

REQUEST FOR QUALIFICATIONS

Allied Health Training Providers List

The purpose of this Request for Qualifications (RFQ) is to identify qualified training providers for allied health positions. All training entities must offer a state or nationally-recognized credential to participants. This RFQ is to ensure that all interested qualified training providers are identified as potential trainers for the Southwestern Connecticut Health CareRx Academy, and the Strengthening Working Families Initiative. The WorkPlace will create an Allied Health Training Providers List (AHTPL) which will contain course information, pricing, and schedules for all training that maybe procured under the grants noted above.

INTRODUCTION

The WorkPlace, which serves as Southwestern Connecticut's Regional Workforce Development Board, manages projects and programs that help people prepare for careers and strengthen the workforce for employers. It administers workforce development funds and coordinates providers of job training and education programs to meet the needs of residents and employers in its 20-community region. These communities include: Ansonia, Beacon Falls, Bridgeport, Darien, Derby, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Oxford, Seymour, Shelton, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.

The WorkPlace is and will be partnering with local training providers as part of its Southwestern Connecticut Health CareRx Academy and its Strengthening Working Families Initiative, which are occupational skills training programs for residents of the region. Funds for the program are provided by the Administration for Children and Families, U.S. Department of Health and Human Services (HHS), Health Profession Opportunity Grant Number 090FX0043, and the Employment and Training Administration, U.S. Department of Labor, H-1B Technical Skills Training Grant Number AH-29234-16-60-A-9.

The WorkPlace is seeking qualified training entities to provide the following occupational skills training for enrollees in the Health CareRx Academy and the Strengthening Working Families Initiative Programs. The following is a list of Occupational Skills Training that will be available to participants enrolled in the above mentioned programs.

Training Program	Credential
Certified Nurse Assistant (CNA)	State
Phlebotomy Technician	National
Patient Care Technician	National
Health Information Specialist	National
Sterile Processing	National
Psychiatric Technician	State

Registered Nurse	National
Medical Billing and Coding	National
Medical Office Management	National
Medical Assistant	National
Dental Assistant	National
Radiologic Technician	National
Medical Records and Health Information Technician	National
Surgical Technologist	National
Medical and Clinical Lab Technologist	National
Radiation Therapist	National
Cardiovascular Technician and Technologist	National
Pharmacy Technician	State and/or National
Home Health Aide	State

With input from program staff, participants will select a suitable training program that **includes a state or nationally-recognized credential** that is required for the above in-demand occupations. All training must be easily accessible for residents of Southwestern Connecticut.

A portion of the training can be provided on-line, however, the online component should not exceed 25% of the training provided.

ELIGIBILITY

Selected training providers shall:

- Offer the highest quality training services and shall provide program-specific verifiable information when requested by the program.
- Cooperate with all evaluations by Federal grantors and/or their designated contractors.
- Comply with and sign applicable assurances and certifications.
- Provide resumes of key personnel for the review/ approval of Federal grantors, if required.
- Provide information to The WorkPlace as requested and in a timely manner.
- Agree to have participants exhaust eligibility for financial aid (Pell Grants and Scholarships, if applicable) prior to submitting invoice for any payment(s).
- Document that it meets at least one of the following by submitting performance data that reflects:
 - Median Earnings (Quarterly Basis) - \$3,459.00
 - Average Wage at Placement - \$9,344.00
 - Attainment of Post-Secondary Credential – 60%
 - Completion Rate – 60%
 - Employment Rate – 65%
 - Training-related Employment Rate – 65%

Performance data must be submitted for each program for which an entity is seeking inclusion on the AHTPL. Performance data should be included in a separate attachment and submitted along with the completed RFQ forms.

INQUIRIES, PERTINENT DATES and SUBMISSIONS

Responses to, and questions regarding, this RFQ may be directed to The WorkPlace:

Karen Hopkins, J.D.
Contracts Compliance Manager
The WorkPlace
350 Fairfield Avenue
Bridgeport, CT 06604
(203) 610-8494
Email: khopkins@workplace.org

Entities will be placed on the list based on the information submitted if:

- the program meets the needs of the Health CareRx Academy and the Strengthening Working Families Program Initiative (in terms of program design, curriculum, flexible availability, outcomes and cost),
- **all of the information** requested above is provided;
- all Federal, State and Local taxes are current;
- the entity has not been debarred by any federal or state agency; and
- the entity is a legal entity in business for at least one year.

Inclusion on The WorkPlace Allied Health Providers List is not a guarantee of trainees.

The WorkPlace reserves the right to contract with training entities that meet the initial eligibility criteria, are within the parameters of both of its programs, and are cost effective. Entities offering programs that are currently on the Connecticut Department of Labor's Eligible Training Provider List (ETPL) need not respond to this RFQ

The deadline to provide the attached application forms (either by email or in hard copy) is **Friday, September 30th 2016 by 4:00 pm (EST)**. Late submissions will NOT be accepted if delivered in person and will NOT be considered if submitted electronically.

Entities submitting applications by email should send the application forms to Karen Hopkins, Contracts Compliance Manager at khopkins@workplace.org, with the following subject line:

Allied Health Training Provider Application – (ENTITY NAME)

It is anticipated that applications will be approved or declined by **Friday, October 7th, 2016**. Approved programs will be reviewed on a continual basis and can be removed from the list if eligibility requirements are not maintained.