



**Request for Qualifications  
Partners to MassHire Metro North's Application for Senator Kenneth J. Donnelly  
Workforce Success Grants for Training and Placement Programs**

**Overview**

Through this Request for Qualifications, the MassHire Metro North Workforce Board (MNWB) is seeking partners on a training program proposal for the Workforce Success Grant, which is funded through the Workforce Competitiveness Trust Fund (WCTF) issued by the Commonwealth Corporation. Workforce Success Grants support projects that provide training and placement to residents and help fulfill business's hiring needs. The grant will fund programs that will provide a talent pipeline in occupational priority industries identified by the Regional Workforce Skills Planning Initiative. For more information, please visit: <https://commcorp.org/funding>.

The MNWB anticipates developing an application for funding along with selected partners to support a pre-apprenticeship training program in construction and building maintenance for unemployed and underemployed residents of the Metro North region<sup>1</sup>. As the lead partner, the MNWB will be responsible for carrying out all administrative duties, convene monthly partner meetings, and connect partners with local employers.

**Project Activities**

The MNWB is seeking multiple partners to provide the following:

- Recruitment, assessment, and enrollment:
  - Conduct outreach including information sessions, social media outreach, and distribution of program marketing materials in the target communities, i.e., flyers.
  - Provide initial eligibility screening based on predetermined criteria, assess each applicant's English and math level, and interview applicants to assess interest, readiness, and fit with the program.
  - Enroll students in the program and generate class roster.
- Case management and job placement:
  - Screen students for barriers to attendance. Funding will be provided for transportation assistance. Make referrals to partner agencies for other forms of assistance as needed.

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<sup>1</sup> Specifically the following cities and towns: Cambridge, Somerville, Watertown, Belmont, Arlington, Medford, Everett, Chelsea, Winthrop, Revere, Malden, Melrose, Stoneham, Wakefield, Winchester, Woburn, Burlington, Wilmington, North Reading, and Reading.

- Meet with students each week to develop goals, apply for jobs, and address attendance issues.
- Prepare students for job interviews and orientation. Follow up with students and employers to ensure 30-day retention.
- Job readiness instruction:
  - In partnership with the MNWB and employer partners, develop curriculum on work skills including interviewing, communication, and conflict resolution. Instruction will be held in-person at a to be determined technical school.
- Occupational skills training:
  - In partnership with the MNWB and employer partners, develop a hands-on technical training curriculum including an introduction to the construction industry, basic construction math, and basic construction skills (safety, hand and power tools, blueprint reading, etc.). Instruction will be held in-person at a to be determined technical school.

## **Eligibility**

Non-profit organizations and private or public institutions of higher education are eligible to propose services.

## **Availability of Funds**

We anticipate selecting multiple partners for inclusion in a final proposal. Funding of up to \$500,000 will be available to support projects. All funding is contingent upon the successful submission of a grant proposal to the Commonwealth Corporation.

## **Requested Information - Narrative**

Please answer the following questions. Limit your responses to no more than 5 type-written pages. Responses should be based on a two-year program, with a tentative anticipated start date in the Fall of 2022 pending funder notification.

1. Identify the name of your organization and contact information for at least two staff (name, title, email, and phone numbers).
2. Please identify one or more of the following categories that your organization would like to be the lead partner on for this project and respond to the related questions.

- a. Recruitment, assessment, and enrollment:  
Please describe your plan for outreach and recruitment. How will you ensure that diverse candidates are enrolled in training? Please identify the staff that will be involved and any other organizations that you will partner with for outreach.
  - b. Case management and job placement: What wraparound supports will be available for students? If you have provided job placement services before, please provide data on placement and retention outcomes. Identify which staff will be involved and their responsibilities.
  - c. Job readiness instruction:  
*If your organization has provided job readiness instruction before*, please provide a brief overview of program design and data related to enrollment, completion, and job placement, if applicable. Identify which staff will be involved and if they have any credentials related to instruction (i.e., TESOL certification).  
  
*If you are proposing to provide job readiness instruction for the first time under this project*, provide a brief overview of program design and projected outcomes related to enrollment and completion. Identify which staff will be involved and if they have any credentials related to instruction (i.e., TESOL certification).
  - d. Occupational skills training:  
*If your organization has provided occupational skills training before*, please provide a brief overview of program design, material covered, and credentials students received upon completion of the program, if applicable. Please provide data related to enrollment, completion, and job placement, if applicable. Identify which staff will be involved and if they have any credentials related to instruction (i.e., OSHA, NCCER).  
  
*If you are proposing to provide occupational skills training for the first time under this project*, provide a brief overview of program design, material covered, and credentials students will receive upon completion of the program, if applicable. Please provide projected outcomes related to enrollment, completion, and job placement, if applicable. Identify which staff will be involved and if they have any credentials related to instruction (i.e., OSHA, NCCER).
3. List any employer partnerships and how these partners will be involved in the proposed project.

4. Provide an estimated overall program cost that includes the cost per participant.

### **Submission Instructions**

Please submit responses in Word or PDF format using one-inch margins, 12-point font, and single spaces. Narratives should be no longer than five pages. Documents sent via email should be no larger than 25MB.

Responses are due by email no later than 3 PM on Friday, April 29<sup>th</sup>. Please email [rfp@masshiremetronorth.org](mailto:rfp@masshiremetronorth.org). A confirmation of receipt will be sent within one business day. If the confirmation has not been received, please send a follow-up email to ensure your response has been received.

Any questions regarding this RFQ can also be directed to the same email address. There will be no bidder's conference.