



CAPITAL WORKFORCE PARTNERS
ONE UNION PLACE
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

Good Jobs Challenge

Healthcare Training / Industry Partnership Programs
IT/Tech / Industry Partnership Programs

ISSUED

January 3, 2024

Period of Performance

Tier 1 Programs: March 1, 2024 – May 31, 2025

Tier 2 Programs: March 1, 2024 – February 28, 2025

TIMELINE

RFP Issued	January 3, 2024
Deadline for written questions	January 10, 2024
Q & A Published	January 16, 2024
Submission Deadline	January 23, 2024
Notification of Award	February 16, 2024
Contract Execution	March 1, 2024

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I. Purpose of this Solicitation

Capital Workforce Partners (CWP) seeks to identify qualified training providers for a comprehensive project aimed at equipping unemployed and underemployed individuals with the skills and credentials necessary for entry- and mid-level occupations in the healthcare and IT/tech industry sectors. Selected providers will deliver short-term, credential-based workforce preparation that is designed to the specifications of industry partners, ensuring that participants acquire the essential knowledge and certifications required for immediate entry into high-quality jobs.

The definition of a high-quality job (or a “good-paying job”) is a job that exceeds the local prevailing wage for an occupation in the region, includes basic benefits (e.g., paid leave, health insurance, retirement/savings plan) and/or is unionized, and helps the employee develop the skills and experiences necessary to advance along a career path. “Prevailing wage” is defined by the Department of Labor as “the average wage paid to similarly employed workers in a specific occupation in the area of intended employment.”

Priority will be given to providers that demonstrate a high level of involvement and commitment from industry partners. Additional priority will be given to providers that serve historically underserved populations, areas, and communities, especially through integrated education, training, and support models. The selected providers will play a pivotal role in empowering individuals to embark on successful career paths, fostering diversity and inclusion, and contributing to the growth of a highly skilled and competitive workforce in the identified industry sector.

Respondents to this RFP may apply to provide both healthcare and IT/Tech training under one or both of the available Tiers as described in Part VI: Specifications and Scope of Services. Separate narratives are required for each sector and Tier, for up to four narrative responses within the proposal. Please note that CWP may make multiple awards under each sector and Tier and is not committing to specific award levels through the RFP process. CWP reserves the right to fund the mix of services it deems most aligned with regional workforce needs.

II. Background

Capital Workforce Partners (CWP) is the Regional Workforce Development Board for North Central Connecticut and is a private, non-profit corporation. Under the mandate of federal legislation and the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Governor of Connecticut, along with the Local Chief Elected Officials (CEOs) for the North Central Region, has designated CWP as the regional workforce development board and administrator for the North Central Region, encompassing 37 central Connecticut (CT) municipalities. CWP administers WIOA programs in the North Central Region in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681.

CWP’s mission is to leverage public and private resources to produce skilled workers for a competitive regional economy. CWP strives to implement and coordinate an effective Workforce Development System that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

CWP is governed by a Board of Directors and Local Chief Elected Officials (CEOs) for the North Central Region, working through the Local Chief Elected Official Consortium, consisting of 37 chief elected officials in the North Central Region. A majority of the CWP Board of Directors’ members represent private sector businesses.

The North Central Region includes the following 37 Connecticut towns and cities:

Andover	East Hartford	Hebron	Simsbury	West Hartford
Avon	East Windsor	Manchester	Somers	Wethersfield
Berlin	Ellington	Marlborough	South Windsor	Windsor
Bloomfield	Enfield	New Britain	Southington	Windsor Locks
Bolton	Farmington	Newington	Stafford	
Bristol	Glastonbury	Plainville	Suffield	
Burlington	Granby	Plymouth	Tolland	
Canton	Hartford	Rocky Hill	Vernon	
East Granby				

III. Solicitation Timeline

RFP Issued	January 3, 2024
Deadline for written questions	January 10, 2024
Q & A Published	January 16, 2024
Submission Deadline	January 23, 2024
Notification of Award	February 16, 2024
Contract Execution	March 1, 2024

The period of performance will commence no earlier than March 31, 2024 and conclude no later than May 31, 2025.

Questions regarding this RFP must be submitted in writing via email to rfp@capitalworkforce.org with the subject line “Website RFP Question”. CWP staff will not respond individually to questions; responses will be posted to the CWP website.

The deadline for proposal submissions is 5 p.m. Eastern time on January 23, 2024. CWP staff will confirm receipt of proposals to respondents who request confirmation via email no later than 4:30 p.m. Eastern time on January 23, 2024.

Respondents are responsible for ensuring delivery of their proposal via upload to: <https://nextcloud.capitalworkforce.org/index.php/s/Pk7mqSWaefApDLN>.

IV. Funding

The contract will be funded through CWP's Good Jobs Challenge grant funding through the Connecticut Office of Workforce Strategy (OWS) and the United States Economic Development Administration (EDA). CWP anticipates awarding up to \$1.2 million for healthcare training and up to \$1.5 million for IT/tech training.

V. General Conditions, Terms, & Solicitation Provisions

A. General Conditions

The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate CWP to execute a contract with any proposer. CWP reserves the right to accept any offers, in whole or in part, on the basis of the general conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria in this RFP.

CWP issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if such is in the best interest of CWP.

Before preparing proposals, proposers should note that:

1. CWP will not be liable for any cost incurred in the preparation of proposals or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
2. All proposals in their entirety will become the property of CWP upon submission.
3. The award of a contract for any proposed service is contingent upon:
 - a. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals.
 - b. A satisfactory record of past performance.
 - c. A satisfactory record of integrity, business ethics and fiscal accountability.
 - d. The technical skills to perform the work.
 - e. Favorable evaluation of the proposal in relation to other proposals.
 - f. Approval of the proposal by CWP.
 - g. Successful negotiation of any changes to the proposal required by CWP.

CWP reserves the right to negotiate the final terms of all contracts with successful bidders. Items that may be negotiated include, but are not limited to, type and scope of services, costs and prices, schedule of services, and service levels.

Likewise, CWP also reserves the right to accept any proposal as submitted for contract award without substantive negotiation of offered terms, services, or costs. Therefore, proposers are advised to propose their most favorable terms initially.

CWP is responsible for final review and evaluation of proposals and selection of service providers and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in this RFP.

By submission of the proposal, the proposer certifies that in connection with this proposal:

1. The costs in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposer or with any competition.
2. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition.
3. No attempt has been made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
4. The proposer shall agree that no employee, member or partner, either paid or unpaid, which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation in the selection, award or administration of contracts supported by funds designated for Good Jobs Challenge contracts.
5. Person(s) signing the proposal, certify that person(s) in the proposer's organization who is legally responsible within that organization for the decision to offer the proposal have not participated, and will not participate, in any action contrary to statements one through four above.

Any bidder awarded funds to provide services will be expected to operate services of professional quality, maintain proper programmatic and fiscal controls, submit timely reports as required, and comply with the requirements of the OMB Uniform Guidance set forth at 2 CFR Part 200, and State of CT regulations and policies. Contractors must ensure that programs are administered with safeguards against fraud and abuse as set forth in the Uniform Guidance; that no portion of the funded program will discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief. 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 or be linked with programs of equal quality, which are accessible.

Proposers are encouraged to read this entire RFP before preparing and submitting a proposal. Proposals that do not follow the general format, do not include all the minimum requirements specified, including the required documentation and certifications in this RFP, and/or are not submitted by the due date and time will not be considered for funding.

B. Notification and Distribution

The RFP is available for distribution on January 3, 2024 by 4:00 p.m. Eastern time on the CWP website at www.capitalworkforce.org.

Information relating to the RFP, including updates, amendments and responses to questions submitted by email will be posted to www.capitalworkforce.org. Interested proposers are responsible for monitoring the website for updates; CWP does not intend to send individual notification of updates directly to proposers.

C. Proposal Delivery and Specifications

The deadline for proposal submissions is 5 p.m. Eastern time on January 23, 2024.

Proposers are responsible for ensuring delivery of their proposal via upload to: <https://nextcloud.capitalworkforce.org/index.php/s/Pk7mqSWaefApDLN>.

CWP staff will confirm receipt of proposals to respondents who request confirmation via email to rfp@capitalworkforce.org no later than 4:30 p.m. Eastern time on January 23, 2024.

This link will expire at the deadline: January 23, 2024 at 5:00 p.m. Eastern time.

The proposer is solely responsible for ensuring that anything sent to CWP arrives safely and on time. Any submission to CWP, including inquiries regarding the RFP, and/or proposals not received at either the specified location and/or by the specified date and time will be rejected and returned to the proposer.

Proposals must be submitted in accordance with Part VII: Statement of Work and Part VIII: Proposal Assembly and Delivery Instructions.

Proposals will be received and maintained consistent with applicable Connecticut open records laws, including the Freedom of Information Act, Chapter 14: CT General Statutes. Due regard will be given to the protection of proprietary information contained in all proposals received. However, bidders should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for bidders merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties.

D. Non-Appropriation and Cancellation

CWP may cancel any resulting executed agreement upon 30 days written notice and any said agreement shall be subject to state, municipal and/or private funding availability.

E. Eligible Proposers and Proposal Acceptance Criteria

Any organization legally able to do business in the State of CT, whether for-profit or non-profit, may apply. Proposers must submit evidence of their legal status in the form of a printout of

their current business registration from the CT Secretary of State, or comparable agency from their home state.

No organization, nor its named partners or subcontractors, will be considered that:

1. Has been debarred by an action of any government agency, or
2. Has had a previous contract with any governmental entity in Connecticut terminated for cause, or
3. Has not complied with an official order of any agency of the State of Connecticut or the United States to repay disallowed costs incurred during their conduct of projects or services, or
4. For any other good and just cause determined at the sole discretion of CWP.

These provisions include any related entities of the Proposer.

CWP reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RFP reissued. CWP reserves the right to waive minor technical irregularities in offers received. During the technical review period, CWP reserves the right at its sole discretion and sole judgment to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points, the determination of which is within the sole judgment and discretion of CWP.

CWP may accept projects or groups of services from different proposals if separation of projects and/or services is practical and independent pricing is available, unless the proposer qualifies their proposal by specific limitation. These services and/or projects may be combined with other services and/or projects at the discretion of CWP, unless the proposer qualifies their proposal by specific limitation.

The proposer must sign the assurances and certifications at Attachment B. The submission of a proposal in response to this RFP with signed Attachment B is an affirmative act of agreement and/or assurance that the proposer and its collaborators shall comply with these requirements. If unable to comply with these requirements, please do not submit a proposal.

F. Appeal Procedure

Appeals shall be limited to violations of local, State or Federal laws, rules, and regulations. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with the CWP Procurement policy and procedures. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they are regarding such issues as evaluator's professional judgment on the quality of a proposal or CWP's assessment of its own needs or requirements.

The Proposer may request a post-procurement meeting at which time the Proposer shall specify the details related to the aforementioned violations. The meeting can be requested

over the phone or in writing. An appeal meeting must be requested within five (5) business days of notification of non-award. In the meeting, the discussion is limited to the proposer's presentation of a matter of bias, discrimination, conflict of interest or CWP's non-compliance with procurement procedures. The President/CEO will issue a decision within five (5) business days of the appeals meeting. The decision is final and conclusive.

G. Debrief Request

Any proposer that receives notification of non-award may request a debrief. A debrief must be requested within ten (10) business days of notification of non-award. The debrief discussion is limited to a critique of the proposer's RFP response, i.e., specific factors regarding their proposal's weaknesses and strengths. Comparisons between proposals or evaluations of the other proposals is not considered in a debrief. CWP will respond to the request for a debrief within ten (10) business days of receipt of the request.

H. General Contract Requirements

Contracts awarded to proposers selected through this procurement will include terms and conditions required to ensure compliance with State of CT statutes and regulations and CWP requirements. Proposers are encouraged to review CWP's current standard contract language to ensure that they understand and can accept the general and specific terms prior to award. Proposers who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit a proposal. A copy of CWP's current standard contract is available for review at www.capitalworkforce.org. The standard contract is provided for informational purposes only; contract terms will be updated as necessary to reflect changes in law, regulations, and/or CWP policy.

I. Conflict of Interest

In conducting this procurement, CWP will adhere to the CT Office of Workforce Services Conflict of Interest policy as stated below.

No person who is an officer, employee, consultant or review board member of Grantee shall participate in the selection, award or administration of a contract, subcontract, or subgrant or in the selection and supervision of an employee if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the officer, employee, consultant, review board member or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ any of the above, has a financial interest in the entity or firm selected for the contract, subcontract, or subgrant or when the individual employee is related to any of the foregoing persons or other interest in or a tangible personal benefit from an entity considered for a contract (i.e., 2 C.F.R. § 200.318).

If a conflict or the appearance of a conflict arises, or if CWP is uncertain whether a conflict or the appearance of a conflict has arisen, CWP shall submit to CT OWS a disclosure statement setting forth the relevant details for the State's consideration.

CWP requirements adhere to 2 CFR 200.318(c)(1) general procurement standards codes of conduct: "No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a **real or apparent** conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, **has a financial or other interest** in or a tangible personal benefit from a firm considered for a contract."

Proposers must consider the CWP and CT OWS Conflict of Interest policy and disclose any conflict of interest or the appearance thereof by completing the disclosure section of Attachment B: Certifications.

VI. Specifications and Scope of Services

A. Program Design

CWP is seeking proposals for training in the healthcare and IT/tech industry sectors. Proposers should demonstrate strong relationships with one or more industry partners that commit to hire or advance graduates of the proposed training.

Training programs should be designed in accordance with the specifications for Tier 1 or Tier 2, as described herein.

B. Eligible Target Population

Training will be provided only to:

1. Unemployed individuals, authorized to work in the U.S.
2. Underemployed individuals, defined as:
 - a. not currently connected to a full-time job which pays commensurate with their level of education and skills, and/or
 - b. not currently employed at the wage and/or salary earned previously, and/or
 - c. limited to only episodic, short-term, or part-time employment.

All providers will be required to recruit and enroll eligible individuals who are unemployed or underemployed, and authorized to work in the United States.

C. Tier 1 Specifications and Requirements

Tier 1: training collaboration with industry partner(s) designed to prepare students to meet the specific workforce needs of the industry partner(s).

An industry partner can be any employer that:

- Actively informs curriculum design and selection of candidates, and
- Commits to hire graduates from the program or promote incumbent workers into higher quality roles within the company upon successful completion.

Training collaboration models may include one or more of the following components:

- Registered Apprenticeship or similar work-based learning experience.
- Pre-apprenticeship training.
- Upskilling / Reskilling of underemployed incumbent workers that results in advancement to a new role at a higher wage.
- Basic skills training incorporating skills such as basic literacy and numeracy, ESL, customer service skills, and financial literacy.
- Curriculum enhancement to customize programs to closely align with industry partner requirements.

Requirements:

1. Training provider must identify the industry partner(s) in the proposal.
2. Proposal must include detailed letter(s) of commitment from the industry partner(s).
3. Proposal must detail the proposed model or pathway to be followed by students, including the progression of training preparation, technical skills training, work-based learning, and/or employment placement or advancement.
4. Training must yield one or more industry-recognized credentials.
5. Training provider must conclude training and facilitate connection to new full-time positions for training completers by May 31, 2025.
6. Training provider will report details on student enrollment, completion, and employment.
7. Training provider will be accountable for attaining an 85% program completion rate for students that begin training.
8. IT/Tech training programs must include instruction on foundational technology skills.
9. Healthcare training programs must include foundational healthcare skills, such as patient-centered care, health and safety.
10. All training programs must include business skills and professional skills aligned with the needs of their industry partner(s).
11. CWP will pay up to \$10,000 of the total program cost per student. If the total costs exceed \$10,000 proposal must list other funders and contribution amounts. Training must be provided at no cost to students.
12. The cost must be consistent with the market in the North Central CT region.

13. CWP will negotiate reimbursement of curriculum enhancement costs. The anticipated reimbursement levels are from \$500 - \$2,500 per student.

D. Tier 2 Specifications and Requirements

Tier 2: pre-hire skills training designed to prepare students for entry-level or mid-level roles in the healthcare or IT/tech industry.

IT/tech occupations will include, but are not limited to, traditional tech sector roles in IT support, web development, cybersecurity, and cloud computing, as well as technology-focused jobs in other sectors such as manufacturing, insurance, financial services, healthcare, and logistics.

Healthcare occupations will include, but are not limited to, Patient Care Assistant/Associate, Certified Nursing Assistant, Medical Assistant, Technician (various).

Requirements:

1. Training must be delivered between March 2024 and February 2025. Multiple cohorts may be proposed during this period.
2. Training will follow a cohort model.
3. Training schedules will be 5-20 weeks in length, not to exceed 20 weeks.
4. Training will yield one or more industry recognized credentials for all successful completers.
5. Training providers will be accountable for attaining an 85% program completion rate for students that begin training.
6. Training providers will report details on student enrollment, completion, and employment.
7. Training providers will provide employment support, including facilitating student connections to employer partners and making direct referrals to employment opportunities.
8. Training providers will facilitate the connection of students to CWP business services staff for supplemental support of job placement efforts.
9. CWP will pay up to \$10,000 of the total program cost per student. If the total costs exceed \$10,000 proposal must list other funders and contribution amounts. Training must be provided at no cost to students.
10. The cost must be consistent with the market in the North Central CT region.

VII. Statement of Work

The Statement of Work is the body of the proposal and should give a clear picture of the design and cost of the project, and the provider's capability of delivering the proposed program.

The Statement of Work consists of a narrative response for each proposed training Tier (Tier 1 and 2) in each proposed industry (Healthcare and IT). Providers may submit up to four proposal narratives.

Section A: Tier 1 – Training Collaboration with Industry Partner(s)

Each question must be numbered and answered in the order presented.

Proposal Narrative – maximum 7 pages: please respond to each question in the order presented below.

A.1. Program Design

1. State the industry sector, healthcare or IT/Tech. (A separate narrative is required for each sector.)
2. Identify the proposed industry partner(s).
3. Identify the occupation(s) for which students will prepare through the proposed program, and identify the industry-recognized credentials to be earned by program graduates.
4. Describe your experience delivering the proposed training.
5. Describe the role of your industry partner(s) in the proposed program. Address their role in informing curriculum, selecting candidates, and the level of hiring commitments and/or employee promotion opportunities to be provided.
6. Describe how the targeted occupations available to program graduates meet the criteria for quality jobs. Address wages, benefits, union representation, and advancement potential, as well as any other indicators of job quality for each occupation.
7. How many students do you propose to train?
8. Describe your organization's capacity to engage and recruit eligible students, including the role of your industry partner(s).
9. Describe your organization's experience serving historically underserved populations, areas, and communities, especially through integrated education, training, and support models.
10. Describe the proposed training delivery methods and schedules.
11. Describe how professional "soft skills" are incorporated into the proposed training.
12. Have you provided the proposed training to employees hired, or retained and advanced, by your industry partner(s) in the past two years? If so, what was the successful completion rate for students?
13. If you have provided the proposed training to students not hired by your industry partner(s), what percentage of program graduates from the last 2 years have received employment in the targeted industry sector?
14. Describe any additional work-based training that will be provided by industry partner(s) including additional training topics, employer-provided modules, project-based learning, mentorship and shadowing opportunities.

15. Describe curriculum enhancements that will be required to customize the training to align with industry partner requirements, and detail the necessary resources.
16. For each occupation, attach a detailed curriculum outline, and identify any credentials or certifications to be earned by trainees. If the curriculum will be created and launched using funds awarded through this RFP, attach a sample curriculum used in a similar industry partnership.
17. List key staff and faculty and their roles, and attach copies of their resumes or CVs.
18. Submit a letter of commitment from each identified industry partner that addresses the following.
 - a. History of partnership between training provider and industry partner.
 - b. Job titles, wages, and associated advancement opportunities associated with the proposed program.
 - c. Statement of the number of students hired from the proposed program(s) by the industry partner(s) in the past two years.
 - d. Number of program completers the industry partner commits to hire or move to a new, higher-quality position.

Note: CWP will not provide a template for letters of commitment. Letters must be submitted as Attachment D and are excluded from the 7-page limit.

A.2. Pricing Structure

1. For each occupational training program, state the per-student price; the price should cover costs associated with credentials including testing, registration and licensing fees.
2. For each occupational training program, describe how you established the per-student price.
3. State the cost of proposed curriculum enhancements. Include hourly rates and number of hours for personnel, and detail any additional costs. CWP will negotiate reimbursement within an estimated range of \$500 - \$2,500 per student.
4. Will the full cost of the training program, including curriculum development/enhancement, be paid with CWP funds? If not, state the additional costs and list each additional funding source and the amount it will contribute.

Section B: Tier 2 – Pre-Hire Training

Each question must be numbered and answered in the order presented.

Proposal Narrative – maximum 7 pages: please respond to each question in the order presented below.

B. 1. Program Design

1. State the industry sector, healthcare or IT/Tech. (A separate narrative is required for each sector.)
2. Identify the occupation(s) for which students will prepare through the proposed program(s), and identify the industry-recognized credentials to be earned by program graduates.
3. Describe your experience delivering the proposed training.
4. Describe how the targeted occupations available to program graduates meet the criteria for quality jobs. Address wages, benefits, union representation, and advancement potential, as well as any other indicators of job quality for each occupation.
5. For each occupation, attach a detailed curriculum outline and specify industry-recognized credentials and postsecondary credit that will be received by program graduates. Identify the entity that will issue each industry credential.
6. Describe the proposed training delivery methods and schedules.
7. Describe how professional “soft skills” are incorporated into the proposed training.
8. Describe how curriculum and credential outcomes have been validated against industry needs and labor market demand for the targeted occupation(s).
9. Provide the names of employers that currently recruit and hire candidates from the proposed program(s).
10. How many students do you propose to train for each occupation?
11. Describe your organization's capacity to engage and recruit eligible students.
12. Describe your organization's experience serving historically underserved populations, areas, and communities, especially through integrated education, training, and support models.
13. Over the last two years, what percentage of students have successfully completed each proposed training program and earned industry-recognized credentials?
14. What percentage of program graduates from the last two years have become employed in the targeted industry sector?
15. If IT/tech training is proposed, what percentage of program graduates from the last two years have become employed in tech roles in other industries? Please list the industries in which graduates have been hired.
16. Specify minimum or maximum cohort sizes, if any.
17. List key staff and faculty and their roles, and attach copies of their resumes or CVs.
18. Submit 3 employer attestation forms for each proposed occupational training program using the template provided at Attachment C to address the following:
 - a. Length of time employer has sourced new hires from your organization.
 - b. Count of students that have been hired from the proposed program in the last two years.
 - c. Projected hiring demand during the next year for new employees in the targeted occupation(s).
 - d. Validation of curriculum.

Note: Employer attestation forms are excluded from the 7-page limit.

B.2 Pricing Structure

1. For each occupational training program, state the per-student price; the price should cover costs associated with credentials including testing, registration and licensing fees.
2. For each occupational training program, describe how you established the per-student price.
3. Is the tuition price of each program equal to the price offered to other students and/or funders? If not, explain the variation.

VIII. Proposal Assembly and Delivery Instructions

Proposals will be submitted electronically to

<https://nextcloud.capitalworkforce.org/index.php/s/Pk7mqSWaefApDLN>.

The narrative should be single-spaced, in 12-point Calibri or similar sans serif font with 1-inch margins, formatted for 8 ½ x 11-inch pages with the page number in the footer.

The proposal must be assembled in this order, and submitted as a single PDF file.

1. Table of Contents
2. Attachment A - cover page
3. Attachment B - Certifications, signed electronically or in blue ink.
4. Evidence of legal status - printout of current business registration from the CT Secretary of State, or comparable agency from the home state.
5. Executive Summary
 - a. Description of your organization, including mission, history, experience delivering proposed training, location(s), accreditation (as applicable), and size.
6. For each proposed training model, identify your industry partners, and list each occupation and proposed number to be trained.
7. For Healthcare Tier 1:
 - a. Cover page stating: "Healthcare Tier 1"
 - b. Narrative – *maximum 7 pages*
 - c. Curriculum Outline(s)
 - d. Staff resumes/CVs
 - e. Attachment D – Employer Letters of Commitment
8. For Healthcare Tier 2:
 - a. Cover page stating: "Healthcare Tier 2"
 - b. Narrative – *maximum 7 pages*
 - c. Curriculum Outline(s)
 - d. Staff resumes/CVs
 - e. Attachment C – Employer Attestations
9. For IT/Tech Tier 1:
 - a. Cover page stating "IT/Tech Tier 1"
 - b. Narrative – *maximum 7 pages*
 - c. Curriculum Outline(s)

- d. Staff resumes/CVs
 - e. Attachment D – Employer Letters of Commitment
10. For IT/Tech Tier 2:
- a. Cover page stating “IT/Tech Tier 2”
 - b. Narrative – *maximum 7 pages*
 - c. Curriculum Outline(s)
 - d. Staff resumes/CVs
 - e. Attachment C – Employer Attestations

Please use affirmative language (will, shall) in the narrative.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or formal Letter of Award. Proposals may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

Proposals must be received by 5:00 p.m. Eastern time on January 23, 2024 via upload to <https://nextcloud.capitalworkforce.org/index.php/s/Pk7mqSWaefApDLN>.

Respondents may request confirmation of proposal receipt via the online portal via email to rfp@capitalworkforce.org no later than 4:30 p.m. on January 23, 2024.

IX. Evaluation Criteria

Primary consideration in the selection of service providers considers whether the organization has:

- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, experience, accounting, and operational controls;
- The technical skills to perform the work; and
- Adequate financial resources or the ability to obtain them.

Proposals will be rated according to the following criteria:

Criteria	Tier 1	Tier 2
Industry partnerships	30%	20%
Job Quality	25%	25%
Training quality	8%	13%
Faculty/staff qualifications	7%	12%
Experience - overall	10%	10%
Experience with underserved populations	5%	5%
Technical responsiveness	5%	5%
Cost	10%	10%
Total	100%	100%

CWP may, at its discretion, request presentations by, or meetings with, any or all proposers to demonstrate capacity or clarify the content of their proposals. However, CWP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints.

ATTACHMENT A: Proposal Cover Sheet



Capital Workforce Partners
 Good Jobs Challenge Training
 Request for Proposals
 Due Date: January 23, 2024 - 5:00 pm Eastern time

Name of Proposer Organization:

Proposer Organization FEIN:

Proposer Organization SAM Unique Entity ID:

Proposer Location (headquarters)

Street: _____

City: _____ State: _____ Zip: _____

Contact Person Information

Name: _____ Title: _____

Telephone: _____ Email Address: _____

Organization Status

Private Non-Profit Corporation Private For-Profit Corporation Government Agency

Other: (specify) _____

Proposal Summary

Proposed Training Program	# to be trained	Amount requested
Healthcare Industry Partnership – Tier 1 training delivery	_____	_____
Healthcare Cohort Training – Tier 2	_____	_____
Total - Healthcare Training Delivery	0	\$ 0
Healthcare Curriculum Enhancements - Tier 1	_____	_____
Grand Total - Healthcare		\$ 0
IT/Tech Industry Partnership – Tier 1 training delivery	_____	_____
IT/Tech Cohort Training – Tier 2	_____	_____
Total - IT/Tech Training Delivery	0	\$ 0
IT/Tech Curriculum Enhancements - Tier 1	_____	_____
Grand Total - IT/Tech		\$ 0

CERTIFICATIONS

On behalf of the proposing organization named on Attachment A (Proposer)

Proposer Name:

1. The individual signing certifies that they are authorized to contract on behalf of the Proposer listed on Attachment A.
2. The individual signing certifies that all information in this proposal is true and correct, the document has been duly authorized by the governing body of the Proposer, and the Proposer will comply with the attached assurances if a contract is awarded.
3. The individual signing certifies that they have read and understand all the information in this Request for Proposal, including the cost reimbursement payment schedule and the programmatic and service delivery requirements.
4. The individual signing certifies that any financial or other relationships with CWP Board Members or Staff are disclosed below. Check here if there are none:

Disclosures: List the name and title of each person that has a relationship with a CWP Board or staff member and list the name and role of the person associated with CWP or Board member.

Name and title of Proposer's staff or board member who has or who's immediate family member or partner has a relationship with CWP Board or staff member.

Name of the CWP board or staff member and nature of the relationship (e.g., spouse, parent, child, sibling).

Name, Title

Name, Relationship

1.

1.

2.

2.

3.

3.

4.

4.

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected.

The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We have not had a contract terminated for cause by any State of Connecticut government entity.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have all of the fiscal controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.

6. **We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintain confidentiality of records, as required.
 - Report financial, participant, and performance data, as required.
 - Comply with Federal OMB Uniform Guidance at 2 CFR, Chapter I, Chapter II, Part 200, et al.
 - Comply with State of CT Cost Standards.
 - Comply with Federal and State non-discrimination provisions.
 - Meet requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meet requirements of the *Americans with Disabilities Act of 1990*.
 - Meet all applicable labor law, including Child Labor Law standards.
 - Ensure organization is a Drug Free Workplace.
 - Ensure that contract funds will not be used to lobby.
 - Enforce zero tolerance for violence in the workplace.
 - Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors.

7. **We will not:**
 - Place a participant in a position that will displace a current employee.
 - Use public/private money to assist, promote, or deter union organizing.
 - Use funds to employ or train persons in sectarian activities.
 - Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
 - Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I hereby attest that these certifications, disclosures and assurances are true.

Signature of Authorized Representative

Date

Print name of Authorized Representative

Title of Authorized Representative

Attachment C – Employer Attestation

Capital Workforce Partners
 Good Jobs Challenge Training
 Request for Proposal

Proposer Name: _____

Employer Name: _____

Industry Sector: Healthcare IT/Tech Other (specify) _____

Contact person name and title: _____

Telephone number: _____ Email address: _____

My organization has hired individuals trained by the above-named proposer as listed below.

Position <i>(for more than 6 positions please attach additional pages.</i>	# hired 2022 & 2023	# retained	2024 estimated hires

My organization has validated the curriculum for the proposer’s training programs as listed below.

Occupation/Training Program Name <i>(for more than 6 programs please attach additional pages)</i>	Involved in development	Reviewed/ confirmed	Other validation method
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby certify that the information provided above is accurate based on available records.

Certified by:

Name

Title

Signature

Date