



REGIONAL EMPLOYMENT BOARD
OF HAMPDEN COUNTY, INC.

Your Connection to Workforce Development

June 29, 2018

Request for Qualifications – English for Speakers of Other Languages(ESOL)
and/or Adult Basic Education (ABE) Services **(Extended date)**

The Regional Employment Board of Hampden County, Inc. (REB), a non-profit, workforce development organization, is seeking Requests for Qualifications from Community Adult Learning Centers that are selected vendors from the recent procurement (FY 2019) of Massachusetts Department of Elementary and Secondary Education (DESE) Adult Education and Family Literacy Services to provide ESOL and/or ABE services to assist eligible individuals to:

- 1) Improve their reading, writing, speaking and comprehension in English;
- 2) Become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency

The U.S. Department of Labor awarded National Dislocated Worker Grant funds to the Commonwealth of Massachusetts Executive Office of Labor and Workforce Development to assist local One-Stop Career Centers in serving people who have relocated to Massachusetts due to the recent hurricanes (Irma and Maria – October 2017). The Regional Employment Board of Hampden County, Inc. (REB) has been selected as the Primary Operator for these funds.

While the exact nature and scope of the need for these services is currently being assessed by Career Center staff across the Commonwealth, the REB is seeking to identify the capacity and interest of current DESE funded providers to provide these types of services to eligible individuals. Our expectation is that once providers are qualified under this RFQ that they will work with local Workforce Development Boards and/or Career Centers in their particular region to ascertain the actual scope and need for services. The REB will contract directly with service providers selected as a result of this process. The Hurricane Grant anticipates that the average cost per participant for these services will be approximately \$3,000.

Parties interested in submitting a proposal to provide the above mentioned services must submit qualifications to the REB, 1441 Main Street, 1st Floor, Springfield, MA 01103. Proposals will be accepted on an open and rolling basis from April 16, 2018 to no later than **November 30, 2018**. REB is requesting hard copy submissions as well as the Narrative (Word or PDF Format) and Class Plan Spreadsheet (MS Excel) be emailed to strueman@rebhc.org.

Proposals should not exceed three (3) pages in length, not including sample forms and attachments, and must include the following:

Information provided in the following sections should describe both a) current services provided by the applicant; and b) capacity and proposed plan to expand services to include additional individuals.

1. **Program Design:** Describe the overall program design and how specific program components are intended to advance and accelerate student outcomes. Include information on intake and enrollment protocols.
2. **Class Plan:** Describe class focus, number of seats (current and potential), GLE/SPL level, hours per week, weeks per year, open vs. closed enrollment and cost per student seat. (Complete Attached Spreadsheet – Separate Tabs for ABE and ESOL)
3. **Organizational Support:** Describe how the agency will support the expansion of services to include eligible individuals within the target population of this grant. Include information about components of program quality, including organizational leadership, ability to manage proposed plan for expansion of services that is viable and consistent with current program design, student enrollment plan, and budget, and staff qualification and retention.

You can find more information about the REB at our website www.rebhc.org or you may contact Steve Trueman, Vice President of Workforce Development Operations @ (413) 755-1375 or strueman@rebhc.org with any questions you may have.