

Diligent Recruitment Asynchronous Curriculum RFP Questions and Responses

Request for Proposal: Web-Based Training Developer for the National Center for Diligent Recruitment

Updated October 16, 2026

1. LMS and Hosting

Question: Does the Center or AdoptUSKids already have an LMS you would prefer we deliver to? If we host, roughly how many learners do you expect in the first year, and should hosting continue after the contract period ends?

Response: We do not currently have an LMS platform. We anticipate fewer than 1,000 participants in the first year. Yes, hosting should continue after the contract period ends.

2. Completion Records

Question: Would dated session records with active time and completion status meet the requirement to document start and stop times? Or do you need exact clock times for each session?

Response: Dated session records that include active time and completion status will meet this requirement.

3. Subject-Matter Review

Question: How much time can Center subject-matter experts give to design and content review (for example, review rounds per module and typical turnaround)? And roughly how long should we plan for Children's Bureau approval of each deliverable?

Response: This web-based training is a priority project for the Center, and we can engage multiple members of our subject-matter expert team as needed. While we do not have a specific amount of time allocated for Center staff to provide subject-matter expertise to the contractor, we will be highly responsive and committed to supporting the successful completion of all deliverables within the project timeline. Once a contract is awarded, we will work with the selected contractor to develop a detailed project timeline that includes review and feedback expectations and response times.

Contractors should plan for a minimum of two weeks for Children's Bureau review and approval of each deliverable (e.g., an individual online module).

4. Practice Advisor

Question: Does the Center have any approval steps or conflict-of-interest requirements for an advisor in the consulting role?

Response: NAA and the Center do not have any additional approval or conflict-of-interest requirements for individual team members, advisors, or subcontractors engaged by the selected contractor.

5. Kentucky Observation

Question: Could you share the city or venue for the November 16–20 training? Is there room for two members of our team to observe?

Response: The training will be held at the Kentucky Department for Community Based Services (DCBS) office in Lexington, Kentucky. The training site can accommodate up to two members of the selected contractor's team as observers.

6. Brand and Narration

Question: Will the Center's brand and style guidelines be shared after award, or are they available now? And do you expect audio narration throughout all six modules, or only where it adds value?

Response: The Center's brand and style guidelines will be shared after contract award. Audio narration and multimedia components should be included as needed, as described in the RFP. Contractors should describe their proposed approach to narration in their proposals.

7. Timeline

Question: The RFP lists both September 30, 2027, and August 30, 2027, as end dates. Which date should we plan for as the contract end date?

Response: The anticipated completion date for all deliverables is August 30, 2027. However, the contract will remain open through September 30, 2027, if needed, to address any final project-related requirements.

8. Training Purpose

Question: Is the desired outcome of these trainings to help train and provide tools

to agencies and organizations to recruit potential adoptive and foster parents/families for youth in care?

Response: The training is designed for staff engaged in diligent recruitment efforts. It will support the recruitment, development, support, and retention of caregivers, including foster, adoptive, and kinship families, to meet the needs of children and youth in care.

9. NCDR Focus Area and Communities of Origin

Question: I saw the description of one of the focus areas of the National Center for Diligent Recruitment: "Identify, document, and disseminate methods and approaches to diligent recruitment that are informed by evidence, include system change work, and can be replicated..." This is great, as the goal is to place youth within their communities of origin, but I wanted to check with you to see if you knew more?

Response: Yes, this is one of the primary goals of the National Center for Diligent Recruitment. We encourage interested contractors to review the Center's website and available resources to learn more about the scope and practice areas included within diligent recruitment efforts.

10. Application of the Training Modules

Question: I want to understand the goal of how these training modules would be applied in terms of diligent recruitment so that everyone has a clear understanding before submitting a proposal.

Response: The training modules address multiple components of the diligent recruitment continuum, including family recruitment, caregiver assessment, caregiver support, and retention. The curriculum is intended to serve as foundational training for direct-service staff who carry out diligent recruitment activities and support foster, adoptive, and kinship families. This aligns with the purpose of the asynchronous training initiative described in the RFP.

11. Learner Volume

Question: How many learners do you expect to enroll in the training in the first year, and over the life of the course?

Response: We don't have a firm number of anticipated learners, but since this training is intended for direct-service staff and supervisors in child welfare systems

across the country, there is the potential for there to be several hundred learners per year, if not more.

12. Training Length

Question: The RFP describes the classroom curriculum as 20+ hours but asks for 24 hours online. Is 24 hours a firm target, a maximum, or an estimate? Do the 24 hours need to count toward continuing education credit, licensure, or grant reporting?

Response: The 24 hour timeframe is an estimate, based on our estimated length of time for delivering our classroom curriculum. We don't have a firm number of hours that the online training needs to be; we provided the 24-hour estimate to give a sense of the scale of the volume of training content to be built into the online training.

13. Content Gaps and Existing Materials

Question: Where content gaps exist, is the contractor expected to write new content, or will NCDR subject matter experts provide it? Can NCDR share a sample of the existing content that represents what will be available at the start of the project?

Response: We are not able to share the existing training content at this point. We have full PowerPoint slides, facilitator guides, and participant guides created for all six modules, so the content is already fully built out for classroom-based training.

If there are content gaps, NCDR subject matter experts will provide content, working in partnership with the contractor to ensure the content is structured appropriately for effective online learning.

14. Authoring Tool and Post-Launch Edits

Question: Do you have a preferred authoring tool (for example, Articulate Storyline or Rise)? Will NCDR staff need to edit the course themselves after launch?

Response: We don't have a preferred authoring tool. We would look to the contractor to recommend the best option. NCDR will likely need to be able to make changes to the course after the launch in the case of any major shifts in guidance for NCDR's work (e.g., from our federal funder), but we don't anticipate making frequent edits to the training content once it has launched online.

15. Interactivity

Question: What are your expectations for interactivity in the online course? For example, should learners mostly read and click through content with periodic knowledge checks, or do you envision more hands-on activities such as realistic case scenarios where learners make decisions and see the results?

Response: We would like a balance of interactivity, reading and clicking and knowledge checks. Our classroom training content has multiple activities that are mostly designed as group activities and group discussions, so we are looking for the contractor to help adapt those activities into other approaches for supporting learning in the context of self-paced, online training.

16. Social and Live Elements

Question: Do you want any social or live elements integrated into the training, such as discussion boards or coaching?

Response: We have not planned for any social or live elements to be integrated in the training, but we are open to recommendations about ways to make the training effective.

17. Video Production

Question: How much video production is expected? Should it include interviews with youth, families, or caseworkers?

Response: We do not expect much, if any, video production for this online training. If we determine together with the contractor that we need some video production, it would likely not include interviews with youth, but might involve video with caseworkers or families.

18. Existing Footage

Question: Do you have existing footage or lived-experience content we can use?

Response: No, this isn't something we have available as of now. If needed, we may be able to obtain some footage from our partner organizations.

19. Trauma-Informed and Sensitive-Content Guidelines

Question: Are there trauma-informed or sensitive-content guidelines we must follow?

Response: We don't have formal trauma-informed or sensitive-content guidelines that you will need to follow, but we will need to ensure that all content is appropriate, trauma-informed, and aligned with federal requirements for terminology that applies under NCDR's federal funding.

20. Audio Narration

Question: Do you require audio narration in all six modules?

Response: Yes, we anticipate needing audio narration in all six modules. We will be seeking recommendations from the selected contractor about the specific details for where within each module we will need audio narration.

21. Captions and Transcripts

Question: Do you require captions and transcripts for all audio and video?

Response: Yes.

22. Translation

Question: Does any content need to be translated, such as into Spanish?

Response: No.

23. Pre/Post Assessments

Question: The RFP lists pre/post assessments only for Module 1. Do you want them for every module?

Response: Yes.

24. Question Bank

Question: What is the target size of the question bank?

Response: We don't have a specific target size for the bank of questions. We will look to the contractor to make recommendations about how many questions are best for assessments for the modules.

25. Passing Scores and Attempt Limits

Question: What passing score and attempt limits do you expect for module assessments and the capstone?

Response: We will look to the contractor to make recommendations about best practices for the passing score and attempt limits. As this training is not linked to a specific credential/licensure, we will seek to make the assessments focused on supporting learning, rather than on strict limits for attempts.

26. Evaluation Data

Question: Do you want evaluation data beyond completion, such as learner satisfaction surveys or follow-up measures of on-the-job application?

Response: We are interested in hearing about options for this type of evaluation data, but we anticipate primarily working with our internal evaluation team on evaluation approaches for the online training. We will want the capacity to pull data and data reports from the LMS as needed for our internal evaluation team.

27. Post-Launch Maintenance

Question: Do you expect ongoing maintenance after launch, or only the maintenance and update recommendations listed in the final package?

Response: For this contract, we do not expect ongoing maintenance after launch.

28. Optional Support Pricing

Question: Would you like a separate optional price for support after August 2027?

Response: We're happy to receive a separate optional price for support after August 2027, but the contract for this specific project phase will not extend beyond September 2027.