



REQUEST FOR QUALIFICATIONS

Seeking Vendors to Provide Work Readiness Instruction

RE- RELEASE DATE: **Tuesday, November 14, 2023**

SUBMISSION DEADLINE: **Thursday, November 30, 2023**
4:00 p.m. EST

**If you have previously submitted an application, you do not need
to resubmit at this time.**

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The purpose of this Request for Qualifications (RFQ) is to identify qualified training providers across the State of Connecticut to provide work readiness instruction. This RFQ is to ensure that all interested qualified training providers are identified as potential trainers.

- **Reskilling and Upskilling:** Continuous learning and job training are essential.
- **Inclusiveness and Effectiveness:** Help propel worker success while advancing social equity.
- **Mutual Success:** This win-win program helps students, workers, and Connecticut thrive by uniting employers, workforce development boards, secondary- and post-secondary institutions, and community and economic organizations.

INTRODUCTION

The WorkPlace manages projects and programs that help people prepare for careers and strengthens 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.

The WorkPlace will partner with training providers across the state to offer work readiness instruction. Training funds may be available through CareerConneCT and other federal, state, local and provide resources.

The WorkPlace is seeking qualified training providers to deliver **work readiness training** to participants statewide. The purpose of this Request for Qualifications (RFQ) is to create a Training Providers List (TPL) that identifies all interested and qualified training providers to be as potential trainers for the grants noted above.

TPL providers will work cooperatively with The WorkPlace and its partners, including any Federal, State or Public/Private Foundations, to deliver an innovative experience that equips participants with the tools they need to achieve academic and employment success.

SECTION I – GENERAL INFORMATION

A. Administrative Requirements

TPL providers must maintain the confidentiality of all information regarding participants and their families.

TPL providers must agree to all terms and conditions that are required under funding.

Upon the creation of a contract, TPL providers must submit monthly reports to The WorkPlace by the tenth (10th) day of the month for the previous month's activities.

B. Target Population

HTPL providers will serve individuals referred by The WorkPlace following an eligibility determination. Grant participants must satisfy the following eligibility criteria:

1. 16 years of age or older;
2. legally allowed to work in the United States; and
3. un-employed or underemployed.

SECTION II – DESCRIPTION OF SERVICES

A. Work Readiness

The WorkPlace is seeking qualified training providers to deliver work readiness training to participants through a series of workshops designed to identify participants' aptitudes and work styles as well as develop their understanding of the core skills required of professionals in the workforce.

The workshops will address the one or more of the following topics:

1. Career/ Goal Planning

The TPL training provider will be responsible for developing in participants, an understanding of the educational requirements for various employment opportunities. The information provided will factor into participants' career decisions and the development of an individualized career plan.

2. Job Search Guidance

The TPL training provider will provide instruction on how to set specific and measurable goals for the job search, job search strategies, overcoming barriers, resume and cover letter writing, interview skills, etc.

3. Workplace Preparation

The TPL training provider will address topics such as interacting with coworkers, effective communication in the workplace, time management skills, appearance and appropriate attire, positive work attitude, self-esteem, and stress management.

4. Computer and Social Media Skills

The TPL training provider will provide practical training and instruction to ensure that each participant develop the competency he/she needs to use a computer and related social media resources to aid in the healthcare job readiness preparation, job search, and finding and securing healthcare employment. The curriculum should include a primer on how to effectively use LinkedIn, Facebook, and other social media to network, market, research, and continue skills training and education. Each participant must be able to successfully establish competency in basic computer skills and related social media applications.

5. Financial Planning

The TPL training provider will provide tools and instruction on personal financial management including calculating net pay, managing a checking account, bill paying, budgeting, building credit, securing loans, paying taxes, and setting financial goals.

SECTION III – SUBMISSION REQUIREMENTS

A. Submission Content

Interested entities must provide the information listed below to be considered and added to the list. All information must be provided and complete to receive consideration.

1. Organizational Information

- a. Legal Name of Entity
- b. Connecticut UI Tax Registration Number
- c. Unique Entity Identifier
- d. Mailing Address, Phone Number and Website Address
- e. Contact Person and Information (Name, Title, Telephone and Email Address)
- f. Entity's background and previous experience in performing similar work. Emphasize any experience your entity has in working with a broad range of customers, in terms of skills, education and barriers, and how other organizational experience relates to the services sought.
- g. Attach a resume for each managerial staff person who will be involved in the development, implementation or delivery of services.

2. Program Information

- a. Program name
- b. Program category: Work Readiness
- c. Description
- d. Number of hours for program
- e. Instructor qualifications
- f. Year program was created
- g. Curriculum design/ outline
- h. Required materials/ equipment
- i. Costs
 - i. Cost per workshop
 - ii. Per participant costs associated with any required materials/ equipment
- j. Program partners and roles

3. Acknowledgements

Entities must acknowledge that if selected to deliver training, they will:

- a. Cooperate with all evaluations by state/ federal grantors and their designated contractors;
- b. Comply with/ sign applicable assurances and certifications; and
- c. Provide resumes of key personnel for the review/ approval of federal grantors.

B. Submission Process & Procedures

1. Instructions

Responses to and questions regarding this RFQ may be directed to:

Lori Burgos
Director of Contracts and Compliance
The WorkPlace, Inc.
1000 Lafayette Blvd., 5th Floor Bridgeport,
Connecticut 06604
Telephone: 203-930-3740
Email: lburgos@workplace.org

Responses may be submitted by email. Any attachments in MS Office Word 2007 or a higher version.

When complete, submissions must contain the following sections in the order indicated:

- (A) Title Page** (Attachment A)
- (B) Submission Content**
 - Organizational Information
 - Program Information

All submissions must comply with the following guidelines:

- 8½ x 11 letter size paper
- One inch margins
- No smaller than 12 point font
- Numbered pages

- Responses must be sequenced in accordance with the instructions provided in this RFQ.

Responses must be prepared and sequenced in accordance with these instructions. Submissions that do not comply with the above stated instructions will be deemed incomplete and will not be reviewed.

2. Deadline for Submissions

The deadline to provide the required information is Thursday, November 30, 2023, by 4:00 pm (EST).

Late submissions will not be considered if submitted. Timely submissions to The WorkPlace is the sole responsibility of the entity.

3. Review

Entities will be placed on the list based on the responsiveness and quality of the information submitted, if the program meets the needs of the WorkPlace, if the entity has not been debarred by any federal or state agency, and if the entity has been a legal entity in business for at least one year.

Entities will be notified before that date if the submission is denied, incomplete or additional information is requested.

Approved programs will be reviewed on a continual basis and can be removed from the TPL if eligibility requirements are not maintained.

Being selected to be on The WorkPlace's TPL is not a guarantee of a contract. The WorkPlace reserves the right to contract with entities that meet the initial eligibility criteria, are within the parameters of both of its programs and are cost effective.

SECTION IV – GENERAL CONDITIONS

A. Conditions of this RFQ

This RFQ does not commit or obligate The WorkPlace to award a contract, commit any funds, pay any costs incurred in the preparation or presentation of a response to this RFQ, pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all submissions. The WorkPlace reserves the right to:

- Accept or reject any or all submissions, in whole or in part, which it considers not to be in its best interest.
- Change or waive any provisions set forth in this RFQ.
- Reject non-conforming submissions without review.
- Waive informalities and minor irregularities in responses received.
- Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- Request: a) additional data, b) technical or price revisions, and/or c) oral presentations in support of the written submission.
- End contract negotiations if acceptable progress, as determined by The WorkPlace is not being made within a reasonable time frame.
- All contract awards are subject to the availability of federal and/or state funds and the execution of a contract acceptable to The WorkPlace and training provider.
- **Drug Free and Smoke Free Workplace:** If awarded a contract pursuant to this RFQ, entities must maintain a drug free and smoke free workplace for both employees and customers.
- **Non-Discrimination:** No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this solicitation on the basis of race, sex, sexual orientation, national origin, religion, age, disability and/or any other rights protected under Title VII of the Civil Rights Act. Each individual shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination. Moreover, programs must comply with the Americans with Disabilities Act (ADA), which requires, among other things, that all programs be fully accessible to persons with disabilities.
- **Certification Regarding Lobbying:** If awarded a contract pursuant to this RFQ, entities must certify as to compliance with Title 45 CFR Part 93.
- **Assurances:** If awarded a contract pursuant to this RFQ, entities must complete Standard Form 424B, Assurances - Non-Construction Programs, prescribed by OMB Circular A-102.

- The WorkPlace shall perform contract compliance, programmatic and financial monitoring in connection with all provisions of this RFQ.

B. Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Federal regulations require workforce boards to determine if a contracting entity is debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. This will be done at the same time the "Notice of Approval" is sent to responding entities. Entities will be asked to sign a form certifying they are NOT currently debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. **Contract negotiations will not begin until this certification form is signed and returned to The WorkPlace.**

Health CareRx Academy

»» A WorkPlace Opportunity.

**Request for Qualifications (RFQ)
for
Work Readiness Instruction**

TITLE PAGE

Organization	
Mailing Address	
Contact Person	Name: Title: Telephone: Email:
Region	<input type="checkbox"/> Statewide <input type="checkbox"/> Other _____ <i>Please specify</i>

Signature Date

Name and Title of Authorized Representative