



CAPITAL WORKFORCE PARTNERS  
ONE UNION PLACE  
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

Project Management & Facilitation

Curriculum Development

ISSUED  
November 20, 2024

Initial Period of Performance

March 1, 2025 – September 30, 2025

TIMELINE

RFP Issued	November 20, 2024
Deadline for written questions	December 31, 2024
Q & A Published	January 7, 2025
Submission Deadline	February 4, 2025
Notification of Award	February 26, 2025

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## **I. Purpose of Solicitation**

Capital Workforce Partners (CWP) seeks qualified 1) Project Management and Facilitation and 2) Curriculum Development support to collaboratively develop modular, tiered career competency and job readiness assessments and a training curricula framework with associated content delivery methods (collectively referred to as “Career Readiness Curriculum”). Our intended outcomes of this solicitation are to procure:

1. Project Management and Facilitation support to manage the planning, collaborative development, and implementation of a new Career Readiness Curriculum to be utilized in various workforce development programs and settings, and
2. Curriculum Development services to produce and/or assemble the Career Readiness Curriculum and train CWP personnel in its implementation and delivery.

Proposers can apply to provide one or both functions; if applying to both, proposers must identify different personnel assigned to the different functions.

## **II. Background**

### **Capital Workforce Partners - the Regional Workforce Development Board for North Central Connecticut**

CWP is a private, non-profit corporation. Under the mandate of federal legislation, 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 Granby	Hartford	Rocky Hill	Vernon
Avon	East Hartford	Hebron	Simsbury	West Hartford
Berlin	East Windsor	Manchester	Somers	Wethersfield
Bloomfield	Ellington	Marlborough	South Windsor	Windsor
Bolton	Enfield	New Britain	Southington	Windsor Locks
Bristol	Farmington	Newington	Stafford	
Burlington	Glastonbury	Plainville	Suffield	
Canton	Granby	Plymouth	Tolland	

CWP serves thousands of jobseekers and hundreds of businesses annually through its American Job Center system and its numerous sector and population-focused training and employment initiatives. CWP coordinates credential-based training, work-based learning, and other workforce development services that prepare jobseekers for high-quality career pathways.

In support of its organizational mission, CWP co-convenes multiple **Regional Sector Partnerships (RSP)**, which comprise business representatives, training and education providers, government entities, community organizations, and other stakeholders in a given industry sector. RSPs are business-led and community-supported partnerships with common objectives for strengthening regional industry vitality, with an emphasis on talent pipeline development and related workforce and economic development priorities.

The RSPs have identified career competencies and job readiness skills (e.g., ‘career readiness’) as critical, foundational requirements for jobseekers. This RFP aims to develop a comprehensive career readiness curriculum that can be integrated within other workforce training programs to ensure that jobseekers receive both occupational credentialing and career readiness development that prepares them for employment among RSP members and other businesses in the North Central CT Region.

### III. Solicitation Timeline

RFQ Issued	November 20, 2024
Deadline for written questions	December 31, 2024
Q & A Published	January 7, 2025
Submission Deadline	February 4, 2025

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

## **IV. Funding**

Funding for this project is provided primarily through the US EDA Good Jobs Challenge. The contract award amount will be based on the anticipated service delivery schedule. CWP reserves the right to purchase other services with other federal, state of CT or private funds.

CWP intends to issue up to two awards for this project. If the proposer is a lead entity with additional subcontractors identified for either service area, the proposal must include a signed letter of commitment from the subcontractor that identifies their role and availability to support the relevant body of work.

## **V. Scope of Services**

CWP seeks two distinct but related services to accomplish this curriculum development project: 1) Project Management and Facilitation and 2) Curriculum Development. Proposers can apply to one or both service areas, but proposers applying to both must identify distinct personnel responsible for the different areas. Collectively, this Scope of Services is intended to provide CWP with a robust, customizable, comprehensive career readiness curriculum that incorporates feedback from multiple staff units and program teams and can be readily deployed in a variety of workforce training initiatives.

The period of performance for both services will be March 1, 2025 through September 30, 2025.

All proposers must demonstrate a proven history of strategic and collaborative workforce development project implementation. Proposers will be expected to work in close collaboration with CWP's internal team and its agency and industry partners.

### **Project Management and Facilitation**

Proposer shall provide a proposal, in accordance with the terms and conditions set forth herein, to manage the curriculum development project, including at minimum the following components:

1. Facilitation of CWP staff input and needs assessment, including initiative-level analysis for American Job Center, Special Programs, Business Services, Youth Services, and Reentry Services staff units.
2. Analysis of existing CWP and AJC Career Readiness offerings.
3. Review of and analysis national and local best practices, existing content and assets, and relevant opportunities for alignment with regional or state initiatives.
4. Facilitation of meetings to gather and incorporate input from partner agencies and community-based organizations to ensure alignment across the region.
5. Management support, design oversight, and liaison functions between CWP staff and the Curriculum Development entity.
6. General project management functions to ensure steady progress and efficacy of the curriculum development project.

7. Collaboration with Curriculum Development entity to align flexible modules with target career pathways.
8. Development of training, implementation, and sustainability plan in collaboration with CWP staff and the Curriculum Development entity.

The proposal must include a project plan and budget, including a timeline for each project component and cost per major activity for the entire scope of work, allowing for input from CWP staff, partners, and the Curriculum Development entity.

### Curriculum Development

Proposer shall provide a proposal, in accordance with the terms and conditions set forth herein, to develop a comprehensive career readiness curriculum aligned to the needs of CWP and designed under the oversight of the Project Management and Facilitation entity. The curriculum should be aligned to and include assessments and experiential instructional content for all 12 Work Based Learning Core Competencies.

	<b>Work Based Learning Competency</b>	<b>Curriculum must include:</b>
1	Communication	Effective In-Person communication Effective Email Communication Active Listening
2	Digital Literacy	Essential Keyboarding skills Proficiency in Microsoft Office Ability to safely navigate internet Responsible use of social media
3	Financial Literacy	Open/Establish Bank Account (ensuring access) W2 / taxes Budgeting Credit awareness
4	Interpersonal (Collaboration Skills)	Self-control & managing emotions Empathy Collaborative & teamwork skills Appreciation for diversity
5	Critical Thinking/Problem Solving	Practice applying critical thinking skills Practice troubleshooting problems Thinking creatively Identifying and utilizing resources Taking ownership
6	General Professional Skills	Positive "can do" attitude Self-motivation Strong work ethic Punctuality & attendance Professional attire and presentation Workplace etiquette

	<b>Work Based Learning Competency</b>	<b>Curriculum must include:</b>
7	Time/Self-Management Skills	Plan and prioritize tasks Plan for unforeseen circumstances Meeting deadlines Maximizing time
8	Adaptability/Continuous Learning	Growth Mindset Embracing change Self-awareness Agency & self-advocacy Receiving feedback
9	Customer Service	Providing accurate and timely information Efficiency Handling conflict diplomatically
10	Employment Management and Job Seeking	Career pathway awareness Resume & cover letter Interview preparedness Networking awareness Job search preparedness (knowledge of job search platforms, hiring events, etc.)
11	Integrity & Ethical Decision Making	Honesty & integrity Ethical & professional decision making Gathering and assessing information Foresee potential consequences and risk
12	Academic Proficiency	Resources that support adequate assessment of academic preparedness (basic literacy and numeracy) and preparedness for work.

Integration of the career readiness curriculum with other Remedial Academic, Digital Literacy, and Financial Literacy content options is highly encouraged.

While our intent is to develop a custom career readiness curriculum that can be fully delivered ‘in-house’, we are open to curriculum options that incorporate best practice content from existing sources. CWP and its American Job Center system already provide various career readiness and job search and employment readiness services; our intent is to enhance and expand our existing offerings in a manner that leverages current capacity and expertise and codifies best-in-class curriculum for delivery across an array of programs and service providers.

The curriculum should be organized in a manner that allows CWP staff and contractors to administer career readiness development services to a broad array of participants, including those with different career readiness aptitudes and developmental needs. Requirements for the curriculum include:

1. Modular design to isolate key content areas (e.g., a participant could receive Time Management training as a standalone unit if that is their only skill development need).
2. Tiered organization of content to accommodate populations with different levels of need (e.g., Level 1 Communication for Beginners, Level 2 Communication for Intermediate, Level 3, etc.).
3. In-person implementation of curriculum for small group or 1:1 Instruction. Alignment of additional asynchronous and/or virtual content to supplement in-person instruction is a plus.
4. Each module should incorporate Pre- and Post-Assessments to efficiently determine skill gain or further training needs.
5. Overall efficient and compact delivery of curriculum – participants should typically be able to complete training in no more than eight weeks.

Once developed, the proposer must include a delivery and implementation plan to train CWP staff to administer the curriculum including through provision of train-the-trainer sessions, distribution of curriculum content (e.g., lesson plans), and support for any necessary revisions to the content as needed during the implementation period as a result of staff feedback. The proposal must include a project plan and budget, including a timeline for each project component and cost per major activity for the entire scope of work, allowing for input from CWP staff and the Project Management and Facilitation entity.

## **VI. Narrative Specifications**

The application must include answers to every question in the order presented below. Please provide a complete response to each question. If your proposal includes a lead entity and subcontractors, provide responses that include specific details from each entity.

1. **Capabilities and Experience**
  - a. Describe the services provided by your organization and identify your core capabilities.
  - b. Describe relevant experience in project management and/or curriculum development for non-profit organizations and provide contact information for references at three of those non-profits where similar projects have been completed by your organization on Attachment C. Experience with the public workforce system is desirable.
    - i. Provide 1-2 examples of curriculum your organization has produced.
  - c. Describe any experience you have serving, teaching, or building curriculum for remedial or heavily barriered individuals.
  - d. Identify staff to be assigned to the project, and describe their qualifications, including credentials, certifications, and experience.
  - e. List the software and other technology that will be used on this project.
  - f. Provide examples of lesson plans that incorporate experiential learning.



- g. Complete the Organizational and Financial Capacity checklist at Attachment D and provide the required documents.

## 2. Approach and Project Plan

- a. What is your approach to understanding a new client's business and beginning work on a new account?
- b. What is your teaching and learning philosophy targeted to adult learners?
- c. Explain your methodology and planning process for project management and curriculum development.
- d. Explain your approach to facilitating collaborative projects. How will you gather feedback from users?
- e. Detail the technical requirements and systematic implementation. Be as detailed as possible.
- f. How do you typically measure the results and successes of your curriculum development?

## 3. Budget

- a. Provide the hourly rate, the estimated number of hours per month, and total estimated cost for all phases of the project as outlined in section VI.
- b. Explain how you arrived at the fee for each phase of the project.

# VII. Implementation Plan

In addition to the Narrative, the proposal must include a plan and timeline, and the fee, for each phase of the project with respect to the distinct roles and functions of the Project Management and Facilitation entity and the Curriculum Development entity.

## 1. Design and Planning

- a. Initial staff input facilitation and needs assessment (including analysis of multiple sector and population-specific staff units and program needs).
- b. Collect input and assess resources that exist amongst CWP partner network.
- c. National/regional/state best practice research and analysis.
- d. Review of integration opportunities with relevant supplemental/complementary resources (e.g., NorthStar digital literacy training).

## 2. Curriculum Development

- a. Production of modular curriculum that can be delivered completely or as standalone topical units, including at least three levels of skill development for each topical area.
- b. Development of an initial assessment that accurately determines an individuals' level of need, and corollary pre-/post-assessments for each module to effectively monitor progress.

- c. Alignment of in-person curriculum with supplemental asynchronous or virtual resources (if applicable).
- d. Feedback and revision of curriculum based on CWP staff or stakeholder input.
- e. Mapping of curriculum against at least five target career pathways (e.g., a Certified Nursing Assistant may require different minimum career readiness competency levels for some topical areas compared to a Tractor Trailer Truck Driver – our goal is to rapidly and efficiently build participant skills to the point where they are competitive for the career field of their choosing). The five high-demand industries in Connecticut are: Healthcare, Manufacturing, IT, Construction, Transportation Distribution & Logistics.

### 3. Training and Implementation

- a. Training for CWP staff and contractors to enable autonomous delivery of career readiness curriculum
  - i. Train-the-trainer instructional sessions
  - ii. Distribution of all relevant content such as lesson plans, resources, example assignments
- b. Development of implementation and sustainability strategy to enable short-term launch as well as long-term utilization and adaptive functionality of the curriculum.

## VIII. Cost Structure

Contractor will receive payment in accordance with the schedule of deliverables, upon approval of the deliverables by CWP and receipt of an invoice in the format prescribed by CWP.

## IX. Application Assembly and Delivery Instructions

Applications will be submitted electronically to [RFP@capitalworkforce.org](mailto:RFP@capitalworkforce.org). The narrative should be single-spaced, in 12-point font with 1-inch margins, formatted for 8 ½ x 11-inch pages with the page number in the footer.

The application should be assembled in this order:

1. Attachment A - cover page
2. Attachment B - Certifications, signed electronically or in blue ink.
3. Narrative
4. Implementation Plan
5. Attachment C – reference list
6. Attachment D – organizational and financial capacity checklist and required documents for proposer and each subcontractor, if applicable

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. Applications may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

***Applications must be received by 5:00 p.m. Eastern time on February 4, 2025. Applications received after the deadline will be rejected and returned to the sender.***

## **X. Evaluation Criteria**

Primary consideration in the selection of service providers considers whether the proposer 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.

Applications will be rated according to the following criteria:

	<u>Point Value</u>
Previous/Relevant Experience	35
Implementation Plan	35
Staff Qualifications	15
Cost	15
<b>TOTAL</b>	<b>100 points</b>

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.

CWP anticipates awarding the contract to the proposer with the highest total points.

## **XI. General Conditions, Terms, and Solicitation Provisions**

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.

## A. General Conditions

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 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 submission required by CWP.

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

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.
5. Person signing the proposal certifies that 1) they are the person in the proposer's organization who is legally responsible within that organization for the decision to offer

the proposal, and 2) they have not participated, and will not participate, in any action contrary to statements one through four above.

Any proposer awarded funds to provide services will be expected to operate services of professional quality, maintain proper 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, as applicable to the contract. 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].

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. 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.

#### C. 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 certifications and assurances 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.

#### D. 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.

#### E. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received by the deadline, 5pm Eastern time on February 4, 2025.
2. The proposal does not follow the specified format.
3. The proposal does not include the signed Certifications and Assurances form.

#### 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. 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.

# ATTACHMENT A: Proposal Cover Sheet



Capital Workforce Partners  
Project Management & Facilitation  
Curriculum Development  
Request for Proposal  
Due Date: February 4, 2025 - 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  
 LLC    Sole Proprietor    Other: (specify) \_\_\_\_\_

Certified Minority/Female/Veteran Owned Small Business    Yes    No

### Proposal Summary

Service Proposed	Amount Proposed
Project Management & Facilitation	
Curriculum Development	
Total	\$ 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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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**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: Reference List

Facilitation & Project Management

Curriculum Development

Request for Proposal

Reference #1

Organization	
Type of Service Provided	
Contact Person Name & Title	
Phone	
Email Address	

Reference #2

Organization	
Type of Service Provided	
Contact Person Name & Title	
Phone	
Email Address	

Reference #3

Organization	
Type of Service Provided	
Contact Person Name & Title	
Phone	
Email Address	

## ATTACHMENT D: ORGANIZATIONAL AND FINANCIAL CAPACITY CHECKLIST

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
  3. Certified Minority/Female/Veteran owned small business, 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 Yes  No   
(must cover all staff associated with proposed program)
  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 Yes  No  N/A   
(i.e., an audit, financial statement or U.S. tax return)

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: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date