



City of Boston
Worker Empowerment



**City of Boston Office of Workforce Development
Request for Qualifications (RFQ)
Partner for Greater Boston Equitable Apprenticeship Pathways**

Funding Opportunity

The [Greater Boston Equitable Apprenticeship Pathways program](#) was launched in July 2022 by the Worker Empowerment Cabinet to connect Boston residents to pre-apprenticeship opportunities over a four year grant period. Through this Request for Qualifications, the [Office of Workforce Development \(OWD\)](#) is seeking a partner(s) to be awarded a grant to carry out a pre-apprenticeship program leading to a registered apprenticeship program (RAP). This grant program is funded by the Employment and Training Administration (ETA) of the U.S. Department of Labor through July 2026. Eligible pre-apprenticeship programs may be proposed in a variety of fields, including construction and building trades, STEM and technology careers, and other high-demand, high-growth industries in the Boston area. OWD reserves the right to make one award or multiple awards from this funding source. The total amount available per participant will range but should not exceed \$3200 per individual, including administrative and program costs. In total we seek to serve approximately 174 individuals with the funds available for this procurement: respondents may propose to serve some of all of that number.

We have a strong preference for programs which are already registered pre-apprenticeship programs in the Commonwealth of Massachusetts, but we will consider proposals from programs with a high likelihood of obtaining certification provided the proposer can demonstrate an understanding of the administrative requirements involved.

Process Overview

Applications will open Friday, April 28 at 12 pm, with a bidder's conference being held on Thursday May 4, 2023 at 2:00pm (see link in the "Submission Instructions" section to attend).

Responses for this RFQ are due via email by Tuesday, May 23 at 5 pm. Notification of the outcome of your application will be released on Monday, June 12, 2023. Final contracting will be subject to the approval of the US Department of Labor (DOL) staff administering the funding source.

Goals

- To provide job pathways for 174 individuals in underserved communities throughout the Greater Boston area
- Develop a relationship/partnership with new or existing community partners to strengthen City ties to local industries
- Provide trained individuals for employment in understaffed industries
- Provide social support services to participants and their families, bolstering economic mobility

Eligible Activities

For this partnership, we are looking for a registered pre-apprenticeship program that leads to a Registered Apprenticeship Program (RAP) during the period of performance. Please see the extended requirements check-list below to confirm your eligibility, which includes requirements on training, program longevity, and ability to provide supportive services to the program participants.

Eligibility

Eligible partners include employers; intermediary organizations; education or training providers; industry/trade associations; community-based organizations; minority serving institutions; workforce associations; entities carrying out activities under WIOA; labor organizations; private non-profit service providers; or organizations that support outreach and training.

Program participants must be at least 16 years of age, and must not be enrolled in a RAP at the time of program entry. The target population under this RFP are underrepresented communities, particularly BIPOC, women, and individuals with disabilities, underserved communities (including veterans, formerly incarcerated individuals, and youth), and un- and underemployed workers. Veterans' priority (38 U.S.C. 4215) applies for this grant. Note: funds in this category can go toward training fees. Eligible trainees may be residents of Boston or surrounding communities, specifically in the MA-04, 05, 07, 08 Congressional Districts.

Availability of Funds and Timeline

Funding of up to **\$592,174** will be available to support projects. Funding is contingent upon approval from the Federal Project Officer assigned to the grant. *EDIC/OWD reserves the right to partner with multiple organizations or no organizations depending on the responses received.*

This funding opportunity will span three years; it has an anticipated start date of Saturday, July 1, 2023 and end date of June 30, 2026.

Required Services

The goal of our initiative is to expand pathways for BIPOC, women and low-income Boston residents into in-demand careers by expanding pre-apprenticeship and apprenticeship pathways. Partner organizations must operate a registered pre-apprenticeship program in accordance with established standards. In addition, partner organizations must provide a sequence of services designed to recruit, retain and train participants, and successfully place participants into Registered Apprenticeship Programs (RAP) and training-related employment. To that end, potential partners must demonstrate that proposed services take into account both the needs and strengths of potential students; employer partnerships; and supportive services.

In addition, all potential partners must be able to meet the administrative requirements of the program. This includes data entry on all participants in line with training that OWD will provide; follow up post completion; must currently have or have the ability to obtain registered pre-apprenticeship status with the Commonwealth of Massachusetts (please note that federal registration is not sufficient for the purposes of this funding opportunity); must be able to successfully enter into a contract with OWD to receive and administer funds.

Requested Information - Narrative

Please provide the following information, **limiting your responses to no more than 6 pages.**

1. Identify the name of your organization and the name of the proposed program, along with contact information for the program (lead staff name, title, email, and phone number). Identify the cities and towns where you intend to provide services.
2. Please describe the job or industry your pre-apprenticeship program targets. State whether you are already registered with the Commonwealth of Massachusetts. If you are not registered, please explain if you have prior experience working with registered apprenticeship programs or provide other information regarding how you will achieve registration.
3. Between July 2023 and June 2026, how many individuals will you serve? How many will enroll and what percentage will complete the pre-apprenticeship? How many will transition to RAP? How many will transition to training-related employment?
4. Describe your target population, in terms of ages, demographics, geographic distribution, and any other factors your program design considers. Describe your strategies for outreach, enrollment and supportive services for participants.

2. Please complete the following chart with expected participant outcomes and program outputs to the best of your ability:

Participant Outcomes	
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# of individuals who enroll in pre-apprenticeship	
# of individuals who complete pre-apprenticeship	
# of participants who transition into a registered apprenticeship program	
# of participants who enroll in a pre-apprenticeship (as applicable)	
# of participants who complete a registered apprenticeship program	

3. Please confirm that your pre-apprenticeship program currently includes the following five elements (**indicate yes/no**). Is your pre-apprenticeship program:

- a. Designed in collaboration with RAP Sponsors (please identify the sponsors)?
- b. Include meaningful hands-on training (in a workplace, simulated lab experience, or work-based learning environment) that does not displace paid employees?
- c. Provide facilitated entry and/or articulation into a RAP?
- d. Support the ongoing sustainability of a quality pre-apprenticeship program through partnerships?
- e. Facilitate access to appropriate supportive services (e.g., counseling, transportation assistance, childcare, and rehabilitative services)?

If your program does not address the above, could you address them in the future with grant funding?

4. Briefly describe your capacity to achieve each of the following outcomes from the project work plan by the end of the grant period:

- a. Increase BIPOC pre-apprenticeship enrollment within your program
- b. Seven percent of in-house partner RAP enrollees self-identify as having a disability
- c. Enroll (up to) 174 participants in your registered pre-apprenticeship program
 - i. Achieve an 80% retention rate from pre-apprenticeship to RAP

5. List which employers and/or trade union partners in this industry you have worked with/are working with/could work with and describe briefly each of your roles in that working relationship.

6. Briefly describe your relationship with RAP(s) in the targeted industry. Can you demonstrate evidence of sufficient demand in a RAP at the completion of a pre- apprenticeship program to support a transition from a pre-apprenticeship to a RAP?

7. Briefly describe your capacity to track outcomes for participants after program completion over a period of three years.

8. Briefly describe your capacity to provide job development and job placement services for participants. How do you/will you help graduates with placement into an RAP?
9. Briefly describe industry-recognized and/or stackable credentials participants may gain upon completion of this pre-apprenticeship program.
10. Briefly describe participant outcomes after completion of the RAP, including potential job quality, benefits, career pathways, and wage growth opportunities.
11. Briefly describe your capacity to provide wrap-around/supportive services, including childcare, transportation, career counseling, rehabilitative services, etc.
12. A priority for this grant program is to serve underrepresented communities, particularly BIPOC, women, and individuals with disabilities, underserved communities (including veterans, formerly incarcerated individuals, and youth), and un- and underemployed workers. Veterans' priority (38 U.S.C. 4215) applies for this grant. Briefly describe your track record of recruiting and working with the above population, and your plan to prioritize them with this funding.
13. Briefly describe your current and future (with grant funding) capacity to grow and expand your pre-apprenticeship model, including expanding diversity, equity, inclusion, and accessibility initiatives.
14. Briefly describe any gaps in your program that could be addressed through this funding.
15. Finally, if applicable, describe anything else about your program and its capabilities which may be helpful in the training partner selection decision process.
16. Identify the total costs of the program, including tuition and mandatory fees. Funding should be used to support activities such as on-the-job learning, related instructions, and supportive services (may include transportation, childcare, dependent care, housing, counseling, and needs-related payments that are necessary to enable an individual to participate in education and training activities funded through this grant). Up to 20% of the program budget can go toward providing supportive services. Note any costs associated with certificate or other testing. Note the cost per participant.

Submission Instructions

Please submit responses with narratives no longer than 6 pages. Narratives should have one-inch margins, 12-point fonts, and be single spaced. Responses are due by email no later than 5.00pm on Tuesday, May 23, 2023. Please create on PDF document including your narrative and any additional documentation and email as an attachment by the deadline.

Please email responses to marykate.murphy@boston.gov. Any questions regarding this RFQ may also be directed to this email address.

A bidders' conference for this RFQ will be held on Thursday May 4, 2023 at 2 pm. Please use the following link to register for the bidder's conference: https://www.zoomgov.com/meeting/register/vJltdOqrpjwjHd5Wk_R069SfQttZpdj7yFc

Should the need arise, one-on-one consultations to discuss your proposal may be scheduled between Monday, May 8 and Friday, May 12. Please use the following link to schedule a 30-minute consultation: <https://calendly.com/abigail-cross/greater-boston-equitable-apprenticeship-pathways>.