**Responses to RFQ Questions**
**for**
**Work Skills Training for PY 2017**
**Summer Youth Earn & Learn Employment Program**

Q. Does a responder to this Request for Qualification (RFQ) need confirmation of the training space in order to submit a proposal?

If we need to rent space, may the rental fee be included as an additional expense?

*A. Responders are not required to finalize negotiations for training space in order to respond to this Request for Qualification. Selected providers, however, must secure training space by the time of contract negotiation.*

*The WorkPlace will not pay additional funds to cover rental fee. Providers will be paid at the rate of $150 per youth.*

**Q. Does a responder need to commit to training in all service areas? How do we indicate our preference?**

*A. Responders may choose to provide training in one or more service areas (Bridgeport, Norwalk, Stamford and or The Valley). Indicate your preference on the Vendor Title Page in the Area to be Served Section.*

**Q. Are responders permitted to use their own soft skills training materials?**

*A. Yes, responders may include additional material that will enhance training delivery, however providers are required to follow the curriculum prescribed by The WorkPlace.*

**Q. Will The WorkPlace provide the Curriculums: Professional Skills Academy, STEAM, and Financial Literacy and the publications: A Look at Connecticut Entry-Level Occupations and Connecticut Career Paths 2016?**

*A. Yes, The WorkPlace will distribute the required curriculums to the selected providers. The following information gives an overview of the program.*

**Information on the Professional Skills Academy**
The Professional Skills Academy is designed to prepare YouthWorks participants for successful engagement in the Summer Youth Earn and Learn Employment Program. The program is adapted from the Youth Employment Academy developed by the CBIA.

This program includes interactive workshops designed to engage participants in self reelection as they learn "soft skills" they need to have a successful internship experience. Topics will include:

- Team building and collaboration in the work place,

- Time management,
- Controlling Perception and Self Awareness
- Taking Initiative
- Dress for Success
- Financial Management
- Business Etiquette and social Communication

Students will also be introduced to resume writing, interview skills and mock interviews, and job applications.

**Additional Publications to be used for training are accessible at the following websites:**

A Look at Connecticut Entry-Level Occupations – A Guide To Help With Your Work Search" http://www1.ctdol.state.ct.us/lmi/entlev.asp

Connecticut Career Paths 2016" http://www1.ctdol.state.ct.us/lmi/careerpaths.asp

STEM 101: Introduction to tomorrow's jobs
https://www.bls.gov/careeroutlook/2014/spring/art01.pdf

***NOTE:*** *Selected providers will be required to attend Provider Training which is scheduled for Thursday, June 29, 2017 from 9:30 am to 1:00 pm.*