



## REQUEST FOR PROPOSAL

### Credential 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 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.

The CLEAR program is seeking a partner to provide the following services:

- Provide pre- and post-release services including credential training and credit-bearing programming at Lorain County correctional institutions
- Provide pre- and post-release academic counseling and career pathway advising to CLEAR program participants at Lorain County correctional institutions
- Design and deliver training sessions pre- and post-release in:
  - Robotics Operator
  - Electronics Fabrication
  - Welding Technology
  - 5G Readiness
  - ServSafe Management
  - Contribute leveraged resources in the form of scholarships for continuing education for eligible CLEAR program participants
  - Assist in data collection and analysis of program impact and participant success indicators

Delivery Method: Services may be delivered in-person, online, or in a hybrid format.

Evaluation: Provide mechanisms for assessing the effectiveness of the training or consulting services.

Track enrollment, document each student engagement, document milestones achieved and provide monthly reports on program activity.

### DETAILS OF BID SUBMITTAL

Date due: Friday, September 13, 2024, no later than 5:00pm EST  
 Structure to submit: Submit completed Bid Form  
 Submit via email to: Joan Crosby  
[jcrosby@towardsemployment.org](mailto:jcrosby@towardsemployment.org)



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

Dates of Service 7/1/2024 to 12/31/27

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:** Educational Partner

Provide details for the following:

- Designated academic specialist who will work on the project with Towards Employment along with their credentials.
- Describe how you will help individuals identify educational goals that align to career goals, including adult education programming.
- Develop education plans in cooperation with assigned Towards Employment case manager.
- Describe how you will deliver the technical education sessions pre- and post-release.
- Describe how you will provide academic counseling and career pathway advising.
- Describe how you will provide continuing education for eligible CLEAR program participants.



# Towards Employment

Empowering individuals to achieve and maintain self-sufficiency through employment.

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

- Describe tool 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):**

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**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Relevant Experience and Expertise (30%)
- Quality of Credential Training Programs (30%)
- Cost-Effectiveness (20%)
- Past Performance (10%)
- Alignment with program goals (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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