



Request for Proposals

Zoom training for instructors – training design and implementation

MCAEL seeks a contractor to design a Zoom training series for adult ESOL instructors that will be offered in summer 2026. The work can be completed remotely, in person, or through a hybrid approach. Interested candidates are invited to submit a proposal to program@mcael.org by **Wednesday, April 22**. Please contact Rudi Jeung, Director of Programs at rjeung@mcael.org with any questions.

About MCAEL

MCAEL is the coordinating entity for adult English language learning in Montgomery County, Maryland. We support and strengthen a complex system of approximately 60 ESOL (English for Speakers of Other Languages) programs, providing grant funding, professional development, data analysis, and system-wide advocacy to make English classes accessible and affordable for learners throughout the community.

The demand for English language learning in Montgomery County is high. About 143,000 adults in Montgomery County speak English less than “very well” (source: American Community Survey, 2023 5-year estimates). Our programming, resources, and advocacy support the broad network of programs and flexible class options that create safe and welcoming entry points for learners. English language learning broadens learners’ access to education, jobs, and essential resources, furthers their participation in the community, and fosters equity.

Program Description

In summer 2026, MCAEL plans to provide adult ESOL instructors the opportunity to improve their skills and confidence using Zoom. Given current circumstances in which an increasing number of adult English learners may feel hesitant to attend in-person classes, MCAEL aims to equip instructors with the technical skills needed to provide effective instruction online.

The tentative structure of the training sessions will be as follows:

- A 4-week series that will cover a topic each week:
 - o Breakout rooms
 - o Chats & Other engagement features
 - o Screen sharing
 - o Host control and class management

- Each week there will be two online, one-hour practice sessions on the same topic (one mid-day and one in the evening) (such as Wednesday evening 5-6 pm and Friday afternoon 12-1 pm or 1-2 pm).
- We plan to schedule two rounds of the 4-week series in summer 2026, for a total of 16 sessions.

Scope of Work

This is a two-part project:

Part 1: Training design

The final deliverable for this part of the project is a set of course materials that are ready to be used in the training sessions.

In consultation with the MCAEL Manager for Network Learning and Development, the consultant will:

- Design a 4-week course that focuses on participant engagement/interactivity and practical skills, with the objective of building participant confidence in managing a Zoom classroom.
- Develop course slides (PPT) and handout materials (previous MCAEL-developed manuals and handouts will be made available as source material)
- Submit a first draft for MCAEL staff review
- Incorporate MCAEL staff feedback into a revised course

MCAEL's budget for this first part is in the range of \$1,000 - \$2,000.

Part 2: Hosting and facilitating training sessions

MCAEL will schedule, promote, and handle registration for the online, one-hour training sessions.

The consultant will:

- Host and facilitate the training sessions

The consultant will be compensated \$100 per session for hosting the training sessions. If they are not available to host particular sessions, MCAEL will identify an alternate facilitator.

Proposed Timeline

Week of April 27 – Candidate interviews

Week of May 4 – Selected candidate meets with MCAEL staff to discuss project

By May 22 - First draft of course materials due

By May 27 – MCAEL feedback provided to consultant

By June 3 – Submit final version of course materials to MCAEL

June 8 – July 3 -- Implement first round of trainings

July 6 – 31 – Implement second round of trainings

Proposal Requirements

In responding to this request, please provide the following information:

1. A detailed description of your qualifications for the consultancy, referring to specific work experience
2. A current resume
3. A proposed fee schedule for the training design
4. Indication of availability to host and facilitate the online training sessions.

Evaluation of Proposals

MCAEL will evaluate proposals based on their quality; although a salient factor, cost is not the only consideration.

MCAEL reserves the right to negotiate with any individual or firm, to reject any and all proposals, and to waive any minor irregularities or formalities in the proposals submitted. Respondents are responsible for any and all costs incurred in providing a proposal.

Please email your proposal to program@mcael.org. The deadline for proposals is **April 22, 2026**. MCAEL plans to begin interviewing shortlisted candidates the week of April 27.