



**Greater New Haven Chamber of Commerce
Enhancing Skills-Based Bioscience Training in Connecticut
Workforce Development
REQUEST FOR PROPOSALS**

The purpose of this Request for Proposal (RFP) is to identify qualified training providers within the Greater New Haven Region to provide skills-based training for new and displaced workers—specifically those who are unemployed or underemployed—enabling them to attain employment in the field of bioscience. All training entities must offer industry recognized credentials upon training program completion. The curriculum will be based on the needs and requirements identified by employers engaged in this regional collaborative.

I. Introduction:

The Greater New Haven Chamber of Commerce convenes the New Haven Regional Sector Partnership (RSP), also known as the Bioscience Collaborative, which engages 35+ bioscience employers and industry associations in ongoing discussions and review meetings. The Collaborative is working to advance a sustainable bioscience workforce and career opportunities through active engagement with industry leaders and community partners in Connecticut.

The Greater New Haven Chamber of Commerce serves New Haven and the 15 surrounding communities. The mission of the Chamber is to be an advocate for business, a valuable resource for our members, a venue for connections, and a promoter of economic growth that is shared and inclusive.

II. Eligibility criteria:

To ensure the success of the bioscience program, the Greater New Haven Chamber of Commerce seeks to partner with organizations with a demonstrated ability for achieving results through industry knowledge, workforce initiatives, and organizational financial stability.

The successful grantee will:

- Be a Connecticut organization with experience working in New Haven.
- Have demonstrated success in workforce development and training programs.
- Have experience working with trainees.
- Have established relationships with bioscience companies.
- Have a record of success working with employers.
- Operate the training program in an ADA compliant facility.
- Maintain all applicable assurances and certifications.
- Must provide a commitment to host and ensure operational capabilities/financial support for the bioscience training program from April 21, 2025, through June 30, 2026.



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III. The primary responsibilities of the organization include:

- Identifying potential employees to work in bioscience companies in Greater New Haven.
- Giving input on and designing the Curriculum for the program, which is informed by industry participants.
- Delivery of training based on the needs of bioscience companies.
- Providing support to potential employees to find placement in jobs.
- Registering all program participants in the CT Hires Infrastructure Portal.
- Ensure all program participants complete the Common Participant survey.
- Establishing a data management and reporting system in conjunction with the Greater New Haven Chamber of Commerce in alignment with grant deliverables.
- Submitting quarterly reports on training program aspects including recruitment, participant demographics, program completion rates, job placements, challenges, and successes.
- Adhering to the Bioscience Collaborative and marketing expectations, including websites, social media platforms, collateral, signage, and other materials.
- Adhering to all contract requirements defined by the Greater New Haven Chamber of Commerce.
- Participation in the Bioscience Collaborative Quarterly meetings and industry promotional events.

IV. Project Scope:

See Exhibit A, Scope of Work Milestones

V. Data Collection:

See Exhibit B, Reporting & Outcomes

VI. 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). We reserve the right, in our sole discretion, to reject any and all proposals, or to modify or cancel the proposed scope, for any reason.

2. This Good Jobs Challenge grant ends on June 30th, 2026. All work will need to be completed and submitted prior to that date. The specific timeframe will be provided.

VII. Budget Restrictions:

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. Funding can be used for training and providing wrap-



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around services for trainees. The funding cannot be used for direct payments or reimbursements to trainees.

VIII. Required elements of the proposal: Maximum of 3 pages (not including attachments):

Proposals will be evaluated and competitively ranked by a review committee from the Bioscience Collaborative. The review committee may choose to conduct a site visit as part of the selection process. The overall comprehensiveness, quality, and clarity of the proposal will be reviewed. Please address each requirement below.

A. Organization Information

1. Statement of the organization's mission and strategic direction.
2. Describe the organization's capability and structure to administer this grant.

B. Program Information

1. Describe how the bioscience training will remain relevant with local bioscience companies.
2. Please list what industry certifications with which your training program complies.
3. In detail, explain the training.
4. Provide details as to how participants will be recruited and entered into the program.

C. Budget Narrative

1. Provide a description of the proposed budget, including personnel, equipment, supplies, consultant fees, administrative costs, and other costs, listed in the program budget.
2. Provide a budget based on your training costs for the participants and graduates/placements listed in Scope A.) Actual funding will be determined based on availability within the grant and the proposed costs of services received through this RFP.

D. Attachments

1. Cover letter that includes signatures of authorizing officials and the Chief Executive Officer/Executive Director.
2. List of staff and volunteers that will engage on this project.
3. List of major funders and any funding that was received from the Greater New Haven Chamber of Commerce previously.
5. Most recent financial statement, audited if available.
6. Documentation of current IRS status.

IX. Proposal Requirements:

Proposal must be submitted no later than 5/5/25 at 5 p.m.

Proposals must be submitted electronically to Muriel Abeledo: mabeledo@gnhcc.com

Documents should be in an easily readable format such as PDFs.

X. Inquiries:

The Greater New Haven Chamber of Commerce will offer potential proposers the opportunity for an exploratory conversation before submission. Inquiries should be directed to:

Muriel Abeledo, Workforce Development Specialist, via email to mabeledo@gnhcc.com.



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Exhibit A

Scope of Work

Design and execute a worker training program to increase bioscience employment in the Greater New Haven Region and increase retention of employees. This program would need to be executed within 12 months and provide certificate training for at least 30 people with at least 20 people completing training and obtaining employment in the form of a "Good Job." The focus of this grant is on non-entry level positions.

The Good Jobs Challenge is focused on training for unemployed or underemployed workers. We are seeking a broad program that can be utilized by bioscience employers across our region for multiple job positions at different levels of experience. Training should focus on professional skills and also build affinity with Greater New Haven to keep a talent pool in the region. All training should be completed by March 31, 2026. Tracking of participants and job placement support would continue until June 30, 2026.

Submissions should demonstrate the training program that will be offered and the total costs. The successful grantee will also be required to recruit participants to the program. This work will require a close relationship with local employers to certify training and implement training prior to employment. Please also explain how this program can be sustained after the end of the grant period.

Key Deliverables:

- Design a Curriculum informed by the RSP's Skills Gap Analysis.
- Submit a program overview sheet including the course length, class schedule, and course outline.
- Create a data collection system to track requirements as described in Exhibit B, Reporting and Outcomes
- Implement Curriculum to respond to specific RSP member training and skills needs to ensure participant employability.
- Provide quarterly updates of Curriculum.
- Implement the data collection system and track requirements as described in Exhibit B, Reporting and Outcomes.
- Ensure all program participants are registered in the CTHires SSPI generic program and take the Common Assessment.
- Ensure all program completers complete the Common Participant survey.

Program Metrics:

- a. # of participants enrolled in a training program: 30
- b. # of participants who start program and finish program, "Completers": 20
- c. # of certifications or credentials earned by participants: 20
- e. # of participants provided barrier-removal supportive services which may include, is not limited to, American Disability Act accommodations, childcare, transportation, and information technology needs: 30
- f. # of participants provided case management: 30
- g. # of job placements of RSP program participants: 20



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The metrics listed above are minimum levels of attainment. Grant applicants are encouraged to submit plans that would exceed these metrics.

We anticipate this grant will be awarded on or about April 21st, 2025 and all grant activity must be complete by June 30, 2026, if not sooner.

Exhibit B

Reporting and Outcomes

- a. Grantee agrees to comply with any reporting obligations set forth in the Agreement.
- b. Grantee shall provide the reports outlined below within a specified timeframe. The first report shall be due within ten (10) days of Agreement execution. Timeframe for subsequent reports in a given year shall be due ten (10) days after the close of a Fiscal Quarter as follows, until the sunset of the Agreement.
 - i. FYQ1: Reports for items in Subsection c. below in the time frame between July – September, shall be due Thursday, September 26.
 - ii. FYQ2: Reports for items in Subsection c. below in the time frame between October – December, shall be due Friday, December 27.
 - iii. FYQ3: Reports for items in Subsection c. below in the time frame between January – March, shall be due Thursday, March 27.
 - iv. FYQ4: Reports for items in Subsection c. below in the time frame between April – June, shall be due Thursday, June 26.
 - v. Final Outcomes: A final outcomes report for items in Subsection c. below shall be issued within thirty (30) days after the sunset of the Agreement, regardless of the quarter in which the Agreement sunsets.
 1. Grantor reserves the right to request ad-hoc or interim reports outside of the timeframe specified, within reason.
- c. The following reports shall be provided quarterly as outlined in Subsection b. above, with one final report, as follows:
 - i. SSPI Participant Data: Grantee will be responsible for tracking key quarterly reporting metrics for all applicants registered in the statewide intake portal at the client-level, where applicable, in a format agreed upon by Grantee and Grantor. Such metrics will include, but not be limited to:
 1. Client Information
 - a. Client ID/Name
 - b. Town/Zip
 - c. Demographics: gender, race, language, age
 - d. Employment Status: unemployed, long-term, part time
 - e. Previous Industry of Employment
 - f. Industry being trained in
 - g. Program being trained in



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- h. Completion data (start date, in progress, program complete, certificate complete, end date)
 - i. Employment Data (employed/not employed)
 - j. Grantee must supply reports for employment outcomes for four (4) quarters following training completion.
2. Quarterly Support Services (rolling report, sample fields below)
- a. Client Information
 - b. Client ID/Name
 - c. Town/Zip
 - d. Demographics: gender, race, language, age
 - e. Employment Status: unemployed, long-term, part time
 - f. Previous Industry of Employment
 - g. Support Provided
 - i. Category of Support (may include, but not limited to, Childcare, Transportation, Clothing)
 - ii. Type of Support (may include, but not limited to, diapers, mileage, safety shoes, etc.)
 - iii. Amount of Funding of support (amount of money spent on item)
3. Programmatic Data: Grantee will be responsible for tracking key quarterly reporting metrics of programmatic data. Such metrics will include, but not be limited to:
- a. Action planning template
 - b. Update on phase timeline
 - c. System development stage
 - d. Training provider timeline
 - e. Program design stage
 - f. Outreach and recruitment
4. Financial Reports: Grantee will provide financial reports on all funding that is administered through this Agreement. Said reports shall further contain without limitation the amount of funds advanced to Grantee, obligations, the program name(s) and funding amount.
- a. Grantee shall fill out all fields in the data reporting templates provided by Grantor.



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