Open Call for Applications

Technology Learning Collaborative

Digital Inclusion Training and Capacity Building

Release Date: Dec 7, 2021

Responses Due: Rolling Basis

Responses must be submitted via email to kate.rivera@tlcphilly.org

Organization Background

The Technology Learning Collaborative (TLC) drives the digital literacy, access, and inclusion conversation in Philadelphia by promoting professional collaboration, training, and networking among organizations and institutions that have a dedicated interest in moving these areas forward.

TLC has been operating as a collaborative and volunteer-led organization since its founding in 2013 as an outgrowth of the city-wide collaboration that led to the establishment of the KEYSPOT network of computer labs. The organization provides professional development for digital inclusion practitioners and direct service providers by hosting workshops, an annual conference, and a google group for information sharing.

In 2021, TLC began the process of incorporating as an independent nonprofit organization and is currently in the midst of a planning process to grow the organization and increase its impact. While TLC is awaiting 501(c)(3) status, the organization is fiscally sponsored by the People's Emergency Center.

Purpose of Request

TLC seeks individuals or nonprofit organizations interested in contracting with TLC to provide organizations in Philadelphia with digital inclusion training and/or digital inclusion capacity building services. The contracted provider(s) will provide services to the staff/volunteers at nonprofit and community organizations (not directly to community members). Interested parties may choose to apply under **one or both** of the following two categories:

1. **Digital Inclusion 101**: The selected provider(s) will then conduct trainings on digital inclusion basics for direct service staff and community leaders in Philadelphia whose work would be enhanced by awareness of digital inclusion resources. Trainings may be virtual or in-person depending on COVID-safety and other considerations. TLC will provide support with training/presentation materials, identifying groups to receive the training, scheduling sessions, and other logistical or coordination supports.

2. **Digital Inclusion Capacity Building**: The selected provider(s) will work collaboratively with TLC leadership to provide more customized training for staff already doing digital inclusion work to share best practices or specialized knowledge. Provider(s) will bring their specific resources, expertise, and best practices to support nonprofit organizations or community groups seeking to launch new programming or improve existing programming. Examples of this work include but are not limited to: helping an organization to develop the curriculum for a specific digital literacy class, reviewing an organization's current digital literacy programming to recommend improvements, or helping an organization develop the plan and expertise to support their client's digital access needs.

Project Timeline

TLC will accept inquiries and applications on a rolling basis until project activities are fulfilled. The project end date is August 31, 2022.

Budget

TLC anticipates that contracted providers will bill services at an hourly rate up to $50 per hour but will consider alternative cost structures if proposed by applicant. TLC anticipates awarding contracts up to a

total of $10,800 across the two project categories. At this time there is not a defined allocation of funding between the Digital Inclusion 101 and Digital Inclusion Capacity Building categories.

Response Instructions

This opportunity is open to individuals and nonprofit organizations. Respondents must submit the following information:

- If applying as an individual:
    - Cover letter that includes a brief description of your experience with similar projects
    - Resume
    - Proposed hourly rate or alternative proposed cost structure

- If applying as an organization:
    - Brief description of the organization, including a link to your website
    - Specify the personnel who will be completing the work and briefly describe their experience with similar projects.
    - Proposed hourly rate or alternative proposed cost structure

Applicants will be interviewed to further discuss qualifications and may be asked for additional information as a part of the review process.

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