



Request For Qualifications Due date: Friday, July 26th, 2024

I. Introduction:

The Greater New Haven Chamber of Commerce seeks to identify potential vendors for the implementation of a virtual professional development training program for student interns at local bioscience companies.

Connecticut's bioscience companies participating in the Greater New Haven Bioscience Collaborative partnered for a third consecutive year for the SPRINT (Student Program to Ready Interns for Next-generation Talent) Internship program. The SPRINT program was first launched in Summer 2022 and is provided for undergraduate and graduate students attending Connecticut Colleges or with ties to Connecticut. The goal of the program is to strengthen and retain talent in Connecticut.

With investment from the Good Jobs Challenge grant, the Connecticut Office of Workforce Strategy selected the Greater New Haven Chamber of Commerce to convene the Greater New Haven Bioscience Collaborative, comprised of leaders at bioscience companies. The Collaborative aims to advance a sustainable bioscience workforce and career opportunities through active engagement with industry leaders and community partners in Connecticut. The Chamber serves as the administrator for the grant and all contracts.

II. Scope of Work:

We're seeking a trainer with experience providing engaging and interactive professional development workshops for early career professionals and/or undergraduate students. We're currently considering a series of workshops to take place via Zoom or to be delivered as an on-demand virtual training. The training should be 20 hours in length.

We are seeking to offer training no later than August 12th.

Possible training topics include:

- Professional soft skills
- Corporate etiquette (in-person and remote)
- Resume building and optimizing LinkedIn
- Networking 101

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- Being proactive
- Confidence-building
- Accepting feedback
- Building your personal brand
- Using social media effectively

Program coordinators are currently compiling an updated list of desired training topics.

III. Vendor Considerations:

Our ideal vendor:

- Has experience in delivering training content to undergraduate students and early career professionals.
- Has experience providing engaging and interactive virtual workshops for large groups of participants.
- Can leverage webinar features including polls, breakout rooms, and chat functionality.
- Has experience providing customized workshops based on client feedback.
- Willing to review training materials with the client in advance of the training and incorporate feedback.

IV. Considerations and restrictions:

1. The Greater New Haven Chamber of Commerce does not provide funding for private foundations described under IRS Code Section 509(a), organizations that promote or practice discrimination, political organizations, religious or fraternal organizations (unless for a program that is secular).

2. The funds will be provided to support the development and delivery of the virtual workshop(s), including a planning session with internship program coordinators and staff from the Greater New Haven Chamber of Commerce.

V. Budget Submission:

Funding for this grant will be provided from the Economic Development Administration's Good Jobs Challenge Grant #FED22HDQ3070186 and disseminated through the State of Connecticut and the Greater New Haven Chamber of Commerce.

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VI. Your point of contact for questions:

Muriel Abeledo, Workforce Development Specialist, GNHCC: mabeledo@gnhcc.com

VII. Response to this website RFQ:

Proposals must include (3) client references and your rate for your services. The summary must also include the organization's qualifications and capabilities to deliver this type of training.

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