

# *The* **CareerHub**

»» **A WorkPlace Opportunity.**

## **REQUEST FOR PROPOSAL (RFP)**

### **Career Pathways Training**

*for*

### **2023 Summer Youth Earn & Learn Employment Program**

**RELEASE DATE:** Tuesday, May 16, 2023

**BIDDERS' CONFERENCE:** Tuesday, May 23, 2023  
2:00 p.m. EST

**SUBMISSION DEADLINE:** Thursday, June 8, 2023  
3:00 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 municipalities<sup>1</sup>. 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 proposal 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):

- A. Career pathways and project-based learning experiences** delivered either in-person, virtual or hybrid. The period for performance for career pathways and project-based learning experiences is **Wednesday, July 5, 2023 through Friday, August 18, 2023.**

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 Proposal (RFP) 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 or employees.

### **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, Manufacturing, IT and Renewable Energy.

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.

<sup>1</sup> 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. 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 engaging activities and 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 Exploration:** 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 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, and 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:

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 (<https://naf.org/our-approach/pathways>)

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.

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  
**Tuesday, May 23, 2023 at 2:00 p.m. Eastern Time**

Join Zoom Meeting

<https://us06web.zoom.us/j/88336944272?pwd=S24zdEpMWTJKQjZubGh0RkROeHZxdz09>

Meeting ID: 883 3694 4272

Passcode: 607895

One tap mobile

+16469313860,,88336944272# US

+19292056099,,88336944272# US (New York)

Dial by your location

+1 646 931 3860 US

+1 929 205 6099 US (New York)

Meeting ID: 883 3694 4272

Find your local number: <https://us06web.zoom.us/j/88336944272?pwd=S24zdEpMWTJKQjZubGh0RkROeHZxdz09>

During the bidders' conference call, The WorkPlace staff will answer questions regarding this RFP, thus it is imperative that potential bidders read the RFP 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 RFP after the conference call*** (unless the questions pertain specifically to the technical aspects of the RFP or the RFP format). All proposers are asked to ***thoroughly READ THE ENTIRE RFP PRIOR TO THE CONFERENCE CALL.***

Questions regarding the RFP may be made, **via email**, prior to the conference call up to Tuesday, May 23, 2023 9:00 a.m. EST

To:  
Cathy Robinson-Patton, Vice President of Youth Services  
[crpatton@workplace.org](mailto:crpatton@workplace.org)

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.

## **C. 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 RFP.
3. **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.

## D. 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 Proposal. 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.

## E. Response Timeline

All submissions must be **sent via email** to Cathy Robinson-Patton, Vice President of Youth Services at [crpatton@workplace.org](mailto:crpatton@workplace.org), with the following subject line:

### 2023 SYELEP RFP

The deadline for all submissions is **Thursday, June 8, 2023 at 3:00 p.m. (EST)**.  
**Late submissions will NOT be accepted.**

## F. Inquiries

Questions regarding, this RFP may be directed to [crpatton@workplace.org](mailto:crpatton@workplace.org).

**2023 SYELEP RFP**

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

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name and Title of Authorized Representative*