



**REQUEST FOR QUALIFICATIONS (RFQ)**

**Workforce Entry & Career Pathways Training  
*for*  
CT Youth Employment Program  
Summer 2024**

**RELEASE DATE:** Monday, April 22, 2024

**BIDDER'S CONFERENCE:** Wednesday, May 1, 2024  
11:00 am EST

**SUBMISSION DEADLINE:** Friday, May 24, 2024  
3:00 pm EST

## 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.

CareerHub, a division of The WorkPlace, oversees the delivery of all Youth Programs.

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 The WorkPlace’s CT Youth Employment Program (CYEP).

1. **Workforce Entry Training** is expected to be delivered in person. Virtual optional for Valley area training providers only. Workforce Entry training will consist of:
  - Work/Life skills: Trainer will create a curriculum surrounding soft skills (i.e. punctuality, communication, professionalism, work etiquette, etc.), Hard Skills (i.e. What are Hard skills?). Trainer may utilize Skills to Pay the Bills book for reference – link to PDF: [Mastering Soft Skills for Workplace Success \(dol.gov\)](#).
  - Financial Literacy – Basic transactional skills – Presentation shared with selected training providers.
  - Career Exploration: Trainer will facilitate an in-depth analysis of different careers/career pathways based on in demand jobs by the CT DOL ([Labor Market Information - State of Connecticut Occupations in Demand](#)).

**The period of performance will be Monday, July 1, 2024, and July 2, 2024, 9am-3pm**

**Please Note:** There may be a 2<sup>nd</sup> phase of the Workforce Entry Training offered Monday July 8<sup>th</sup> and Tuesday July 9<sup>th</sup>. Providers should make note of availability for the 2<sup>nd</sup> phase.

CYEP 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 vendors to deliver engaging and meaningful work skills for youth enrolled in CYEP.

<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.

## **A. Workforce Entry Training**

The goal of workforce entry training is to prepare youth for employment by providing training that supports proper work ethic and work protocols. Selected vendors will instruct youth on workplace conduct, employer expectations, and their responsibilities as interns or employees.

## **SECTION III – SCOPE OF SERVICES**

### **A. Workforce Entry Training**

Selected training providers must deliver approximately 10 hours of work skills training. Training is expected to take place in person. *(Virtual/ hybrid training optional)* The cost to deliver work skills training shall not exceed \$150 per youth.

During training, selected training providers must utilize a Professional Skills curriculum. In addition to the Professional Skills curriculum, training providers must also assist youth in the creation of a portfolio containing the following:

1. A personal introductory statement for potential employers; and
2. a statement of what they would like to gain from their summer employment experience.

Selected training providers shall also deliver:

Financial Literacy training using curriculum provided by CareerHub.

The WorkPlace will refer all youth to the vendor. Selected vendors are not responsible for recruiting or selecting youth; however selected vendors are responsible for tracking and reporting attendance on a weekly basis. If any youth has an unreported absence for a period of two or more days, the selected vendor must report this absence, via email, to:

Kimberly Hare, Program Manager  
khare@workplace.org

## **SECTION IV – SUBMISSION PROCESS AND PROCEDURES**

### **A. 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.

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. **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:** 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 one 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. (Only if providing in person training)

#### **D. Response Timeline**

All submissions must be **sent via *email*** to Kimberly Hare, Program Manager at [khare@workplace.org](mailto:khare@workplace.org) with the following subject line:

#### **2024 CYEP RFQ**

The deadline for all submissions is **Friday May 24, 2024 at 3:00 p.m. (EST)**.

**Late submissions will NOT be accepted.**

#### **E. Bidders' Conference**

The WorkPlace shall conduct a Bidders' Conference Call on Wednesday, May 1, 2024 from 11:00am to 12:00pm EST.

Zoom Call- In Details

<https://us02web.zoom.us/j/82902048671>

Meeting ID: 829 0204 8671

Questions regarding this RFQ may be directed to [khare@workplace.org](mailto:khare@workplace.org).

**2024 CYEP RFQ Attachment A**

| 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>                     | In-person         | Virtually                      |
|  |                   | Hybrid (in-person & virtually) |
| <b>Number of Youth Requesting to Serve</b> |                   |                                |

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*Signature of Authorized Representative*

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*Date*

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*Name and Title of Authorized Representative*