

The **CareerHub**

»» **A WorkPlace Opportunity.**

REQUEST FOR QUALIFICATIONS (RFQ)

Work Skills & Career Pathways Training *for* 2021 Summer Youth Earn & Learn Employment Program

RELEASE DATE: Thursday, April 22, 2021

BIDDERS' CONFERENCE: Monday, April 26, 2021
2:00 p.m. EST

SUBMISSION DEADLINE: Monday, May 24, 2021
4:00 p.m. EST

Equal Opportunity/Affirmative Action Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.

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 one or both of the following summer program offerings to youth between the ages of 14 and 21, who are enrolled in CareerHub’s Summer Youth Earn and Learn Employment Program (SYELEP):

1. **Work skills training** delivered either in-person, virtually, or through a hybrid approach that includes both in-person and virtual instruction. The period for performance for work skills training is **Wednesday July 7, 2021 through Friday, July 9, 2021**.
2. **Career pathways and project-based learning experiences** delivered either in-person, virtually, or through a hybrid approach that includes both in-person and virtual instruction. The period for performance for career pathways and project-based learning experiences is **Monday, July 12, 2021 through Friday, August 20, 2021**.

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.

SECTION II – PURPOSE

The purpose of this Request for Qualifications (RFQ) is to select qualified training providers to deliver engaging and meaningful programs for youth enrolled in SYELEP.

A. Work Skills Training

The goal of work skills training is to prepare youth with proper work ethics and work protocols. Selected training providers will instruct youth on workplace conduct, employer expectations, and their responsibilities as interns.

B. Career Pathways and Project-Based Learning Experiences

Career Pathways provide information that will allow youth to connect the training and skills 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.

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.

SECTION III – SCOPE OF SERVICES

A. Work Skills Training

Selected training providers must deliver approximately 15 hours of work skills training. Programs may be delivered in-person, virtually, or through a hybrid approach that includes both in-person and virtual instruction. The cost to deliver work skills training shall not exceed \$150 per youth.

During training, selected training providers must utilize the Professional Skills Academy² curriculum and conduct pre and post assessments using assessment tools provided by The WorkPlace. In addition to the Professional Skills Academy curriculum, training providers must also assist youth in the creation of 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;

The WorkPlace will refer all youth to the training programs. Selected training providers are not responsible for recruiting or selecting youth.

B. Career Pathways and Project-Based Learning Experiences

Selected training providers must deliver approximately 15 to 20 hours of programming each week. Programs may be delivered in-person, virtually, or through a hybrid approach that includes both in-person and virtual instruction. The cost to deliver career pathways training and project-based learning experiences shall not exceed \$500 per youth.

The career pathways component must offer choices for young people in a variety of areas that include:

- **Connections to Professionals:** Assist young people to pursue their interests through supportive adult relationships that build social capital and professional connections.
- **Career Explorations:** Provide engaging opportunities for youth to root their experience in a career path and explore their relationship to it.
- **Skills Building:** Build, name and develop skills, inclusive of durable skills (e.g., collaboration, communication) and/or a certification or industry standard credentialing.

Project-based experiences should 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.

Well-designed projects ask youth to:

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

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)

Selected training providers shall also deliver:

1. 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.
2. Financial literacy training using the “Your Money Your Goals: A financial empowerment toolkit for Social Services Programs issued by the Consumer Financial Protection Bureau.

The WorkPlace will refer all youth to the training programs. Selected training providers are not responsible for recruiting or selecting youth.

SECTION IV – SUBMISSION PROCESS AND PROCEDURES

A. Bidder’s Conference

The WorkPlace shall conduct a bidder’s conference call via Zoom on **Monday, April 26, 2021, at 2 p.m. EST**. To access the conference call by phone or computer:

<p style="text-align: center;">SYELEP RFQ Bidders’ Conference April 26, 2021 02:00 PM Eastern Time (US and Canada)</p> <p>Join Zoom Meeting https://zoom.us/j/91799774805?pwd=d11BbHUrcWVhlcveEpZVG1odHJXdz09</p> <p>Meeting ID: 917 9977 4805 Passcode: 594702</p> <p>One tap mobile +13017158592,,91799774805# US (Washington DC) +13126266799,,91799774805# US (Chicago)</p>
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Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Find your local number: <https://zoom.us/j/844281125>

During the bidders' conference call, The WorkPlace staff will answer questions regarding this RFQ, thus it is imperative that potential bidders read the RFQ thoroughly prior to the bidders' conference. All interested proposers are strongly encouraged to call into the conference as ***The WorkPlace staff will not be allowed to answer questions about the RFQ after the conference*** call (unless the questions pertain specifically to the technical aspects of the RFQ or the RFQ format). All proposers are asked to ***thoroughly READ THE ENTIRE RFQ PRIOR TO THE CONFERENCE CALL.***

Questions regarding the RFQ may be made, **in writing**, to Cathy Robinson-Patton, Director of CareerHub, prior to the conference call. The WorkPlace will publish the questions and answers.

B. Proposal Requirements

Interested training providers must submit the information listed below to be considered. 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: experience and past performance in similar requirements.
- b. Program Information
 - (i) How will the program 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. Instructor Qualifications**

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

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.

D. Response Timeline

All submissions must be **sent via email** to Cathy Robinson-Patton, Director of The CareerHub at crpatton@workplace.org, with the following subject line:

2021 SYELEP RFQ

The deadline for all submissions is **Monday, May 24, 2021 at 4:00 pm (EST)**. **Late submissions will NOT be accepted.**

It is anticipated that applications will be approved or declined by **June 11, 2021**. Applicants will be notified before that date if information is incomplete and needed for full consideration.

E. Inquiries

Questions regarding, this RFQ may be directed to crpatton@workplace.org.

2021 SYELEP RFQ

Organization Information	
Organization Name	
Address	
Federal EIN #	
U.I. #	
Contact Person	Name:
	Title:
	Telephone:
	Email:
Work Skills Training Program Information	
Program Name	
Delivery Method	<input type="checkbox"/> In-person <input type="checkbox"/> Virtually <input type="checkbox"/> Hybrid (in-person & virtually)
Number of Youth Requesting to Serve	
Career Pathways & Project-Based Learning Experiences Program Information	
Program Name	
Delivery Method	<input type="checkbox"/> In-person <input type="checkbox"/> Virtually <input type="checkbox"/> Hybrid (in-person & virtually)
Hours per Week	
Number of Youth Requesting to Serve	
Project Quote <i>(rate per person)</i>	

Signature of Authorized Representative

Date

Name and Title of Authorized Representative