



The Eastern Connecticut Workforce Investment Board (*EWIB*) administers the Workforce Innovation & Opportunity Act for Eastern Connecticut. EWIB is looking to combine and streamline its onsite workshop delivery offerings and integrate more technology-based solutions into our platforms for proposals that provide a variety of workshops as described below. Workshops provided in-person will be scaled down and supplemented with increased virtual delivery.

The workshops are to be delivered to our customers at our (3) American Job Center-East (*AJCs*) in Montville, Willimantic, and Danielson.

### **Option 1**

1. Interviewing Workshops
2. Career Specific Pathways Workshops (e.g., Healthcare, Manufacturing)
3. Motivational Workshops
4. Job Search Related Workshops
5. Transferable Skills & Basic Skills Assessments
6. Skill Training: Short seminars (under 25 hours) designed to address universal and versatile needs, such as customer service or work readiness competency training.
7. Other Workshops or Workforce Development Services – innovative proposals not listed above are encouraged.

# Proposal Submission Requirements

## Cost Information:

- Workshops: Include cost per session, materials provided, and participant capacity.

## Submission Instructions:

- Submit proposals electronically to:

**David Allard, Director of Operations**

Email: [allardd@ewib.org](mailto:allardd@ewib.org)

Send one signed original copy of your response to:

### **The Eastern Connecticut Workforce Investment Board**

Attn: David Allard, Director of Operations

108 New Park Avenue

Franklin, Connecticut 06254

## Complete RFQ Response Must Include:

1. Completed cover sheet (with one original signature).
2. A General Description of Your Organization or relevant background, if applying as an individual.
3. Answer to the Questions listed below for **Workshops** proposal (*Maximum of 5 pages, using a professional format and font for either proposal submitted*):

Provide separate answers to the questions below for each **workshop** being submitted. However, only one face sheet is required.

### **Option 1 - Workshop Details:**

- Name of Workshop
- Outline of curriculum for the workshop
- Duration of the workshop
- Cost
- Participant capacity
- Attach any handouts to be distributed

### **Experience:**

- Brief description of relevant experience in delivering the workshop
- Contact information for at least one reference

### **Staff Qualifications**

- Relevant qualifications of staff to deliver the workshop or services

**Additional Relevant Information** (within the five-page limit)

## Request for Qualifications Cover Sheet

**Name of Proposer:** \_\_\_\_\_

**Office Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Have you ever defaulted on a contract?**

YES \_\_\_\_ NO \_\_\_\_

**Describe any pending litigation against you or your firm:**

\_\_\_\_\_  
\_\_\_\_\_

**If chosen, would you or your firm be immediately available to dedicate the necessary resources to provide this workshop or service?**

YES \_\_\_\_ NO \_\_\_\_

**Principal Members of Your Organization (Authorized to Bind Organization) if applicable:**

Name	Title	Authorized (Y/N)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Inquiries Regarding Proposal:**

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

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_

For further information or assistance with submitting your proposal, contact David Allard at the email provided above.