



Request for Proposal for Contractual eLearning Designer

The Ohio Domestic Violence Network ("ODVN") is a 501(c)3 organization whose purpose is to support and strengthen Ohio's response to domestic violence through training, public awareness, and technical assistance and to promote social change through the implementation of public policy. To help train and aide ODVN staff, advocates, member program staff, and allied professionals, we are looking for a company or individual who specializes in creating engaging online eLearning modules to create courses for ODVN on a project-to-project basis. These courses will be uploaded to our online eLearning Network where our end users will be able to access the courses.

Project Scope and Deliverables

- Work with ODVN's Assistant Deputy Director and Graphic Designer & Technology Specialist to create engaging, interactive, and informative eLearning courses using previously created templates
- Work with ODVN's Graphic Designer to maintain ODVN branding
- Create and maintain icons and imagery to match ODVN standards and style guides, that include and take into consideration all backgrounds, ethnicities, etc. (if applicable)
- Provide expertise to ODVN's Content Creators on building effective eLearning courses

Project Specifications

The eLearning Designer will be responsible for designing the course after it's been written and recorded by ODVN's Content Creators. The eLearning Designer, working in conjunction with ODVN's Assistant Deputy Director and Graphic Designer and Technology Specialist will start each project by creating a project schedule. ODVN's

Graphic Designer will act as the project manager for each eLearning module that is being developed by the eLearning Designer.

Anticipated Workload

The number of modules created at ODVN will be determined by grant deliverables and can vary throughout the fiscal year.

Contract Terms

This contract will be effective from date of hire through September 30, 2024. This position is remote but may require virtual or in-person meetings. Meeting notices will be provided to the eLearning Design Contractor in advance so that scheduling can be coordinated with ODVN staff.

Contract Payment Terms

The eLearning Design Contractor will be paid a rate of \$50.00 per hour, not to exceed 160 hours, not to exceed \$8,000.

Proposal Submission

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

Please submit your proposal, including cover letter, resume, and relevant work samples to Rodney Nussbaum at rodneyn@odvn.org. Please also contact Rodney if you have any specific questions regarding this RFP. The scheduling of initial interviews will begin on **Monday, March 25, 2024, and continue until a designer has been selected.**

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by welcoming diverse people and perspectives focusing on areas of inclusion via advocacy, training, and leadership.