



Request for Proposals

To: Interested and Qualified Parties
From: Sonya, President/CEO
CobbWorks, Inc.
Date: Oct. 24, 2024
Re: **ESL and GED Instructor**

SUMMARY

CobbWorks, Inc. is a 501© not-for-profit organization that provides access to a system of employment and education services for the community. Operating a full-service American's Job Center One-Stop, CobbWorks, Inc., responds to workforce needs by delivering federally funded workforce development programs. In an increasingly complex workforce and economy, people sometimes need guidance and assistance in managing their career development, particularly when challenged with unexpected events. CobbWorks, Inc., provides workforce services that assist people in helping themselves and their families.

CobbWorks, Inc. seeks qualified, experienced individuals/organizations to provide General Educational Development (GED) and English as a Second Language (ESL) instruction. Instructors are responsible for creating lesson plans and homework assignments that align with student testing results. Position requires teacher to be able to teach both in-person and virtually.

BACKGROUND INFORMATION

General Educational Development

Obtaining a GED can significantly improve a person's life. A GED opens the door to a wider range of job opportunities, allowing individuals to pursue careers that may have previously been out of reach. Individuals with a GED tend to earn more than those without a high school credential. This can lead to greater financial stability and an improved quality of life.

Furthermore, achieving a GED can boost self-esteem and provide a sense of personal accomplishment. It demonstrates the ability to set and achieve goals serving as a steppingstone for higher education, such as vocational training, college, or other specialized programs, which can lead to more advanced and better-paying careers. Collectively, these outcomes set a positive example for family and the community, motivating others to pursue their educational goals, which can alleviate intergenerational poverty by breaking free from poverty cycles and providing

a more stable financial foundation for themselves and their families.

In summary, a GED can improve a person's life by providing better career prospects, personal growth, and opportunities for further education, ultimately leading to a higher quality of life and greater well-being.

English As a Second Language

The same holds true for ESL classes. ESL classes also have a significant impact on improving employment outcomes for people who are not proficient in English. ESL classes focus on improving English language skills, which are often crucial for effective communication in the workplace. This enables individuals to better understand and convey information, making them more valuable employees. Many employers require at least basic English skills, and ESL classes can help individuals meet these requirements. Effective communication is vital in the workplace. ESL classes improve listening, speaking, reading, and writing skills, allowing employees to understand instructions, interact with colleagues and customers, and write reports or emails more effectively. With improved English language skills, individuals can become eligible for promotions and career advancements that may have been out of reach due to language barriers. ESL classes also boost self-confidence, making individuals more comfortable and assertive in the workplace, positively impacting their performance and job prospects. Improved English skills facilitate networking with colleagues and industry professionals, leading to mentorship, job referrals, and career opportunities.

Furthermore, many job training programs and certifications require a minimum level of English proficiency. ESL classes can help individuals qualify for such programs, enhancing their skills and qualifications leading to better-paying jobs, potentially increasing an individual's earning potential and overall financial stability.

Additionally, taking an ESL class allows individuals to gain a deeper understanding of the English language and its cultural nuances. This cultural awareness can foster better cross-cultural communication and a greater appreciation for diversity. Moreover, ESL classes often provide opportunities for students to practice their language skills through interactive activities, discussions, and group work. This collaborative learning environment helps develop teamwork and interpersonal skills. An ESL class can also prepare individuals for language proficiency exams such as IELTS or TOEFL, which are often required for academic or immigration purposes.

In conclusion, ESL classes improve employment outcomes by enhancing language skills, boosting confidence, and expanding career prospects, ultimately leading to better job opportunities, career growth, and financial stability for individuals who are not native English speakers.

SCOPE OF WORK:

The selected training provider is expected to deliver the following:

CobbWorks, Inc., ESL/GED Program is a performance-based program designed to improve the lives of a minimum of 50 low-income adults. CobbWorks, Inc., expects the selected contractor to provide preparation assistance for participants to earn their GED and ESL classes to improve English language skills. The contractor will provide an ESL and GED preparation curriculum that will enable each participant to acquire the competence necessary to successfully obtain the GED certification and/or improve English language skills. Program design can consist of a 20 hours per week. Actual classroom time must be no fewer than four (4) days a week, 2 hours per class daily. Grade-level progression is considered an outcome of this program, and the contractor must assess and record progression for each student who is enrolled in the program. After successfully passing the GED or ESL examination, the contractor will refer graduates to CobbWorks, Inc., for vocational skills training and employment opportunities.

Instructor shall possess the ability to provide English language lessons to students from different backgrounds and cultures. The ESL teacher will be responsible for planning lessons and activities, adopting a creative approach, and encouraging and motivating students to learn.

To be a successful ESL teacher, you should be able to create an environment that is conducive to learning. Ultimately, an exceptional ESL teacher will encourage students to interact with each other to improve their English-speaking skills.

Contractor shall be responsible for:

Recruitment

- a. Assist the Program Coordinator with recruitment to ensure class size maintains a minimum of 10 students.

Curriculum Development:

- a. Design and implement a comprehensive curriculum tailored to the needs of low-skilled populations.
- b. Develop engaging and interactive training materials, including presentations, handouts, and online resources.

Training Delivery:

- a. Conduct in-person and virtual training sessions.
- b. Ensure the training is accessible and inclusive for participants of varying skill levels.

Assessment and Progress Tracking:

- a. Implement assessments to measure participants' progress before and after the training.
- b. Provide reports on participants' performance and skill improvements.

Program Success and Evaluation:

- a. Program success will be evaluated based on total graduates
- b. Collect feedback from participants to assess the effectiveness of the training.

PROPOSAL SUBMISSION:

Interested parties are invited to **submit their proposals by Saturday Nov. 11, 2023**. The proposal should include:

- Overview of the provider's experience and expertise in delivering same or similar services.
- Detailed outline of the proposed curriculum and training approach.
- Information on trainers' qualifications and credentials.
- Proposed training schedule and timeline.
- Budget breakdown, including all costs associated with curriculum development, training delivery, and assessment.

IV. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Relevance and comprehensiveness of the curriculum.
- Demonstrated experience in delivering similar training programs.
- Qualifications of trainers.
- Budget feasibility.

RFP PROCESS

Key RFP dates to note:

- **RFP responses are due via email to Olivia Wilson, Interim Literacy Services Coordinator**
owilson@cobbworks.org
Not later than 12:00 noon
Saturday, Nov. 11, 2023.

Persons interested providing such workshops are requested to submit the following documents electronically:

1. Completed RFP cover sheet with the appropriate signature. (attached)
2. A letter of interest and supporting documentation clearly and concisely addressing the following topics:
 - a. The services presented;
 - b. Whether the responder wishes to provide services as a volunteer or paid vendor;
 - c. The curriculum or platform training program to be delivered;
 - d. The individual or organization's experience providing the same or similar services;
 - e. All costs associated with providing the workshop content, to include:

- f. Presenter fees, **if not volunteer** (may be expressed as a per workshop or per hour rate)
- g. Modality for delivery of workshops
- h. Types of materials provided, needed
- i. Cost for materials/supplies per participant
- j. All other related costs

3. Contact Information for each presenter to include:

- a. Name
- b. Address
- c. Phone Numbers
- d. Email Addresses

4. A résumé(s) of the presenter(s)

5. Relevant electronic attachments to support or clarify the information provided in the letter (optional).

RFP RULES

Late responses will not be accepted or considered. CobbWorks, Inc., reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract(s) in whole or in part as is deemed to be in the best interest of the organization. CobbWorks, Inc., reserves the right to hold interviews or to request additional information, to negotiate with any or all respondents on modifications to proposals, and/or to integrate components across proposals to achieve maximum efficiency. ***All awards are contingent upon available funding. All awards are also subject to modification as federal, state, and CobbWorks, Inc., policies and procedures evolve.***

RATING

Proposals will be reviewed, and presenters selected based upon:

- 1. The needs of CobbWorks, Inc., programming and scheduling compared to the workshops proposed to be delivered (50%)
- 2. The cost reasonableness of any fees associated with presenters and materials (50%)

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RFP Cover Sheet

Requested Data	Applicant Response		
Legal name of applicant:			
Date organization was founded:			
	Street Address: City: State: Zip:		
Phone:			
Fax:			
Organization's website:			
Executive Director or CEO Name:			
Proposal Contact Name:			
Proposal Contact Direct Phone #:			
Proposal Contact Email:			
Is the applicant organization incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If incorporated, in what state?	State:		
What status best describes your organization (check all that apply)?	<input type="checkbox"/> Private non-profit <input type="checkbox"/> Private for-profit <input type="checkbox"/> Governmental unit/Public non-profit <input type="checkbox"/> Faith-Based Organization <input type="checkbox"/> Other: _____		
Please provide your Federal Employer Identification Number (FEIN), if applicable:			
Please provide your business license number, if applicable:	Issuing Authority:		
Please list all liability, professional, Workers' Compensation insurance policies and/or bonding (including fidelity bonding) your organization possesses as well as levels of coverage.	Insurance Carrier	Type	Coverage Levels

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I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in the corresponding CobbWorks, Inc., RFP, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all the services described in this proposal.

Name of signatory authority: _____

Title: _____

Signature: _____

Date: _____