



REQUEST FOR PROPOSALS

FACILITATOR FOR UAS INDUSTRY & EDUCATION COLLABORATIVE DESIGN WORKSHOP

Background

As part of the U.S. Small Business Administration (SBA) Regional Innovation Cluster program, the Unmanned Aerial Systems Cluster Initiative (UASCI) works to create an Oklahoma-centric unmanned aviation and advanced air mobility (UAS/AAM) ecosystem focused on making the state a world class destination for the industry.

In response to an industry request for increased collaboration to ensure the workforce is properly trained for both current and future jobs, UASCI will host an interactive design workshop, bringing together education and industry to design ecosystem-wide workforce development strategies to catalyze expansion.

The workshop will bring together STEM programs, higher education, and private industry to collaboratively provide insight into workforce technical gaps. Industry will have the opportunity to share specific workforce shortages and challenges they experience directly to the institutions seeking to fill those gaps. Training organizations and higher education institutions will gain vital and direct connections to ensure students have access to internships and other training outside the classroom, strengthening their experience prior to joining the workforce.

The desired outcomes of the 1-day workshop include increased connection and synergy and a published workforce development strategy report, *A Roadmap for UAS Classroom-to-Work Synergy*.

Assignment

UASCI seeks a consultant to serve as the facilitator of the UAS Industry & Education Collaborative Design Workshop, that will take place in late April 2023.

We envision incorporating elements of Design Thinking into the workshop to allow for structured processes that spark creativity and generate innovative ideas. These processes should also support the generation of specific ideas and a decision-making process that allows for the group to define a clear set of recommendations at the conclusion of the workshop.

Specific tasks of the facilitator will include:

- Support the UASCI team in refining a realistic outcome of the one-day workshop
- Recommend a general plan and facilitation techniques to meet the workshop objectives
- Develop a detailed agenda including a description of the facilitation plan to be used, incorporating feedback provided on the proposed general plan

- Define the specifications for the meeting room, materials, and any advance notifications that need to be provided to the workshop participants
- Facilitate the workshop
- Document the workshop conclusions

Proposals

Interested candidates are requested to prepare a concise proposal that includes, at a minimum, the following elements:

1. Overview of qualifications including descriptions of similar work performed in the past
2. Contact information for three references of former or current clients
3. General description of how you would approach this assignment
4. Estimated budget including number of days of effort anticipated

Proposals should be submitted to Emily Bell at ebell@dcnteam.com by 5:00pm US Central Time on February 20, 2023.

Please direct any questions to Emily at the email listed above.