



Pennsylvania Coalition to  
Advance Respect

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**a division of respect together**

## Requesting Proposals For E-Learning Development

### Executive Summary:

The [Pennsylvania Coalition to Advance Respect](#) (PCAR), a **division of Respect Together**, works to end sexual violence and advocates for the rights and needs of sexual assault victims. In addition to Pennsylvania-specific work, **Respect Together** operates the National Sexual Violence Resource Center (NSVRC) and is a partner in RALIANCE. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties. PCAR provides resources and training on sexual assault-related issues to professionals across the Commonwealth.

### Expectations:

PCAR is seeking to partner with an organization, individual or team to create a high quality, interactive, online learning module on topics including but not limited to crisis intervention related to sexual violence, introductions to trauma, vicarious trauma, hotline crisis calls, and informed consent. The module is expected to be 1.5 - 2 hours long and the content will be adapted from provided materials. We are seeking creative developer(s) that understand effective online learning principles and emerging communication strategies. Additionally, we would prefer to work with developer(s) that have experience with other social justice or public health issues, and/or are located in Pennsylvania.

### Requirements:

We are looking for a consultant or group who has prior experience creating online learning modules. This project will require collaboration and we seek a partner that would be able to complete projects by September 30, 2025. Successful respondents must agree to work within PCAR's publication standards. All content will need to meet 508 Compliance specifications for accessibility for people with disabilities.

### PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

1. Applicant name and/or agency and contact information.
2. Describe relevant expertise and experience related to online learning development.
3. List specific work you have conducted with a similar focus and provide two examples of previous work.
4. Describe your proposed process for course development.
5. Describe your familiarity with 508 compliance, accessibility and iSpring.

6. Outline the time frame needed to complete this process and the estimated cost for development.
7. Provide two references from past work experience.

**Commitment To DEI:**

PCAR is committed to diversity, equity and inclusion (DEI). One of our strategic goals is to become an antiracist organization. Included in this commitment is an interest in supporting and developing partnerships with minority-owned businesses or businesses that demonstrate measurable outcomes related to their commitment to diversity, equity and inclusion.

We define diversity broadly to encompass the full spectrum of humanity, taking into account demographics such as race/ethnicity; Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) status; gender identity; and disabilities, among others.

Equity is promoting justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems. Addressing equity issues requires an understanding of the underlying or root causes of outcome disparities within our society.

Inclusion is the degree to which diverse individuals are able to participate fully in the decision-making processes within an organization or group.

As such, please respond to the following questions:

1. Describe your existing programs and procedures designed to encourage and foster diversity, equity and inclusion.
2. If your firm is a Black, Indigenous and People of Color (BIPOC)-owned, woman-owned, or LGBTQ-owned business, please indicate so and provide information on your firm's certification and certifying agency.
3. Please provide the percentage of your firm's total employees by race and gender.
4. Please describe if/how your firm will use BIPOC-owned, woman-owned, or LGBTQ-owned business in the proposed relationship. Please be as specific as possible.

**Selection Process:**

Consultants will be considered based on a variety of factors including:

- Demonstration of consultant's commitment to diversity, equity and inclusion;
- Prior relevant projects or experience with firms of similar size and complexity;
- Knowledge and expertise of individuals that will work the projects;
- A proven track record of providing quality work on time;
- Ability to provide work within the scope on budget; and

- Response of references.

*For further reference please see our organizational statement on our commitment to racial justice:*  
[https://pcar.org/sites/default/files/pages-pdf/commitment\\_to\\_racial\\_justicefinal508\\_updated.pdf](https://pcar.org/sites/default/files/pages-pdf/commitment_to_racial_justicefinal508_updated.pdf).

**Send To:**

Proposals are to be submitted electronically by April 30, 2025 to the following: Contact Jaime Cypher, [jcypher@pcar-respecttogether.org](mailto:jcypher@pcar-respecttogether.org) and Marli Mayon, [mmayon@pcar-respecttogether.org](mailto:mmayon@pcar-respecttogether.org)