



WIOA Youth Request for Qualifications

Instructor Pair (Group Application) for the New Business Entrepreneurship Skills Development Training Program

1. Introduction

MassHire Metro North Workforce Board (MNWB) is issuing the following Request for Qualifications (RFQ) to identify a qualified pair of instructors (two instructors total), applying together as a single application, to provide curriculum, instruction, student support, evaluation and skills development for the New Business (New Biz) Entrepreneurial Skills Development training program funded by the Workforce and Innovation Opportunity Act (WIOA) Youth Program.

This open procurement process will establish a pool of qualified instructor pairs eligible to deliver instructional services during the **2027 program year**. MNWB anticipates selecting one instructor pair (two instructors total) for the program cycle. Applications will be accepted and reviewed on a rolling basis; priority will be given to group applications received by the priority deadline of **December 18, 2026, at 5:00pm EST**.

2. Background

The New Biz Entrepreneurship Skills Development Program is a WIOA Youth-funded initiative designed to help out-of-school youth (ages 16–24) build entrepreneurship and work-readiness skills. The program provides structured instruction, business plan development, and certification opportunities that prepare participants to succeed as future business owners and employees.

MNWB leverages WIOA Youth funding program as its primary source and system for launching a New Biz training program with a start date of **March 16, 2027**.

Classes will begin **March 16, 2027**, and end **June 10, 2027**, for a total of **13 weeks**. Instruction will occur twice per week, once in-person, and once online using the Network for Teaching Entrepreneurship (NFTE) curriculum. In-person classroom sessions will be held in Malden, MA. Instructors with experience teaching English Language Learners, individuals with learning or intellectual disabilities, or youth from diverse backgrounds are strongly encouraged to apply.

The ideal candidate will possess strong communication skills and experience in conveying complex information in an accessible manner and is committed to fostering a positive learning environment for

all students. As classes are held in a hybrid format, instructors must be comfortable delivering sessions virtually. Each instructor's position requires a balance of instruction, preparation, student support, and exam proctoring responsibilities.

Instructors will apply together and be selected as a pair (two instructors total) through a single group application. The instructor pair will co-teach the program, working together to plan and deliver the curriculum, support students, and carry out the responsibilities described in this RFQ. Each instructor will be compensated individually.

3. Areas of Work and Project Examples

The program will start **March 16, 2027**, and end **June 10, 2027**, for a total of **13 weeks**. Program curriculum will be provided twice a week, Tuesdays (in-person) and Thursdays (online), from 2–4:30pm, with in-person at the training site located in Malden, MA. The class will aim to serve approximately **10–15 students**. A qualified instructor pair will co-teach a **13-week** entrepreneurship curriculum, developed by Network for Teaching Entrepreneurship (NFTE), to out-of-school youth ages 16-24. The selected instructor pair will be provided with a total payment of \$12,000 (\$6,000 per instructor) for services rendered under this RFQ and the agreement that will be executed upon completion of RFQ applications by the Review Committee. Due to funding limitations, the total compensation package is fixed and cannot be negotiated.

Curriculum and Instruction

- Deliver lesson plans developed by NFTE.
- Assist students in creating and refining their individual business plans by providing constructive feedback and support throughout the curriculum. Help students apply learned concepts to real-world entrepreneurial challenges.
- Adapt teaching methods and materials to meet the needs of individual students.
- Utilize technology and multimedia resources to enhance the learning experience.
- Use a variety of teaching methods, including interactive exercises and multimedia, to create engaging learning experiences for all students including non-native English language speakers and individuals with disabilities.
- Plan and deliver the curriculum jointly with your co-instructor, sharing responsibility for instruction, student support, and classroom activities.

Student Support and Documentation

- Evaluate and assess student performance through various methods such as assignments, practice exams, classroom discussions, and tests.
- Maintain updated records of student progress and attendance.

- Provide weekly updates on student progress to MNWB staff and students' case managers.
- Identify students that may need additional support and work closely with case managers to apply for testing accommodation.

Testing and Evaluation

- Prepare students for Entrepreneurship Small Business (ESB) Certification testing by administering the provided ESB practice tests.
- Review ESB exam objectives and concepts to ensure emphasis on tested material during classroom instruction time.
- Administer and proctor the ESB certification exam on the scheduled date and retake date (**June 1 and June 3, 2027**).

Classroom Management

- Working with your co-instructor, manage classroom dynamics effectively to ensure a productive learning atmosphere.
- Ensure appropriate use of digital devices in the classroom setting.

4. Minimum Qualifications

Each instructor in the group application will be evaluated based on the minimum qualifications below.

- Understanding and sensitivity to diverse cultural backgrounds and exercise patience with students' learning processes.
- Previous teaching experience in an academic or vocational setting.
- Proficiency with online teaching platforms and educational technology.
- Ability to adapt teaching methods to accommodate diverse learning styles.
- Strong communication and interpersonal skills.
- Experience teaching or working with out-of-school youth or young adults (ages 16-24).
- Knowledge of entrepreneurship concepts and experience in business planning.
- Ability to collaborate effectively with a co-instructor, program staff, and students.
- Detail-oriented and organized, with the ability to manage multiple tasks and responsibilities.

5. Proposal Submission Requirements

Each instructor pair must submit one group proposal that includes the following components. Questions marked “Individual” must be answered separately by each instructor; the question marked “Group” is answered jointly:

- Cover page that includes the names and contact information of both instructors.

- **(Individual Response)** Experience & Qualifications: each instructor must provide their own maximum 1-page document which answers the following questions:
 - Outline of interest in the position and its alignment with the mission of Metro North Workforce Board.
 - Summary of related projects in the academic, vocational, or occupational setting.
 - Summary of teaching style and delivery approach while working in a hybrid learning environment.
 - If you have specific experience in entrepreneurship, please explain.
 - Experience in working with special populations (i.e., individuals with disabilities, individuals with basic skills deficiency, limited English speakers, highly educated immigrants, veterans, individuals with criminal backgrounds, and recipients of public assistance).
- **(Individual Response)** Summary or example where the instructor facilitated an inclusive learning environment through the instructional design and delivery of curriculum: maximum 1 page per instructor.
- **Group Response:** Group teaching approach, completed jointly by both instructors (maximum 1 page). Describe your experience working together as a group. If you have not worked together previously, describe how your skills will complement each other in the classroom (your proposed group teaching approach).

6. Submission Instructions

- Applications are reviewed on a **rolling basis**; priority will be given to group proposals received on or before 5:00 PM on **December 18, 2026**.
- Each instructor pair must submit one group proposal, combined into a single PDF document that includes both instructors' individual responses and the group response, via email to rfp@masshiremetronorth.org. Separate submissions from individual instructors will not be accepted.
 - 8.5 x 11 letter size paper
 - Numbered pages
 - One-inch margins
 - Single-spaced
 - Minimum 11-point font
- Questions may be directed to rfp@masshiremetronorth.org with the subject line: "RFQ NewBiz Youth Mentorship Program."

7. Evaluation Criteria/Review Process

Proposals that do not meet minimum standards will be considered non-responsive. This RFQ does not commit MNWB to award a contract or pay any costs incurred in the preparation of a proposal. All materials submitted become the property of MNWB and are subject to Massachusetts public records law.

All proposals will be scored according to the evaluation criteria set forth below. Additional information may be considered by reviewers when scoring proposals such as interviews and questions and answers after submission of the written proposal.

Criteria	Point Value
Relevant Teaching Experience and Track Record	30
Proposed Services Delivery Approach and Group Facilitation	30
Facilitation of an Inclusive Learning Environment	15
Total Points Available	75

After the review committee scores your written proposal, they will reach out to conduct a virtual interview with both instructors to follow up with the responses from your application and inquire more about your interest and experience. Final notification of admission into the program will be sent out in early February.

MNWB reserves the right not to award any contract or to modify the number of instructors selected. Proposals that do not meet minimum standards may be considered non-responsive.

8. Contract and Payment Structure

The instructional services contract will run from **March 16, 2027** through **June 10, 2027**, covering the full **13-week** program cycle. The selected instructor pair will be compensated with a total of \$12,000 (\$6,000 per instructor), paid via direct deposit (each installment is \$2,000 per instructor).

Payments will be issued according to the following schedule:

- Installment 1: April 16, 2027
- Installment 2: May 14, 2027
- Installment 3: June 11, 2027

Please allow 3 to 5 business days for payment processing after each scheduled date.

Each payment is contingent upon the timely submission of required deliverables, including:

- Completed attendance reports.
- Weekly student progress updates.

- Any additional documentation or reports requested by MNWB program staff.

Each instructor will be engaged as an independent contractor and classified as a 1099 contractor under this agreement. Each instructor is responsible for all applicable taxes and withholdings.

9. Program Monitoring and Compliance

Selected instructors must maintain accurate records of attendance, performance, and instructional activities. All records are subject to review by MNWB and federal or state monitors.

Instructional services will complement, not replace, other program components such as mentorship or case management. All services must comply with WIOA Youth Program requirements under 20 CFR 681.590 and 2 CFR Part 200.

10. Conflict of Interest

Applicants must disclose any real or potential conflicts of interest. Individuals with a financial or personal interest in the RFQ review or selection process may not participate in this procurement.

11. Equal Opportunity Statement

This program is funded under the Workforce Innovation and Opportunity Act (WIOA). MassHire Metro North Workforce Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (TDD/TTY: 1-800-439-2370, Voice: 1-800-439-0183)