

YouthWorks

>>> A WorkPlace Opportunity.

REQUEST FOR QUALIFICATIONS (RFQ)

Career Development, Life Skills & Academic Enrichment Training *for* 2019 Summer Youth Earn & Learn Employment Program

RELEASE DATE: **Wednesday, June 5, 2019**

SUBMISSION DEADLINE: **12:00 p.m. (Noon) EST
Monday, June 17, 2019**

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 Career Development, Life Skills and Academic Enrichment 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.

Selected trainers will deliver a program that addresses the following components: (1) career pathways, (2) life skills, and (3) academic enrichment training. **The period of performance is Monday, July 15, 2019 through Friday, August 23, 2019.**

SECTION II – PURPOSE

The purpose of this Request for Qualifications (RFQ) is to select qualified training providers to deliver an engaging and meaningful project-based program that will help youth to: understand Career Pathways, including the possible impact of training and education, work experience, occupational skills on career advancement; develop soft skills including critical thinking, decision-making, problem solving, teamwork and communications.; enrich their academic skills in math, reading and writing; and understand personal financial management.

Career Pathways: Career Pathways provide information that will allow youth to connect the training, skills and credentials they need for getting into and advancing on a career track. For this training, youth should learn about careers in Health Care and Social Assistance, Retail Trade, Accommodations and Food Services, Arts and Entertainment, and Manufacturing.

Financial Literacy: Providers will deliver Financial Literacy training using the “Your Money Your Goals: A financial empowerment toolkit for Social Services Programs issued by the Consumer Financial Protection Bureau.

Academic Enhancement: Providers will use the Kahn Academy program to deliver academic enhancement in reading, writing, and math to help youth prepare for high school transition, mitigate summer loss or catch up on their academic skills.

Group Project: Project-based experiences offer opportunities for youth to develop essential soft skills such as critical thinking, problem solving, decision making, leadership, team building and communication.

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

This request is also to ensure that all interested qualified training providers are identified as potential trainers for career development, life skills and academic enrichment training. The WorkPlace will create a “Training Provider List” which will contain 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.

The training class will contain a minimum of 10 and a maximum of 25 youth. The WorkPlace reserves the right to request that training providers accommodate a larger group based on need.

The period of performance is for six weeks, beginning on Monday, July 15, 2019 through Friday, August 23, 2019. The training to be provided must be at a minimum of one hundred and twenty (120) hours in duration. The cost to deliver the six (6) week career development training shall not exceed four hundred dollars (\$400) per youth.

A. Career Exploration

Training providers must use the “*Career Development Toolkit – Skills Library*” curriculum to deliver the career exploration component of the program. The “Career Development Toolkit” is made available, with permission from Jennifer Leonard, author of the toolkit. The toolkit was developed to support career activities for schools and youth programs in Massachusetts. Therefore, some activities will be modified by substituting Connecticut or national information.

See http://skillslibrary.com/careers/careerdevelopment_skillslibrary.pdf.

During the 6-week sessions, training providers must deliver instruction on the following topics from the “*Career Development Toolkit – Skills Library*”.

1. Welcome
2. Career Assessments
3. Looking at Labor Market Data
4. The New Economy
5. Education and Career Options
6. Spotlight on Science, Technology, Engineering, and Math
7. Spotlight on the Arts
8. Spotlight on the Building Trades
9. Spotlight on the Hospitality Industry
10. Spotlight on Health Care
11. Entrepreneurship

12. Workplace Skills
13. Lifelong Career Strategies
14. Writing a Resume

B. Financial Literacy

Training providers must deliver financial literacy training to participants using “*Your Money, Your Goals*”, a financial empowerment toolkit for Social Services Program issued by the Consumer Financial Protection Bureau. For more information on “*Your Money, Your Goals*”, please visit: <http://www.consumerfinance.gov/your-money-your-goals/>.

C. Academic Enhancements

Training providers should utilize the Kahn Academy for the delivery of academic enhancements. See <https://www.khanacademy.org/>.

D. Project-Based Learning Activities

Participants should spend between 40% and 50% of the time on PBL activities. PBL activities help participants become knowledgeable about a topic, learn how to conduct research and analyze information, and help to develop their leadership skills. Participants are generally more engaged and motivated when they are included selecting the topic and designing the project. Through PBL, participants are encouraged to take ownership of activities and even gain leadership skills.

Participants will work in groups and select a service-learning community issue or need. They will conduct research, develop strategies and present their project during the last week of the program.

Well-designed projects ask students to:

1. Tackle real problems and issues that have importance to people beyond the classroom. Projects emanate from issues of real importance to students and adults in the community and answer the age-old student question “Why do we need to know this?”
2. Actively engage in their learning and make important choices during the project. Projects make room for student choice and creativity while still demanding student mastery of essential content, enabling students and teachers to interact as co-learners in the experience, rather than in the traditional student-teacher relationship.
3. Demonstrate in tangible ways that they have learned key concepts and skills. Projects provide opportunities for students to produce observable evidence that they have mastered rigorous curricular standards as they apply their learning and solve the problem at hand. Projects and exhibitions also provide extensive evidence of process work and self-directed learning.

Source: *Project-Based Learning Guide – A Resource for Instructors and Program Coordinators*, National Academy Foundation (http://naf.org/files/PBL_Guide.pdf)

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:

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. Provider Information
 - (i) Location of training
 - (ii) Student-teacher ratio
 - (iii) Experience and past performance in similar requirements
- b. Program Information
 - (i) How will the training be delivered? Provide a sample project plan
 - (ii) How will project-based activities be incorporated into the program?
 - (iii) Equipment needed for the program

3. Delivery Requirements

- a. The WorkPlace believes that the training must be participatory in order to be effective. Participants must have opportunities to discuss, question and internalize the material. PBL activities are important aspects of the training. PBL encourages participants to take ownership of activities and as a result they become more engaged. Participants also gain leadership skills from these activities. Students are often more motivated to learn when they participate in PBL activities.
- b. Training providers must describe how the training program will be delivered and include how they will integrate project-based learning activities.

Training providers must describe how they will assure the following outcomes for their training:

(i) Youth Portfolios

Each participant must develop a portfolio that includes:

- Result of Career Interest Survey
- College and Career Plan
- Resume and Cover Letter
- Completed Job Application
- Informational Interviews with Employers

- Updated budget based on their anticipated summer earnings
- (ii) Project
 - Each group will present their project to the class and guests during the final week of training.
- (iii) Trainee Evaluation
 - Eighty percent (80%) of participants 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 Summer Youth Eligible Training Provider List.

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:

2019 SYELEP RFQ – Career Development, Life Skills & Academic Enrichment Training

The deadline for all submissions is **Monday, June 17, 2019 at 12:00 pm (EST)**. **Late submissions will NOT be accepted.**

It is anticipated that applications will be approved or declined by **June 21, 2019**. 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

2019 SYELEP RFQ: Career Development, Life Skills & Academic Enrichment 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

