

**Request for Qualifications**  
**YouthBuild Hartford Vocational Skills Training**

Co-opportunity, Inc. requests submittal of qualifications from organizations/consulting firms with proven experience in providing residential construction industry skills training, particularly to low-income young adults.

**Background**

Founded in 1987, Co-opportunity creates neighborhood stability and economic prosperity by increasing the income, earnings and wealth of low- and moderate-income individuals and families. The agency's focus on economic security is rooted in the simple belief that families who work hard and play by the rules should always have the opportunity to get ahead. Successful families contribute positively to their community and have children who are healthier, better educated and who stay out of trouble. .

In 1997, Co-opportunity launched YouthBuild Hartford to address employability issues facing disengaged young adults. Designed to run on a 10-month cycle, the core YouthBuild model combines education, job training, and community service. Participants in YouthBuild, who are 16-24 years old, attend an education program full time on alternate weeks, working to improve their academic skills and preparing to take the GED exam. The other half of their time is spent on developing basic residential building skills, particularly in carpentry. These skills are developed both in the classroom and on a residential construction worksite where students are engaged in building housing for homeless and other low-income people. While in the program, YouthBuild students receive a modest stipend.

**Scope of Services**

Co-opportunity is seeking a partner to provide a combination of hands-on and classroom instruction in basic residential construction skills to 64 students annually. The program will operate three overlapping cycles of approximately 21 students per cycle.

The selected organization will be required to provide a minimum of 4-6 hours of classroom based training per week utilizing the Home Builders Institute's Pre-Apprentice Certification Program Training (PACT) curriculum, an evidence-based, industry-validated curriculum that combines theory and practice of homebuilding. It is expected that at least 50% of all enrolled students will be awarded a certificate upon completing this training. PACT training will be provided by Co-opportunity for instructors.

In addition, the selected organization will provide 30 hours per week of hands-on construction training on worksites identified by the contractor and approved by Co-opportunity. The contractor must provide sufficient staffing to ensure learning and safety objectives are met, but no less than a staff-to-student ratio of 1:7.

The selected training provider will identify internship opportunities with other construction contractors and work with other staff to identify employment opportunities for students upon completion of the program.

It is expected that the selected organization will participate in the student selection and orientation process, as well as in weekly program staff meetings. The selected organization will provide daily attendance and performance reports, regular reports of student progress towards goals and certification. In addition, the selected training provider will work closely with other program staff to ensure alignment of all learning, career and life objectives.

Co-opportunity will provide tools, clothing and other materials necessary for students to complete the program. In addition, Co-opportunity will provide OSHA training, the educational component, a full-time case manager and will

coordinate life skills, career development and community service work.

The selected contractor will be a sub-grantee of Co-opportunity and, as such, abide by U.S. Department of Labor standards and contract regulations.

### **Submittal Requirements**

Please provide the following information about your firm:

1. Organization name and contact information.
2. Provide a brief description of your organization.
3. Describe your organization's experience with oversight of construction sites, including your experience with multiple simultaneously running worksites and your experience developing jobsite-specific safety plans.
4. Describe your organization's experience with training including populations served, training methodology and training outcomes.
5. Describe organizational and staff experiences with young people and/or at-risk populations.
6. Briefly describe your organization's ability to manage grants or similar financial management/administrative experiences and capacity.
7. Identify individuals employed by your firm, including their experience, who will be carrying out the services requested in this RFQ. If you intend to hire new employees to carry out this contract, identify the skills and experience you will be seeking.
8. A list of three references, including contact information, who are familiar with your work.

### **Other Information**

Responses must be delivered before **3:00 p.m. on Friday, July 2, 2010**. Questions concerning this RFQ should be directed to the following:

Kevin Brown, Director  
YouthBuild Hartford  
860-236-3617, Extension 102  
[kevinb@co-opportunity.org](mailto:kevinb@co-opportunity.org)

Co-opportunity reserves the right to accept, reject, and evaluate any and all responses, and to change the scope of this RFQ. Any response submitted during this RFQ process becomes the property of Co-opportunity who will not be liable for nor pay any costs incurred by the respondent in preparation of a response to this RFQ or any other costs involved, including travel and time for interviews.

Should more than one respondents be deemed qualified, respondents may be asked to submit a full proposal. Co-opportunity will evaluate qualifications based on experience in residential construction, experience delivering training programs, experience working with youth and/or at-risk populations, and references.

The RFQ containing the necessary requirements and determined to be the most advantageous to Co-opportunity will be considered. Qualification statements which are received that are late, incomplete and do not contain all submission requirements may be deemed unresponsive and will not be considered for selection.