2016 REQUEST FOR QUALIFICATIONS (RFQ)

Seeking Training Providers for:

Work Skills Training
for
PY 2016
Summer Youth Earn & Learn Employment Program

RELEASE DATE: Friday, June 3, 2016
SUBMISSION DEADLINE: 12:00 p.m. (Noon) EST
Friday, June 17, 2016

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 and the Connecticut Department of Children and Families.
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 twenty (20) municipalities. 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 Work Skills 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. It also seeks to provide youth with career pathways information and career planning tools that will help youth make informed decisions about their future.

SYELEP is a seven (7) week program that includes one (1) week of work preparation followed by six (6) weeks of paid internships. Training providers will deliver work preparation, from Tuesday, July 5, 2016 through Friday, July 8, 2016, during which time participants will acquire core soft skills and life skills that will help them understand employers’ expectations and their responsibilities as employees.

SECTION II – PURPOSE

The purpose of this Request for Qualifications (RFQ) is to select qualified training providers to instruct youth on proper work protocols, employer expectations, and their responsibilities as interns. The goal of this work skills training is to prepare youth with proper work ethics and work protocols.

Additionally, the purpose of this RFQ is also to ensure that all interested qualified training providers are identified as potential training providers for work skills and career exploration programs. The WorkPlace will create a work skills and career exploration “Training Provider List” containing course information, pricing, and timelines for all soft skills and life skills training which may be procured under these funds.

The cost to deliver the one week (4 days) of work skills training shall not exceed one hundred dollars ($100) per youth.

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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

The training will take place in the four (4) labor markets in the Southwest Service Delivery Area (SDA): Bridgeport, Stamford, Norwalk, and the Valley. The WorkPlace will refer all participants to training classes. Training providers are not responsible for recruiting or selecting course participants.

Training providers will deliver four (4) days of work skills training to two (2) cohorts, one in the morning and one in the afternoon. Each cohort will contain a minimum of ten (10) and a maximum of twenty-five (25) youth. The WorkPlace reserves the right to request that providers accommodate a larger group based on need.

The period of performance is four (4) days, Tuesday, July 5, 2016 through Friday, July 8, 2016. The training must be a minimum sixteen (16) hours in duration per cohort. The cost to deliver the one week work skills training shall not exceed one hundred dollars ($100) per youth.

A. “Skills to Pay the Bills”


The “Skills to Pay the Bills: Mastering Soft Skills for Workplace Success” curriculum addresses the following topics, all of which training providers must deliver:

1. Soft Skill #1: Communication
2. Soft Skill #2: Enthusiasm and Attitude
3. Soft Skill #3: Teamwork
4. Soft Skill #4: Networking
5. Soft Skill #5: Problem Solving and Critical Thinking
6. Soft Skill #6: Professionalism

B. Youth Portfolios

In addition to the “Skills to Pay the Bills” curriculum, training providers must also assist youth in the creation of a portfolio.

Each participant must prepare a portfolio containing the following:

1. a personal introductory statement; and
2. a statement of what they would like to gain from their summer employment experience.
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 Career Development and Life Skills “Training Providers List”. All information must be provided and complete to receive consideration:

1. Complete Attachment A – Vendor Title
2. Program Description (maximum 2 pages)
   
   In the program description training providers must include the following information:
   a. Location of training
   b. Cost per participant
   c. Student-teacher ratio
   d. Equipment needed for the program

3. Delivery Requirements
   a. The WorkPlace believes that the training must be participatory in order to be effective. The program should be designed to provide information about each skill and give youth opportunities to practice or discuss each skill as well as time for personal reflection on how they can use each skill in their lives.
   b. Training providers must describe how the work skills training will be delivered and how the training will incorporate youth participation.
   c. Training providers must describe how they will assure the following outcomes for their training:

   (i) Pre & Post Assessments
   
   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) Youth Portfolios

   One hundred percent (100%) of youth must prepare a portfolio containing the following: (a) a personal introductory statement; (b) a statement of what they would like to gain from their summer
employment experience; and (c) a budget based on their anticipated summer earnings.

(iii) **Trainee Evaluation**

- Eighty-five percent (85%) of youth 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 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 one (1) year.

3. **Being selected to be on the Work Skills and Career Exploration 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:

2016 SYELEP RFQ – Work Skills Training

The deadline for all submissions is Friday, June 17, 2016 at 12:00 Noon (EST). Late submissions will NOT be accepted.

It is anticipated that applications will be approved or declined by June 22, 2016. 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:

Diana Napier
Manager, YouthWorks
The WorkPlace
238 Fairfield Avenue
Bridgeport, CT 06604
(203) 610-8568
Email: dnapier@workplace.org
2016 SYELEP Request for Qualifications (RFQ) for Work Skills Training

VENDOR TITLE PAGE

Organization Name

Connecticut UI Tax Registration No. DUNS No.

Address

Contact Person Title

Work Phone Cell Phone

E-Mail Address Fax Number

Operation Sites

Program Name

<table>
<thead>
<tr>
<th>Area to be Served</th>
<th>Participants per Session</th>
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<tbody>
<tr>
<td>Bridgeport</td>
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<tr>
<td>Stamford</td>
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<tr>
<td>Norwalk</td>
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<td>Valley</td>
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Signature of Authorized Representative Date

Name and Title