

**National Oceanic and Atmospheric Administration
Educational Partnership Program with Minority Serving Institutions
Undergraduate Scholarship Program**

Request for Proposals

Consultant for Undergraduate Scholar Professional Development

Summary of Solicitation

[The NOAA Educational Partnership Program with Minority Serving Institutions \(EPP/MSI\), Undergraduate Scholarship Program](#) is seeking Career Professional Development training for 15 undergraduate students majoring in Science, Technology, Engineering and Mathematics (STEM) disciplines. Traditionally, NOAA EPP/MSI first year scholarship recipients spend the first summer internship as a cohort at NOAA headquarters in Silver Spring, Maryland. This proposal seeks on-site professional development training for the recently selected class of 2023-2025.

The objectives of the EPP/MSI Undergraduate Scholarship Program summer internships are to: immerse students with an interest in gaining hands-on research, management and policy experiences directly related to NOAA's mission in a 10-week internship; provide hands-on research and operational experience under the mentorship of a NOAA scientist or researcher; and, prepare the students for graduate education and professional employment, or both.

One goal of the professional development training sessions is to provide scholars with insight and guidance to navigate the summer internship in a professional setting during the second internship. Scholars will be engaging both in person and virtually with scientists, policy specialists and managers and encouraged to expand their network while engaging in discussions with NOAA professionals about academic requirements needed to successfully compete for entry into graduate school and the professional workforce. At the end of the mentoring training session, the undergraduate student should learn about:

- self-awareness and team development through assessment of MBTI outcomes;
- how to create and thrive in a hybrid team environment;
- building trust through virtual relationships; and
- acquiring innovative/novel skills to secure rewarding career pathways in STEM.

Scope of Work

NOAA EPP/MSI is seeking proposals to conduct a 1-day Career Development Workshop in Silver Spring, MD lasting no more and no less than **6** hours during the summer internship orientation period. The trainer is required to provide highly engaging and interactive on-site training (including pre-course materials) that provides tools and skills necessary to be: self-motivated and make informed mature/professional choices while engaged in research remotely; how to successfully communicate expectations while collaboratively participating virtually in a professional science and/or resource management internship.

The vendor will conduct one (1) training session to provide EPP/MSI undergraduates at the rising junior level with a fundamental understanding about how to navigate through significant academic and professional development training to complete a 10-week summer internship. All trainees must be provided hand-out material electronically on each of the topic training sessions prior to the on-site training activity.

Products/Deliverables

1. Proposals with quotes must be submitted to NOAA EPP/MSI at epp.usp@noaa.gov by **April 21, 2023**.
2. Conduct one (1) onsite training session. The duration of the session shall be 6 hours.
3. Myers-Briggs Type Indicator (MBTI) assessments shall be distributed to all 15 interns by at least two weeks prior to the session.
4. Pre-training session materials shall be distributed to all 15 interns by at least one week prior to the session.
5. The onsite training session shall be conducted in Silver Spring, Maryland during the week of May 22-26, 2023.
6. All training sessions shall be conducted from 9:00 AM – 4:00 PM EST with one hour allotted for lunch.

Project Budget

The EPP/MSI program will consider proposals up to a **maximum budget of \$6,000**. Proposed budgets for the Request for Proposals (RFP) response must include the planning/implementation for deliverables noted above and associated costs, including travel, printing hard copy materials, etc.

Proposal Guidelines and Instructions

- A description of how the applicant will approach the scope of work and deliverables and meet milestones.
- A project budget.
- A brief history of your work, including examples of work for similar organizations
- Credentials (proof of MBTI certification) and qualifications of consultant, including three professional references must be provided.

Proposal Deadline

All interested individuals/firms must submit a response to this request for proposals no later than **11:59 PM ET on April 21, 2023** to epp.usp@noaa.gov with the subject line: EPP/MSI Professional Development Proposal. Please direct questions to Natasha White at natasha.white@noaa.gov. Conference calls to discuss this RFP or to provide additional information may be arranged upon request.