

YouthWorks

>>> A WorkPlace Opportunity.

REQUEST FOR QUALIFICATIONS (RFQ)

Work Skills Training

for

2018 Summer Youth Earn & Learn Employment Program

RELEASE DATE: Wednesday, June 13, 2018

SUBMISSION DEADLINE: Monday, June 25, 2018 by Noon (EST)

Equal Opportunity/Affirmative Action Employer/Program
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This document was supported by funds from the Connecticut Department of Labor

SECTION I – INTRODUCTION

The WorkPlace, Southwestern Connecticut’s Workforce Development Board, is a private, not-for-profit 501(c) (3) corporation that coordinates job training, employment, and educational services in the Southwestern Connecticut region which is composed of 20 municipalities¹. It develops partnerships with local community leaders, elected officials, business, labor, and education leaders to create a competitive economic environment through workforce development.

The WorkPlace is accepting statements of qualifications from training providers to deliver Work Skills Training to youth between the ages of 14 and 24, who are enrolled in YouthWorks’ Summer Youth Earn and Learn Employment Program (SYELEP). SYELEP is funded by the State of Connecticut and is designed to introduce young people to the world of work as well as provide them with a foundation of core soft and life skills.

SYELEP is a 7 week program that includes 1 week of work preparation followed by 6 weeks of paid internships. Training providers will deliver work preparation, from **Monday, July 9, 2018 through Friday, July 13, 2018**, during which time participants will acquire core soft skills and life skills that will help them understand employers’ expectations and their responsibilities as employees.

SECTION II – PURPOSE

The purpose of this Request for Qualifications (RFQ) is to select qualified training providers to instruct youth on proper work protocols, employer expectations, and their responsibilities as interns. The goal of this work skills training is to prepare youth with proper work ethics and work protocols.

Additionally, the purpose of this RFQ is also to ensure that all interested qualified training providers are identified as potential training providers for work skills and career exploration programs. The WorkPlace will create a “SYELEP Training Provider List” containing course information, pricing, and timelines for all soft skills and life skills training which may be procured under these funds.

SECTION III – SCOPE OF SERVICES

The training will take place in the 4 labor markets in the Southwest CT service delivery area: Bridgeport, Stamford, Norwalk, and the Valley. The WorkPlace will refer all youth to the training classes. Selected training providers are not responsible for recruiting or selecting youth. Selected training providers can choose one or multiple service areas to deliver the training.

Training providers will deliver 5 days of work skills training to 2 cohorts, one in the morning and one in the afternoon. Each cohort will contain a minimum of 10 and a maximum of 25 youth.

¹ Ansonia, Beacon Falls, Bridgeport, Darien, Derby, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Oxford, Seymour, Shelton, Stamford, Stratford, Trumbull, Westport, Weston and Wilton.

The WorkPlace reserves the right to request that training providers accommodate a larger group based on need.

The period of performance is 5 days, Monday, July 9, 2018 through Friday, July 13, 2018. The training must be a minimum of 20 hours in duration per cohort. The cost to deliver the 5 days of work skills training shall not exceed \$100 per youth.

A. Topics and Curriculums

During training, selected training providers must address the following topics:

1. Work Readiness Training: Provider must utilize the Professional Skills Academy² curriculum and conduct pre and post assessments using assessment tools provided by The WorkPlace.
2. Financial Literacy: Provider must conduct pre and post assessments using assessment tools provided by The WorkPlace.

In addition to the Professional Skills Academy curriculum, providers shall must incorporate the following publications into their training:

1. *“A Look at Connecticut Entry-Level Occupations – A Guide To Help With Your Work Search”* <http://www1.ctdol.state.ct.us/lmi/entlev.asp>
2. *“Connecticut Career Paths 2016”* <http://www1.ctdol.state.ct.us/lmi/careerpaths.asp>

B. Youth Portfolios

In addition to the above mentioned topics, training providers must also assist youth in the creation of a portfolio.

Each participant must prepare a portfolio containing the following:

1. a personal introductory statement for potential employers;
2. a statement of what they would like to gain from their summer employment experience;
3. Pre and post work readiness assessment results.

SECTION IV – SUBMISSION PROCESS AND PROCEDURES

A. Proposal Requirements

Interested training providers must submit the information listed below to be considered and added to the SYELEP Training Providers List. All information must be provided and complete to receive consideration:

² The Professional Skills Academy is adapted from the Youth Employment Skills (YES) Program developed by CBIA.

1. **Complete Attachment A – Response Cover Sheet**
2. **Program Description** (*maximum 2 pages*)

In the program description training providers must include the following information:

- a. Location of training
- b. Student-teacher ratio
- c. Equipment needed for the program

3. **Delivery Requirements**

- a. Training providers must use the Professional Skills Academy curriculum to deliver the training. The WorkPlace believes that the training must be participatory in order to be effective. The program should be designed to provide information about each skill and give youth opportunities to practice or discuss each skill as well as time for personal reflection on how they can use each skill in their lives.
- b. Training providers must describe how the work skills training will be delivered and how the training will incorporate youth participation.
- c. Training providers must describe how they will assure the following outcomes for their training:

- (i) Pre & Post Assessments

85% of youth served by training provider must show a gain in soft skills by the end of the 8-day session. Failure to achieve this measure will result in the removal of the training provider from the SYELEP Training Provider List for future funding opportunities.

- (ii) Youth Portfolios

100% of youth must prepare a portfolio containing the following:

1. a personal introductory statement for potential employers;
2. a statement of what they would like to gain from their summer employment experience;
3. Career and Labor Market Information on a STEAM career of interest; and
4. Pre and post assessment results.

- (iii) Trainee Evaluation

85% of youth must be satisfied with their training experience. YouthWorks will supply a survey to participants. Failure to achieve this measure will result in the removal of the training provider from the SYELEP Training Provider List for future funding opportunities.

4. Instructor Qualifications

Training providers must submit background and experience for all staff involved in the program to establish qualifications to deliver the training.

B. Selection Criteria

Selection will be based upon:

1. **Quality of Submittal:** the quality of the response, as evidenced, for example, by the completeness and responsiveness to the requested information, clarity, readability and thoroughness of the statement.
2. **Program Design:** extent to which the program design meets the needs of The WorkPlace and demonstrates the ability to successfully complete the objectives of this RFQ.
3. **Cost Effectiveness:** the demonstrated ability to complete the entirety of the project scope with the approved budget.
4. **Record of Past Performance:** evidence of prior experience with similar projects.

The WorkPlace reserves the right to request training providers whose qualifications are accepted to create and present a lesson to The WorkPlace staff prior to making a final decision.

C. Terms and Conditions

1. **Debarment, Suspension, Ineligibility and Voluntary Exclusion:** An organization will not be considered if it is currently debarred, suspended, ineligible or voluntarily excluded from applying for government funds. Such organizations may not respond to this Request for Qualifications. Selected training providers will be asked to sign a form certifying they are NOT currently debarred, suspended, ineligible or voluntarily excluded by any federal or state agency.
2. **Legal Status:** In order to be considered by The WorkPlace, responding training providers must be properly organized in accordance with State and Federal law and in business for at least 1 year.
3. **Fire Marshall:** Selected providers must be able to provide a current Fire Marshall Inspection Certificate demonstrating compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Sections 29-304 of the statutes
4. **Being selected to be on the SYELEP Training 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 YouthWorks' programs, and are cost effective. Approved programs will be reviewed on a continual basis and can be removed from the list if eligibility requirements are not maintained.

D. Response Timeline

All submissions must be **sent via email** to Diana Napier, YouthWorks Manager, at dnapier@workplace.org, with the following subject line:

2018 SYELEP RFQ – Work Skills Training

The deadline for all submissions is **Monday, June 25, 2018 at 12:00 pm (EST)**. **Late submissions will NOT be accepted.**

It is anticipated that applications will be approved or declined by **June 29, 2018**. Applicants will be notified before that date if information is incomplete and needed for full consideration. Selected providers will be required to attend an orientation during the week prior to the program start.

E. Inquiries

Questions regarding, this RFQ may be directed to:

Diana Napier
Manager, YouthWorks
The WorkPlace
238 Fairfield Avenue
Bridgeport, CT 06604
(203) 610-8568
Email: dnapier@workplace.org

2018 SYELEP RFQ: Work Skills Training

Organization Information		
Organization Name		
Address		
Federal EIN #		
U.I. #		
Contact Person	Name:	
	Title:	
	Telephone #:	
	Fax #:	
	Email:	
Program Information		
Program Name		
Operation Sites		
Job Title		
Capacity	Area to be Served	Participants per Session
	Bridgeport	
	Stamford	
	Norwalk	
	Valley	

Signature of Authorized Representative

Date

Name and Title of Authorized Representative