



CAPITAL WORKFORCE PARTNERS  
ONE UNION PLACE  
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

Carpentry/Culinary Arts/Masonry Trades  
Training Programs

ISSUED  
August 20, 2024

Initial Period of Performance  
October 1, 2024 – June 30, 2025

TIMELINE

RFP Issued	August 20, 2024
Deadline for written questions	August 30, 2024
Q & A Published	September 4, 2024
Submission Deadline	September 17, 2024
Notification of Award	September 26, 2024
Contract Execution	October 1, 2024

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## I. Purpose of this Solicitation

Capital Workforce Partners (CWP) seeks to identify qualified training providers to deliver short-term training to individuals facing significant barriers to employment. Priority will be given to Returning Citizens.

CWP will fund training programs in the fields of culinary arts, carpentry, and masonry. Training must be completed in seven weeks or less and must qualify trainees to obtain employment in the culinary, construction or manufacturing sector upon completion.

Respondents to this RFP may apply to provide training in one or more of the specified occupational sectors. Separate narratives are required for each training level and each sector, for up to three narrative responses within the proposal. Please note that CWP may make multiple awards under each sector 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	August 20, 2024
Deadline for written questions	August 30, 2024
Q & A Published	September 4, 2024
Submission Deadline	September 17, 2024
Notification of Award	September 26, 2024
Contract Execution	October 1, 2024

The period of performance will commence no earlier than October 1, 2024 and conclude no later than June 30, 2025. Contracts may be renewed for up to three one-year periods contingent upon satisfactory performance and funding availability.

Questions regarding this RFP must be submitted in writing via email to [rfp@capitalworkforce.org](mailto:rfp@capitalworkforce.org) with the subject line "Trades RFP Question". CWP staff will not respond individually to questions; responses will be posted to the CWP website.

**Respondents are responsible for ensuring delivery of their proposal via upload to:**

**<https://nextcloud.capitalworkforce.org/index.php/s/DF9K3mHPGxgtrM>.**

**The deadline for proposal submissions is 5 p.m. Eastern time on September 17, 2024. The link will expire immediately after the deadline passes.**

**Proposals will not be visible to any proposer after upload. CWP staff will confirm receipt of proposals to respondents who request confirmation via email no later than 4:30 p.m. Eastern time on September 17, 2024.**

## IV. Funding

Contracts will be funded with a mix of CWP's federal, state and private grants, including CT DOL Jobs Funnel and Second Chance initiatives, USDOL Congressionally Directed Spending initiatives, and private foundation funds.

CWP anticipates awarding up to \$132,000 for carpentry training, up to \$154,000 for masonry training, and up to \$57,600 for culinary training during the initial period of performance.

The payment structure of contracts issued through this solicitation will be performance-based. Contractors will be paid a fixed fee per participant, with 60% of the fee payable after the first day of enrollment and 40% payable at training completion. Training completion must be clearly defined, and documented with an industry-recognized credential or certificate of completion.

Proposers are advised that should they fail to satisfy all terms and conditions of their contracts, may require them to reimburse CWP the full amount of all performance payments issued. Please see Section 15 of the standard contract terms provided for reference for full details regarding penalties for Non-Compliance.

## 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 contracts awarded through this RFP.
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 August 20, 2024 by 4:00 p.m. Eastern time on CWP's website at [www.capitalworkforce.org](http://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](http://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 September 17, 2024.

Proposers are responsible for ensuring delivery of their proposal via upload to the link provided at Section III of this RFP. The link will expire immediately after the deadline.

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.

Proposers must demonstrate sufficient organizational capacity to operate the program and meet the deliverables throughout the period of performance.

Proposers must submit evidence of insurance coverage that meets or exceeds CWP requirements. If a contract is awarded, CWP must be named as additional insured on the general liability and commercial auto coverage, and not on the workers compensation coverage.

The following insurance policies and policy limits are required:

- (i) Statutory Workers' Compensation coverage with minimum limits for Employers Liability as follows:
  - Bodily injury by Accident \$500,000 each accident
  - Bodily injury by Disease \$500,000 policy limit
  - Bodily injury by Disease \$500,000 each employee
  
- (ii) Commercial General Liability coverage with the following limits:
  - \$1,000,000 Each Occurrence;
  - \$2,000,000 General Aggregate Limit;
  
- (iii) Contractors and subcontractors engaged in potentially hazardous trades and training, including but not limited to construction, heavy equipment operation, and tractor-trailer operation, shall carry Commercial Umbrella coverage with limits of at least \$2,000,000.

Umbrella coverage must include as insureds all entities that are additional insureds on the General Liability policy. Umbrella coverage for such additional insureds shall apply as primary and non-contributory insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the Contractor.

Umbrella coverage for such additional insureds shall apply as primary and non-contributory insurance before any other insurance or self-insurance, including any



deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability coverages maintained by the Contractor.

(iv) Commercial Automobile Liability coverage including Hired and Non-Owned Auto coverage with a Combined Single Limit of \$1,000,000

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 or with CWP 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](http://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 its Conflict of Interest policy as summarized below, and fully stated at <https://capitalworkforce.org/wp-content/uploads/2023/09/7-30-Conflict-of-Interest-Policy-080823.pdf>.

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 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 occupational fields of culinary arts, carpentry, and masonry. Proposers that demonstrate strong relationships with one or more industry partners that advise them on training design, identify marketable credentials, and/or hire training graduates will receive priority for funding.

### B. Eligible Target Population

Training will be provided only to individuals determined eligible and referred to the provider by CWP.

The target population will be residents of the North Central region of Connecticut. CWP may issue contracts that restrict eligibility to Returning Citizens (individuals recently released from incarceration) or Justice-Involved Youth.

### C. Specifications and Requirements

#### **Organizational Capacity**

Proposers must demonstrate sufficient organizational capacity to deliver the proposed training throughout the period of performance. CWP will evaluate organizational capacity based on the information provided on the Organizational and Financial Capacity Checklist as well as the required attachments submitted with the proposal as well as the responses to the Organizational Capacity section of the Statement of Work.

#### **Training Programs**

Training must be designed to prepare trainees for entry-level or mid-level roles in the culinary, construction, or masonry fields, and must result in one or more industry-recognized certifications or credentials.

Proposers must establish selection criteria and an assessment process to determine suitability for their training programs.

Proposers must identify potential occupations that trainees may enter upon successful training completion.

Requirements:

1. Training providers will receive referrals of eligible participants from CWP, and will select participants for enrollment who meet their selection criteria based on their assessment results.
2. Training must be delivered between October 2024 and June 2025. Multiple cohorts may be proposed during this period.
3. Training will follow a cohort model.
4. Training schedules may not exceed 7 weeks.
5. The requirements for successful completion must be clearly defined.
6. Training providers will be accountable for attaining an 85% program completion rate for students that begin training.
7. Training providers will report details on trainee enrollment, attendance and completion.
8. Training must be provided at no cost to students.
9. 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 program. Providers may submit up to three proposal narratives.

Proposal Narrative: please respond to each question in the order presented below. Please number the questions in your narrative.

### A. Organizational Capacity – maximum 1 page

1. Describe the size of your organization. How many FTEs do you have? What is your annual revenue for the most recent fiscal year? What percentage of revenue is from CWP contracts, if any?
2. How many individuals does your organization train annually?
3. Describe your organization's experience with justice-involved populations, including returning citizens, justice-involved youth, and individuals with a criminal record.
4. Complete the Organizational Status and the Administrative and Financial Capabilities Checklists and provide the required documents as Attachment D. *(excluded from 1 page limit)*
5. Provide a high-level organizational chart including the proposed CWP program as Attachment E. *(excluded from 1 page limit)*

## B. Program Design – maximum 7 pages per proposed training program

1. State the occupational field, culinary, carpentry or masonry. (A separate narrative is required for each sector.)
2. Identify the occupation(s) for which students will prepare through the proposed program.
3. Will the program result in an industry-recognized certification or credential? If so, identify the name of the certification or credential and the issuing entity.
4. Identify the location where training will be delivered. Describe the facility, including its size, accessibility via public transportation, ADA accessibility, and the equipment and technology to be used to deliver the training.
5. Specify minimum and maximum cohort sizes.
6. State the selection criteria you will use to determine suitability for the proposed program.
7. Describe the assessment process that you will use to determine suitability for the proposed program.
8. Describe the proposed training delivery methods and schedules.
9. Describe your experience delivering the proposed training.
10. How many individuals have you trained in the proposed occupational field in the past two years? How many completed successfully? How many obtained training-related jobs?
11. Identify any employers involved with your program. Describe their connection with the proposed program. Include their role in informing curriculum, interacting with trainees, and any hiring commitments.
12. Attach a detailed curriculum outline. Include instructional materials to be used.
13. List key staff and their roles and attach copies of their resumes and job descriptions.

## C. Pricing Structure

1. For each occupational training program, state the per-trainee price; the price should cover costs associated with certifications and credentials including testing, registration and licensing fees.
2. For each occupational training program, describe how you established the per-trainee price.

## VIII. Proposal Assembly and Delivery Instructions

Proposals will be uploaded no later than 5:00 pm ET on September 17, 2024 to:

<https://nextcloud.capitalworkforce.org/index.php/s/DF9K3mHPGxqgtrM>.

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. Attachment C – Proposal Checklist
5. Attachment D – Organizational and Financial Capacity Checklist with required attachments
  - a. Evidence of legal status - printout of current business registration from the CT Secretary of State
  - b. IRS 501(c)(3) letter – if non-profit
  - c. Evidence of organizational accreditation and/or licensure
  - d. Current Certificate of Insurance
  - e. Most recent audit, financial statement, or tax filing
6. Attachment E - Organizational Chart
7. Statement of Work: Organizational Capacity narrative (1 page)
8. Statement of Work: Program Design & Pricing Structure narrative
  - a. Cover page stating: “Culinary Arts” or “Carpentry” or “Masonry”
  - b. Narrative – *maximum 7 pages*
  - c. Curriculum Outline(s)
  - d. Staff resumes with job descriptions (excluded from 7 page maximum)

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 via upload by 5:00 p.m. Eastern time on September 17, 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	Points
Organizational Capacity	20
Program Design	20
Sector-specific Experience	20
Employer Involvement	20
Cost	20
Total	100

CWP may, at its discretion, request additional information from, 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**  
**2024-2025 Best Chance Trades Training RFP**  
**Proposal Due Date: September 17, 2024 - 5:00 pm ET**

Name of Proposer Organization: \_\_\_\_\_

Proposer Organization FEIN: \_\_\_\_\_ SAM Unique Entity ID: \_\_\_\_\_

Contact Person Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Organization Status

- Private Non-Profit Corporation       Private For-Profit Corporation       Government  
 Other: (specify) \_\_\_\_\_

Proposer Location (headquarters)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposer Location (training site)      Check here if same as headquarters:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Proposal Summary:**

Training proposed	Price/ Trainee	Minimum Trainees/Cohort	Maximum Trainees/Cohort	Minimum Cost/Cohort	Maximum Cost/Cohort
Carpentry				\$ 0.00	\$ 0.00
Culinary Arts				\$ 0.00	\$ 0.00
Masonry				\$ 0.00	\$ 0.00
Total Cost				\$ 0.00	\$ 0.00



**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

Proposer Submission Checklist: 2024 Best Chance Trades Training RFP

Proposer Name: \_\_\_\_\_

ITEM

- 1. Complete proposal in PDF.
- 2. Completed Cover Page – Attachment A
- 3. Completed, signed Attachment B
- 4. Table of Contents
- 5. Completed Attachment D
- 6. Organizational Chart – Attachment E
- 7. Statement of Work – proposal narrative
  - a. Organizational Capacity – 1 page
  - b. Carpentry Training – up to 7 pages 
    - i. Staff resumes and job descriptions (excluded from 7-page limit)
  - c. Culinary Arts Training – up to 7 pages 
    - i. Staff resumes and job descriptions (excluded from 7-page limit)
  - d. Masonry Training – up to 7 pages 
    - i. Staff resumes and job descriptions (excluded from 7-page limit)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Attachment D: Organizational and Financial Capacity Checklist

Proposer:

A copy of each of the applicable documents listed below must be submitted with proposal.

- |   |          |    |     |
|---|----------|----|-----|
| A. Current Organizational Status  | Attached |    |     |
| 1. Printout of current business registration from CT Secretary of State   | Yes      | No |     |
| 2. Non-Profit Organization: Proof of 501(c) 3 status, as applicable   | Yes      | No | N/A |
| B. Current Licenses and Certifications (As Applicable) of Proposer  | Attached |    |     |
| 1. Proof of accreditation from a duly authorized body (CT Departments of Consumer Protection, Labor, CT Office of Higher Education, etc.) | Yes      | No | N/A |
| 2. Professional licenses and certifications necessary for performance of services/activities in the state of Connecticut.                 | Yes      | No | N/A |
| C. Proof of Current Insurance   | Attached |    |     |
| 1. Workers Compensation<br>(must cover all staff associated with proposed program)  | Yes      | No |     |
| 2. General Liability  | Yes      | No |     |
| 3. Crime/Employee Dishonesty  | Yes      | No |     |
| 4. Commercial Automobile  | Yes      | No |     |
| D. Proof of Current Financial Status  | Attached |    |     |
| 1. Non-Profit: Most recent audit  | Yes      | No | N/A |
| 2. For-Profit: Most current statement of financial capability<br>(i.e., an audit, financial statement or U.S. tax return)                 | Yes      | No | N/A |

For any "No" responses, attach an explanation labeled with the letter and number from the checklist.

I hereby certify that I have completed this Administrative and Financial Capacity Checklist accurately and to the best of my knowledge.

Name:

Title:

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Signature

Date