



REQUEST FOR QUOTATION

The Eastern Connecticut Workforce Investment Board (EWIB) administers the Workforce Investment Act for Eastern Connecticut. We are soliciting proposals for the following services at our (4) *CTWorks* Centers should the need occur:

1. Transferable Skills & Basic Skills Assessment
2. Interviewing Workshops
3. Motivational Workshops
4. Reducing Stress Workshops
5. Job Search Workshops – including online job search
6. Financial Management for Unemployed
7. Skill Training – seminars, less than 25 hours that will fill a universal, versatile need such as customer service or work readiness competency training.
8. Career Specific Pathways Workshop (Healthcare, Manufacturing, etc.)
9. Other Workshops or services related to workforce development not listed but offered by respondent.

EWIB also welcomes additions to the Eligible Training Provider List (ETPL) especially offerings that feature training for Green Jobs. (PLEASE NOTE: Programs must have a tie to a labor market demand.)

Provide the unit cost for each service, for example if it is a one-on-one service, the cost per person. If you are providing a quotation on a workshop, provide the cost per workshop including any materials to be provided and the capacity of the workshop.

Please submit your proposal for the services outlined above to Carol LaBelle, Director of Operations at labellec@ewib.org

RFQ Information Request & Submission Guidelines

Copies & Delivery Address. Submit one electronic (PDF) copy of your completed response to Carol LaBelle at labellec@ewib.org and one signed original copy of your response to:

The Eastern Connecticut Workforce Investment Board
Attn: Carol LaBelle
108 New Park Avenue
Franklin, Connecticut 06254

Complete RFQ responses will include:

1. Completed cover sheet (with one original signature)
2. Provide a general description of your firm/organization
3. Answer the questions below: (5 page maximum in a professional format and font.

(PROVIDE A SEPARATE SET OF ANSWERS TO QUESTIONS BELOW FOR EACH WORKSHOP SUBMITTED - ONLY ONE FACE SHEET IS REQUIRED)

- a) Provide brief descriptions of each workshop you propose to deliver:
 - Name of Workshop
 - Outline of curriculum for the workshop
 - Length of time of the workshop
 - Cost of the workshop
 - Capacity of the workshop
 - Attach any handouts to be distributed
- b) Describe experience providing this workshop and contact information for at least one reference.
- c) Provide relevant qualifications of staff most likely to provide workshop/service.

Provide any additional relevant information (within the five (5) page limits).

Request for Qualifications Face Sheet

Name of Proposer: _____

Office Address: _____

Have you ever defaulted on a contract? YES ____ NO ____

Describe any pending litigation against your firm: _____

If chosen, would your firm be immediately available to dedicate the resources necessary to providing this workshop or service?
YES ____ NO ____

Names and titles of the principal members of your organization. Indicate which individuals are authorized to bind the organization in negotiations with the Eastern Connecticut Workforce Investment Board:

<u>Name</u>	<u>Title</u>	<u>Authorized (Y/N)</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Individual to whom all inquiries about this proposal should be addressed:

Name: _____ Title: _____

Address: _____ Phone: _____

E-mail: _____

(Signature)