

July 15, 2016

RFP – Needed LIVE Online HVACR Faculty to teach and provide Subject Matter Expert Services

Services and Responsibilities of the Live Online Faculty Member:

The Live Faculty Member works under the supervision of the Administration Director and the CEO. This position is responsible for instructional services and subject matter expertise that includes:

- Acquiring and/or maintaining one technician-level industry certification (RSES, HVAC Excellence, or NATE) and one Subject Matter Expert-level industry certification (HVAC Excellence).
- Demonstrate a professional level of literacy with the English language that includes proper spelling, punctuation, and grammar to be applied to all written communications and documents
- Demonstrate a basic level of math ability (adding, subtracting, multiplying, and division of whole numbers, fractions, and decimals) including currency and basic data.
- Have a very high level of comfort and skills with computers, word processing software, spreadsheets, file sharing, email, calendar scheduling, phone, and the Internet
- The ability to work collaboratively virtually with all the other members of the crew
- The ability to work independently and get the job assignments done on time
- Respond to student emails and questions as quickly as possible during hours of scheduled service
- Assist with the development of and provide additional communications channels with students (Skype, Live Chat, Adobe Connect, and others)
- Log into assigned Moodle courses each day
- In cohort courses, post discussion topics 24 hours before the start date, allowing students at least two topics per week to earn the full grade
- In cohort courses, manage discussion/conference areas, and respond to student postings
- In cohort courses, post discussion grades according to Cohort Group Discussion Grading Rubric within 48 hours
- In all teaching assignments, provide students with reasonable attention, such as email communication and scheduled telephone calls if requested
- Maintain the student grade book
- Stay in contact with BLUE C administrators
- Participate in course and program reviews as needed
- Provide course content development and enrichment services when needed

- Support marketing efforts by writing and editing brief materials for any and all social media applications
- Participate as a member of the Advisory Committee
- Other assignments as inspiration and need occurs

After contracted:

- Maintain your own office (could be a home or mobile office) with the necessary computer, printer, phone, fax, and related software and Internet connection.
- The Faculty Member will use only HVACRedu.net email when communicating to fulfill any part of the above services and responsibilities.
- The Faculty Member must have a current signed Non-Disclosure/Non-Compete Agreement on file with BLUE C administration.
- The Faculty Member shall adhere to professional standards of conduct and performance acceptable to BLUE C as described in the Educator's Code of Conduct.
- The Faculty Member shall uphold and promote the mission and vision statements of BLUE C.
- The Faculty Member shall comply with all applicable BLUE C Policies and Procedures
- The Faculty Member shall submit a W-9 for tax reporting purposes.
- The Faculty Member will inform BLUE C of any change of address, phone, or email.

Compensation:

The compensation for Live Online Faculty Services will be \$20-\$30 per hour and is not based on the number of students currently enrolled or assigned, and not based on the courses or topics being taught. It is based entirely on the hours scheduled to provide the services identified above.

Funding for this/these position(s) is based on student enrollments, which have been historically sufficient to fund these hourly services.

Company Information:

HVACRedu.net is the leading HVACR workforce education and training institution in the world. HVACRedu.net provides Online assessment of the current HVACR workforce, individual training programs, the training of entry level HVACR workers, as well as contractors and wholesale distributor service workers. We also provide consulting and subject matter expertise. We help HVACR Technicians prepare for numerous industry, city, state, and certification examinations. Their success results in a much higher level of energy efficiency job performance. For example, our data shows 92% of program completers have successfully passed their NATE Service Core Exam on the first attempt. Most of this can be accomplished electronically, online without the expense of buildings, classrooms, or labs through our established web-based systems and our network of industry contacts, partners, and collaborators.

HVACRedu.net has earned programmatic accreditation with HVAC Excellence, and the American National Standards Institute (ANSI) as a Certificate Issuer of the only HVACR Online Apprenticeship Related Training Program.

Clients include Manufacturers, Wholesale Distributors, Facilities Maintenance Groups, Governments, Utilities, Vocational/Technical Schools, Community Colleges, Contractors, Industry Associations, Existing Technicians and Entry Level Students.

HVACRedu.net has been in business since 1996 as a privately owned LLC, proprietary (for profit) training institution. We operate as a virtual online training institution conducting almost all business via electronic means. We work with a highly qualified group of talented faculty and administrators, all as 1099 independent contractors. To explore our full offerings, visit our web site at: www.hvacredu.net

Proposed Timeline

If you are interested in this 1099 position, please submit your complete proposal according to the format outlined below on or before **midnight Pacific Time, Friday, July 22, 2016.**

It is expected the position will **begin on August 1, 2016**, or near that date.

How to Submit Your Proposal (2 pages maximum):

- Your name, address, phone(s), email
- Indicate that you are submitting for the Live Faculty position
- Bidder must disclose any relevant conflicts of interest, existing HVACR related business relationships, pending lawsuits, or criminal convictions.
- Brief list of your qualifications (we will request copies of your credentials if selected for consideration).
- Very brief overview of your experience.
- One paragraph explaining how you can provide the services listed.
- Your hours of availability
- Compensation you would accept

Contact Information:

If you have questions about this RFP contact:

Patricia Leiser, Administration Director
HVACRedu.net

patricia@hvacredu.net

FAX: 1-888-655-4822

Phone: 1-888-655-4822 x1123