

Northwest Regional Workforce Investment Board
Request for Qualifications (RFQ)
Agency to provide One-on-One Literacy and Numeracy
Tutoring Services to Waterbury American Job Center Participants

The Northwest Regional Workforce Investment Board (NRWIB) is issuing this Request for Qualifications to provide one-on-one literacy and numeracy tutoring services to Jobs First Employment Services (JFES) participants.

Completed proposals will be accepted until February 22, 2019, at which time the proposals will be reviewed and a contract(s) awarded. This RFQ may be downloaded from NRWIB's website at www.nrwib.org. Completed proposals should be sent via email or mail to:

catherine.awwad@nrwib.org ;

Catherine N. Awwad, Executive Director
Northwest Regional Workforce Investment Board
249 Thomaston Avenue
Waterbury, CT 06702-1028

SECTION I: OVERVIEW - NRWIB

The Northwest Regional Workforce Investment Board (NRWIB) is the administrative entity that oversees and administers Workforce Innovation and Opportunity Act (WIOA) and Connecticut Department of Labor (CT-DOL) funded programs in the Northwest Region Service Delivery Area (SDA). NRWIB was established by the Governor to promote effective delivery of job training services throughout the region that includes 41 municipalities. The 41 municipalities that make up the region are: Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott and Woodbury.

NRWIB offers numerous services for adults, youth and employers in an effort to improve the workforce to meet the current and projected needs of the region. Some of the programs overseen by NRWIB include:

- Incumbent Worker Training Program
- Summer Youth Employment Program
- Brownfield Training Grant
- Jobs First Employment Services (JFES)
- WIOA Programs for in-school and out-of-school youth
- OJT and Subsidized Employment Programs
- Business Services

SECTION II: BACKGROUND

- The NRWIB seeks to procure classes in Waterbury for our clients who may need to raise their literacy and/or numeracy levels in order to obtain a GED, seek occupational skills training or to prepare for the job market. Tutoring classes will serve Jobs First Employment Services (JFES) clients and will be offered to all registered customers on a first come, first served basis.

SECTION III: APPLICANT ELIGIBILITY/REQUIREMENTS

Qualified agencies will have a minimum of five years experience serving government and non-profit entities in the State of Connecticut providing adult education services. Qualified firms must submit a list of past services provided to workforce development agencies. Also provide the resumes of supervisor and teacher(s) that will be assigned to the NRWIB along with a proposed hourly fee(s) for the service.

SECTION IV: SCOPE OF SERVICES

Provide individualized one-on-one tutoring to JFES participants who have been determined to be in need of additional assistance of:

1. Obtaining the regional CASAS score of 236 on Math and/or Reading or;
2. ESL tutoring to more fully and quickly develop solid English language skills or;
3. Successfully completing a training program that they are currently enrolled in (either an Individual Training Voucher or enrolled with a JFES voc-tech provider such as TBICO or Marrakech).

Participant will be referred for contact by JFES staff and within 24 hours of referral a schedule should be set to: 1. Assess need; 2. Set goals; and 3. Commence a tutoring schedule that is acceptable to both the participant and the tutor.

The tutoring shall take place on site at Northwest Regional Workforce Investment Board, Inc. locations or another location as determined by the NRWIB.