name
- Address
- Point of Contact (name, title, email address, phone number)

### Statement of Interest

- Clear & concise statement expressing organization's "why" for applying
- Brief overview of relevant experience
- Proposed geographic reach (by county)
- Existing regional partnerships (K-12, employers, career centers, etc.)

### Supporting Partners

- Contact info for the following organizations in your region who can attest to your organization's ability & expertise to successfully execute the role of the INCAP intermediary:
  - Two (2) K-12 organizations
  - Three (3) Employers
  - One (1) Post Secondary Education

# Submission

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## SUBMISSION PROCESS: FORMAL PROPOSAL INVITATION

- Invited applicants must submit one (1) proposal in PDF format per proposed geographic region by EOD **August 15, 2025**, via email to [rfpinfo@ascendindiana.com](mailto:rfpinfo@ascendindiana.com). No proposal submitted after the deadline will be accepted for consideration.



# Submission

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## SUBMISSION PROCESS: FORMAL PROPOSAL INVITATION

- The proposal must contain the following elements, using 12-point font, single spaced, with page numbers:
  - Attachment A: Cover Sheet
  - Attachment B: Budget Form (no page limit for budget narrative)
  - Attachment C: References
  - Scope of Work
    - Organizational Overview (2-page limit)
    - Partnership Experience (3-page limit)
    - ITA Partnership: INCAP Program Implementation (5-page limit)
    - Program Outcomes & Quality (2-page limit)
    - Staffing & Capacity (2-page limit)
  - Budget

# Evaluation

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## PROPOSAL EVALUATION PROCESS

- Evaluation of proposals will be overseen by the iLab Indiana Governing Committee, in partnership with an Advisory Committee, representing members from ITAs, the Indiana Chamber of Commerce, and the Indy Chamber.
- Ascend Indiana will receive submitted proposals and review each proposal, along with teammates from the Richard M. Fairbanks Foundation, to ensure alignment with the selection criteria.
- Findings from the review will be shared with the Advisory Committee which will then advise the iLab Indiana Governing Committee on the selection of intermediaries.
- The iLab Indiana Governing Committee will vote and make a formal announcement the week of October 6<sup>th</sup>

*Applicants may be invited to participate in a virtual interview with members of the proposal team, along with members from the Advisory Committee and iLab Governing Committee, to respond to questions and offer clarification of their response.*

# Funding

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## DISTRIBUTION OF FUNDS (FOR SELECTED INTERMEDIARIES ONLY)

### Phase 1: Planning with ITAS

- \$15,000
- Oct. – Dec. 2025
- Funds will be used to develop an implementation plan to finalize how they plan to allocate funds, expected milestones & timelines, key staffing roles & responsibilities, reporting measures, etc.
- INCAP intermediaries will work directly with ITAs to finalize expectations and design processes
- Ascend will deliver onboarding support

### Phase 2: Grant Execution

- \$85,000 (single allocation)
- Jan. – Dec. 2026
- Funds will be used to implement activities outlined in the INCAP intermediaries' implementation plan

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# **SUBMIT YOUR QUESTIONS!**

Ascend Indiana will collect, and review all submitted questions from this webinar and email, pre- and post-webinar, and provide written responses. Responses to all questions will be posted at <https://ascendindiana.com/incap-rfp/>.



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# Next Steps

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- This webinar recording will be posted at: <https://ascendindiana.com/incap-rfp/>
- Questions can continue to be submitted up until EOD today (07/15/25) via email at [rfpinfo@ascendindiana.com](mailto:rfpinfo@ascendindiana.com)
- Upcoming Key Milestones:
  - Letter of Intent Deadline: 07/25/2025
    - Determine your geographic reach (by county)
    - Identify existing regional partnerships in your geographic reach (K-12 schools, employers, career centers, etc.)
    - Identify the required number of partner organizations who can attest to your organization's ability and expertise



**THANK YOU!**