



Towards Employment

We champion the potential of every person to succeed in a meaningful career, while working to create an equitable and inclusive workforce for tomorrow.

Office: (216) 696-5750
Fax: (216) 696-5119
Towardsemployment.org

REQUEST FOR PROPOSAL

Career Readiness Training Partner

Towards Employment has applied for a DOL grant that will provide integrated reentry services, serving a larger overall number of regional reentry clients through collaboration to ensure a more seamless coordination of services across counties pre- and post-release. The Cuyahoga-Lorain Early Advancement to Reentry (CLEAR) program will provide job training focused on in-demand and reentry-accessible employment opportunities, with client-success services including career readiness training, career guidance and placement assistance that enables accessible pathways to post-release employment and/or continuing training and education. Additional wrap-around services will be tailored to each participant's unique needs to reduce barriers to reentry and employment, reduce recidivism, and support pre- and post-release success. As a career pathways model, CLEAR guides participants through career readiness and work experience opportunities for skill enhancement, job placement and advancement, with strong coaching and wraparound support.

The CLEAR program is seeking a partner to provide prerelease Career Readiness Training in Lorain County. The CLEAR program is committed to equipping participants with the essential skills and knowledge needed to thrive in today's job market. Career Readiness Training should focus on the skills that are in demand in local and regional job markets, including both soft and interviewing skills with a customized approach to meet the specific needs of all participants, considering diverse backgrounds and varying educational levels.

The CLEAR program is seeking a partner thru this competitive procurement process that can prepare justice involved individuals for in-demand jobs and reduced recidivism by producing the following components of the program:

- Provide prerelease career readiness training at Lorain Correctional Institution and Lorain-Medina Community Based Correctional Facility and an array of employment and support services post-release based on participant IDPs in Lorain County.
- Deliver effective career readiness programs, including but not limited to soft skills training, resume building, interview preparation, and job search strategies.
- Demonstrated ability to adapt curriculum and instructional methodology to meet the needs of people with a variety of learning styles and ability levels
- Staff experience in engaging with currently incarcerated
- Will help individuals identify educational goals that align to career goals
- Regularly assess participants' progress and the effectiveness of the program.
- Provide reports and recommendations for program improvements.
- Track enrollment, document each student engagement, document milestones achieved and provide monthly reports on program activity.

DETAILS OF BID SUBMITTAL

Date due: Friday, October 25, 2024, no later than 5:00pm EST
Structure to submit: Submit completed Bid Form
Submit via email to: Joan Crosby jcrosby@towardsemployment.org

Towards Employment
Mailing Address (Checks)
P.O. Box 6687
Cleveland, OH 44101

Towards Employment
Headquarters
3301 Saint Clair Ave.
Cleveland, OH 44114

TE Industry Partnerships
MAGNET
1800 E 63rd St.
Cleveland, OH 44103

TE at GCFB Community
Resource Center
15500 S Waterloo Rd.
Cleveland, OH 44110



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PROPOSAL APPLICATION TO PROVIDE SERVICES UNDER THE TOWARDS EMPLOYMENT CUYAHOGA-LORAIN EARLY ADVANCEMENT TO REENTRY PROGRAM:

Dates of Service 1/1/2025 to 12/31/26

DATE:

Name of Submitting Organization:

Name of individual submitting:

Contact information (email and telephone):

Name and title of authorized person to sign contracts for your organization:

Service providing Quote for: Career Readiness Training Partner

Provide details for the following:

- Brief description of the organization, including history, mission, and relevant experience.
- Details of prior experience in providing job readiness services, including examples of similar projects.
- Information on the team members who will be involved, their qualifications, and their roles in the project.
- Provide a detailed description of the proposed job readiness program, including methodologies, tools, and resources,
- Details of how you will develop plans with the participants in cooperation with their assigned Towards Employment case manager.

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- Describe tool (s) to be used to track enrollment, document each student engagement, document milestones achieved and provide monthly reports on program activity.

Total Quote to Provide Services (please attach a budget summary page):

\$ _____

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Quality of the Proposed Support (30%)
- Relevant Experience and Expertise (20%)
- Alignment with program goals (20%)
- Cost-Effectiveness (20%)
- Past Performance (10%)

Confirm will comply with the bulleted items (initial on the provided line):

_____ Will share provision of participant information and data after obtaining appropriate participant consent.

_____ Will meet regularly, at least monthly, with Towards Employment staff; and participate on the project’s Leadership Committee

Authorized signature

Date

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