



## NEW JERSEY'S AFTERSCHOOL AND OUT-OF-SCHOOL TIME PROFESSIONAL NETWORK

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Monday, June 2, 2025

Greetings!

NJSACC: New Jersey's Afterschool and Out-of-School Time (OST) Professional Network invites the submission of proposals for the preparation and implementation of instructional design strategies for the agency.

The selected consultant will contract with NJSACC.

There will be a pre-proposal meeting (via zoom) on Monday, June 16, 2025, at 11am.

- Zoom link > <https://us02web.zoom.us/j/83959890892>

**The deadline for submitting proposals is Monday, June 30, 2025.**

The projected date for contract commencement is Friday, August 1, 2025.

All correspondence pertaining to this proposal should be directed to Adam Cruz, NJSACC's Chief Operating Officer, at: [acruz@njsacc.org](mailto:acruz@njsacc.org).

If you have any questions about NJSACC, please contact me at: [egrace@njsacc.org](mailto:egrace@njsacc.org) or at: (908) 789-0259.

Sincerely,

Ebony Grace, CEO



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## Background Information

### About NJSACC

NJSACC: New Jersey's Afterschool and Out-of-School Time Professional Network had its beginnings 40 years ago as a grassroots coalition made up of stakeholders in education, government, the business industry, not for profit, for profit, health and human services to improve the quality of the growing field of afterschool.

In 1993, NJSACC (New Jersey School-Age Child Care Coalition) became incorporated as a not for profit organization. NJSACC is a founding member of the National AfterSchool Association (NAA) and currently serves as the state affiliate. In 2007, NJSACC was selected to join the National Network of Statewide Afterschool Networks funded by the Charles S. Mott Foundation.

### Vision

NJSACC envisions a New Jersey where every youth and family has access to high-quality and sustainable out-of-school time programs.

### Mission

NJSACC's mission is to foster the growth, quality, and sustainability of out-of-school time providers, professionals, and organizations to expand access and opportunity for New Jersey's youth and families.

### Purpose

NJSACC's purpose is to address the challenges that the Out-of-School Time (OST) profession faces including equity, access, capacity, and connections towards creating a strong, valued profession benefitting youth, families, and communities.

### Values

**Quality:** NJSACC promotes the consistent use of standards of practices across New Jersey.

**Equity:** NJSACC champions equity in OST programs across New Jersey to ensure access for all young people.

**Professional Development:** NJSACC develops and supports the practice of learning for OST professionals.

**Advocacy:** NJSACC represents New Jersey's OST communities at the state and national level influencing policies, securing resources, and raising awareness about the importance of OST.



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NJSACC strives to contribute to a more diverse, equitable and inclusive New Jersey community through the following work:

- Build and support a strong, professional network for afterschool and out-of-school time providers, programs and professionals in New Jersey.
- Provide professional development, conferences, workshops and resources to meet the needs of OST professionals and professional organizations.
- Offer technical assistance, free or low cost, for the development, expansion and improvement of afterschool and OST programs throughout NJ. Technical assistance means that we are available to field questions, help OST programs and providers identify resources and activities, and provide guidance for continuous program quality.
- Work closely with state and local officials to define appropriate NJ State regulations and legislation.
- Establish professional development opportunities.
- Develop public awareness of afterschool issues.

As a member of the National Network of Statewide Afterschool Networks funded by the Charles Stewart Mott Foundation, NJSACC and similar agencies across the nation, are working to achieve the following goals:

- Create a sustainable structure of statewide, regional and local partnerships, particularly school-community partnerships, focused on supporting policy development at all levels.
- Support the development and growth of statewide policies that will secure the resources that are needed to sustain new and existing afterschool programs.
- Support statewide systems to ensure programs are of high quality.

NJSACC is funded in part:

- by the Charles Stewart Mott Foundation
- by the NJ Department of Human Services, Division of Family Development as part of a Federal Child Care Development Fund (CCDF) Block Grant Earmark
- with federal funds from Title IV, Part B, 21st Century Community Learning Centers program of the Every Student Succeeds Act (ESSA) awarded to the New Jersey Department of Education.



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*NJSACC is seeking proposals from experienced instructional design consultants to help develop and implement sustainable eLearning strategies for our afterschool and out-of-school-time (OST) network. The scope of work includes assessment, strategic recommendations, instructional design and development, setup, training, and ongoing support.*

### **Statement of Purpose**

NJSACC is seeking proposals from qualified **Instructional Design Consultants (IDC)** to support the design and development of engaging, and effective professional development content for the afterschool and OST field in New Jersey. The IDC will play a key role in helping us deliver impactful learning experiences through our newly adopted Learning Management System (LMS).

### **Scope of Work and Deliverables**

The IDC will collaborate with NJSACC staff and subject matter experts to support the following goals:

#### **Task 1: Instructional Strategy & Needs Assessment**

- Review and assess existing training content and priorities, particularly foundational OST topics including the New Jersey Quality Standards for Afterschool.
- Educate NJSACC staff on instructional design principles and the application of adult learning theory.
- Identify instructional strategies best suited for asynchronous learning and blended delivery.

#### **Task 2: Instructional Design & LMS Integration**

- Translate content into instructional design plans, including detailed storyboards, scripts, and assessments.
- Recommend effective formats such as microlearning, interactive modules, or multi-part eLearning pathways.
- Design eLearning modules for delivery via Paradiso LMS in collaboration with NJSACC.



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### Task 3: Content Development

- Develop and refine content to ensure accessibility, engagement, and alignment with OST field needs.
- Produce training assets including visuals, templates, slide decks, knowledge checks, and facilitator guides.
- Ensure compliance with accessibility standards (WCAG 2.1).

### Task 4: Evaluation & Iteration

- Develop feedback loops and metrics to assess learner engagement and knowledge retention.
- Recommend revisions based on pilot testing and staff/learner feedback.

### Expected Deliverables

By the end of the contract period, the consultant will deliver:

1. Needs assessment summary and instructional design recommendations
2. Staff orientation session(s) on instructional design and eLearning best practices
3. Instructional design plans for at least 3 asynchronous modules
4. At least 2 fully developed asynchronous trainings hosted on the new LMS
5. Templates and documentation to support ongoing content development by NJSACC staff
6. Final report outlining lessons learned, outcomes, and recommendations for future efforts

### Contract Details

- **Period of Performance:** August 1, 2025 – June 30, 2026
- **Level of Engagement:** Part-time consultant
- **Compensation:** To be negotiated based on proposal
- **Location:** Remote, with periodic virtual check-ins and optional in-person planning meetings in New Jersey.



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### Pre-Proposal Zoom Meeting

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- Zoom link > <https://us02web.zoom.us/j/83959890892>

### Proposal Submission Instructions

Please submit the following no later than Monday, June 30, 2025, to Adam Cruz, NJSACC's Chief Operating Officer, at: [acruz@njsacc.org](mailto:acruz@njsacc.org).

### Required Submission Materials

1. **Technical Approach** – Describe your plan to execute the tasks outlined above, including your instructional design process and technology experience.
2. **Work Samples** – Provide at least two examples of eLearning or instructional design projects you have completed, especially those for afterschool/OST nonprofit or education-focused organizations.
3. **Resumes or CVs** – For all individuals who will participate in the project.
4. **Fee Proposal** – Include estimated hours, rates, and any anticipated expenses.
5. **References** – Provide contact information for three nonprofit or education clients within the last 18 months.

*Electronic submissions [via Idealist](#) preferred.*

Paper copies can be mailed to:

NJSACC  
C/o Adam Cruz  
208 Lenox Avenue  
#363  
Westfield, NJ 07090

**We will hold interviews with finalists during the week of July 14, 2025.**

If you have questions about this proposal, please email them to Adam Cruz, NJSACC's Chief Operating Officer, at: [acruz@njsacc.org](mailto:acruz@njsacc.org).

[Click here to submit your proposal via Idealist.](#)