



REQUEST for BIDs
for
Basic Education Upgrading and Development Class

The Workforce Connection (TWC) is seeking bids for **an Ongoing Basic Education Upgrading and Development Class** that will operate during the period July 1, 2018 - June 30, 2019 and be funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) and Trade Act training funds. Schools/organizations may submit bids for the class.

Class specifications and the form to complete for preparing a bid are on the following pages.

Bid(s) should be submitted via e-mail to Valerie Johnson at vjohnson@theworkforceconnection.org By 12 noon, Thursday, May 24th, 2015.

Bids will be reviewed and recommendation regarding acceptance or rejection of the bids will be presented to the TWC Board on June 5, 2018. Please address questions to Valerie Johnson, at the above e-mail address.

The Workforce Connection
(the local Workforce Board serving Boone, Stephenson and Winnebago Counties)
Creating a competitive, skilled and educated workforce
303 North Main Street, Rockford, IL 61101-1099 www.theworkforceconnection.org

**BASIC EDUCATION UPGRADING AND DEVELOPMENT CLASS
For Period 7/1/18-6/30/19**

I. SPECIFICATIONS

1. Specifications for the Basic Education Upgrading/GED Preparation Class

The *Basic Education Upgrading and Development* class will be conducted on an ongoing basis. The class, with instruction based on the students' individual needs, is for Workforce Innovation and Opportunity Act (WIOA)-funded adult participants and WIOA or Trade (TAA)-funded dislocated worker participants who need short-term basic education upgrading or development to further their job search or enables them to enter vocational training.

The class will have one, two, or more sections, depending on the need for the class. Each section of the class must be able to accommodate 12-15 students on an ongoing basis. New students may enter the class each Monday. Students will be expected to attend class regularly.

Instruction must be individualized. In addition to the traditional material used in the class (computerized instruction and hard copy materials), the individualized curriculums will include exercises that will help participants improve the skills tested in the WorkKeys assessments relating to their earning a *National Career Readiness Certificate*. (Please check this website: <http://www.act.org/workkeys/>.) WorkKeys assessments are administered by The Workforce Connection staff.

Case Managers and Career Counselors will refer eligible participants to the class for **one instructional session**. (The bidder will define the length of an *instructional session* in terms of the number of scheduled hours in the session. See the form to complete on the last page of this bid package.) If a student needs more time in the class, the student's case manager/counselor may refer him/her for an additional instructional session(s).

2. Payment

The provider must receive a **Voucher** for each student enrolled in the class. A **Voucher** will be issued for only one instructional session at a time. If a student needs to continue in the class for additional instructional sessions, the student must have a new **Voucher** completed by his/her counselor for each additional instructional session.

The information given on the **Voucher** will include the tuition and fees cost for the instructional session and the cost of the books required¹ for the session (if books are not included in the tuition cost).

II. INSTRUCTIONS FOR SUBMITTING A BID

Complete the form on the last page of this Request for Bids package, providing the information and attachments requested.

If necessary, request a soft copy of the form in WORD from Valerie Johnson at vjohnson@theworkforceconnection.org .

The person authorized to sign for your organization/school/division must sign the form.

By 12 noon on Thursday, May 24th, 2018 submit your bid in WORD via e-mail to Valerie Johnson at

¹ The cost of the books may vary, based on the individual student's needs. The voucher for the cost of the books may need to be completed after the student is enrolled in the class.

vjohnson@theworkforceconnection.org. The bid you submit in WORD will be unsigned; therefore, please scan the printed form with the authorized signature affixed and e-mail that page in PDF to Val.

III. EVALUATION OF BIDS

Bids will be evaluated on the following criteria:

- A. How well the proposed course content addresses the programming specified in Section I of this request for Bids, including skills tested in National Career Readiness Certificate assessments (*Workplace Documents, Applied Math, and Graphic Literacy*);
- B. The organization's experience conducting Basic Skills Upgrading/Development training; and
- E. Cost per Instructional Session.

BASIC EDUCATION UPGRADING AND DEVELOPMENT CLASS

Bid for Period July 1, 2018 - June 30, 2019

Provider:	FEIN:	
Address (include 9-digit ZIP):		
Telephone:	Fax:	
Authorized Signature for Agreements:		
Name:	Title:	
Contact Person:		
Name:	Title:	
Telephone:	Fax:	E-Mail:
<u>Proposed Basic Education Upgrading/GED Preparation Class</u>		
Location:		
Check the days of the week the class will meet: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.		
Give the hours of the day the first section of the class will meet: _____ - _____		
Give the hours of the day the second section* of the class will meet: _____ - _____		
*Second section will be conducted only if a second section is needed.		
Attach the following: 1) a <u>brief</u> class description, curriculum outline (general outline, including work leading to a <i>National Career Readiness Certification</i>); 2) description of instructional methods; and 3) book list (if books are not included in tuition). Instruction must be individualized, based on an assessment of each student's needs.		
<u>Cost for each Instructional Session</u>		
Define the length of a <i>session</i> in hours: One <i>session</i> = _____ hours of instruction (per student)		
Tuition (per session): _____		
Fees (list): _____		
Other: _____		
Total Cost per Session: _____		
Estimate average cost of books (if not included in tuition):		
If any other funding sources contribute toward meeting the expenses of conducting the class, list these sources (e.g., Adult Education and Literacy funds) and estimate the amount of each source's contribution toward each "session" of instruction:		
Authorized Signature:	Date:	