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**SOUTHWEST CONNECTICUT  
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## REQUEST FOR PROPOSAL (RFP)

### Issued by:

Bridgeport Regional Business Council (BRBC)  
On behalf of the Southwest CT Manufacturing Sector Partnership

### Title:

Request for Proposal for the "Good Jobs Challenge Initiative" – Training and Upskilling Programs in Manufacturing

**RFP Number:** SWCTMSP0003

**Date Issued:** August 7, 2024

**If you are interested in submitting an RFP, please fill out the [Google Form](https://forms.gle/x9dLyk3qf5s74vhG8) - <https://forms.gle/x9dLyk3qf5s74vhG8> to notify us of your intent or send an email with your name, company name, phone number and interest to [denise@brbc.org](mailto:denise@brbc.org).**

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### Section 1: Introduction

The Bridgeport Regional Business Council (BRBC), on behalf of the Southwest CT Manufacturing Sector Partnership, invites qualified organizations to submit proposals for the "Good Jobs Challenge Initiative." This grant aims to provide training programs for individuals to prepare them for entry or mid-level roles in manufacturing and to offer upskilling opportunities for current employees to enhance their skills and increase their earning potential.

The Bridgeport Regional Business Council (BRBC) is a nonprofit business organization with the mission to increase the economic opportunities for the people and businesses of the Greater Bridgeport Region. We do this by bringing businesses, government, nonprofits, and people throughout the region together through a variety of programming. The BRBC is made-up of three affiliate Chambers of Commerce: the Bridgeport, Stratford, and Trumbull Chambers.

The BRBC is the lead convenor of the Southwest CT Manufacturing Partnership (The Partnership). The Partnership is an open-entry network of manufacturing executives and businesses who have come together to share best practices, tackle shared issues, and make our region stronger for the manufacturing industry and its workforce.

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## **Section 2: Purpose**

The primary objective of this RFP is to identify and select training providers capable of delivering high-quality training programs that will:

1. Prepare unemployed or underemployed individuals for entry or mid-level positions in the manufacturing sector.
2. Provide upskilling opportunities for existing employees to improve their skills and secure higher wages.

## **Section 3: Scope of Work**

The selected training provider(s) will be responsible for the following tasks for the following types of trainees:

- Jobseekers to be eligible for entry level positions
- Jobseekers to be eligible for mid-level positions
- Existing employees to be trained to improve their skills to secure higher wages, promotions and/or mid-level positions.

### **1. Program Development or Use, and Implementation:**

- Design and implement a comprehensive training curriculum for entry level manufacturing roles or share the name of the program and curriculum that you currently have/use that would meet the needs of this RFP.
- Design and implement a comprehensive training curriculum for mid-level manufacturing roles or share the name of the program and curriculum that you currently have/use that would meet the needs of this RFP.
- Develop upskilling programs tailored to the needs of existing manufacturing employees or provide the curriculum for already developed programs.
- Include the total number of training hours required.
- Ensure programs align with industry standards and address current skills gaps.
- Provide participants with a Certificate of Completion or a credential upon successful completion of the training program.
- Ensure training programs can be completed within a minimum of 5 weeks and a maximum of 4 months, recognizing that some programs can be condensed, and some will run longer.

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## 2. Recruitment and Outreach:

- Collaborate with local community organizations, job centers, and educational institutions to recruit participants for the training programs.
- Develop and execute outreach strategies to attract diverse candidates, including underrepresented groups.
- Work with Manufacturing organization to find placements for program unemployed or underemployed participants.

## 3. Training Delivery:

- Provide hands-on training, classroom instruction, and online learning modules as appropriate.
- Utilize experienced instructors with relevant industry expertise.
- Ensure training staff excel at engaging participants in the field of manufacturing.
- Ensure training facilities are equipped with necessary tools and technology.

## 4. Evaluation and Reporting:

- Implement assessment methods to evaluate participants' progress and program effectiveness.
- Submit regular progress reports to BRBC and the Southwest CT Manufacturing Sector Partnership.
- Collect and report data on participant outcomes, including job placement rates and wage increases.

## Section 4: Proposal Requirements

Proposals should include the following information:

### 1. Organization Overview:

- A brief history of the organization, including mission and values.
- Description of experience and qualifications relevant to the project.

### 2. Program Plan:

- Detailed description of the proposed training programs, including curriculum, training methods, and duration.
- Outline of the recruitment and outreach plan.
- Description of facilities and resources available for training.

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- Explanation of how the program will provide participants with a Certificate of Completion or a credential.
3. **Staffing Plan:**
    - Resumes or bios of key staff involved in the project.
    - Description of the roles and responsibilities of each team member.
    - Evidence of staff expertise in engaging participants in the manufacturing field.
  4. **Budget:**
    - Detailed budget outlining the costs associated with the proposed programs.
    - Justification for each budget item.
  5. **Evaluation Plan:**
    - Methods for assessing participant progress and program effectiveness.
    - Plan for collecting and reporting data on participant outcomes.

## **Section 5: Submission Guidelines**

1. **Submission Deadline:**
  - Open until filled
2. **Submission Format:**
  - Proposals should be submitted electronically in PDF format to Denise Weaver at [Denise@BRBC.org](mailto:Denise@BRBC.org).
  - The subject line of the email should read: "RFP Submission for Good Jobs Challenge Initiative– [Organization Name]"
3. **Questions and Clarifications:**
  - All questions regarding this RFP must be submitted in writing to Denise Weaver at [Denise@BRBC.org](mailto:Denise@BRBC.org).

## **Section 6: Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. **Program Design and Implementation:**
  - Quality and comprehensiveness of the proposed training programs.
  - Alignment with industry needs and standards.

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- Ability to provide participants with a Certificate of Completion or a credential.
  - Feasibility of completing training programs within the specified timeframe (5 weeks to 4 months). All training and employment placement needs to be completed before June 2025.

**2. Organizational Capacity:**

- Experience and qualifications of the organization and key staff.
- Demonstrated ability to successfully implement similar projects.
- Expertise of training staff in engaging participants in the manufacturing field.

**3. Budget and Cost-Effectiveness:**

- Reasonableness and justification of proposed budget.
- Cost-effectiveness of the proposed programs.

**4. Evaluation and Reporting:**

- Robustness of the evaluation plan.
- Ability to effectively measure and report on program outcomes.

**Section 7: Award Notification**

The selected organization(s) will be notified. A contract will be awarded based on the evaluation of proposals and negotiation of terms.

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Thank you for your interest in partnering with us to enhance the manufacturing workforce in Southwest Connecticut. We look forward to receiving your proposal.

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**Contact Information:**

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Please ensure that all required information is included in your proposal. Incomplete proposals may not be considered.



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