

MassHire North Shore Workforce Board/MassHire North Shore Career Center

Request for Qualified Adult Education Agencies to Provide English as a Second Language Services to Former Garelick Farms Employees

Proposals must be submitted by 2:00 P.M. Monday April 1, 2019

The MassHire North Shore Workforce Board and MassHire North Shore Career Center are seeking to enter into an agreement with a qualified adult education agency to provide English as a Second Language Services and basic mathematics to approximately 15 former employees of Garelick Farms, which closed on August 14, 2018.

It is anticipated that students will be at varying levels of English speaking ability. All language instruction must be focused on helping the students obtain employment at comparable to or above wages received during their employment at Garelick Farms, or to enter occupational training leading to such employment.

Training must begin by May 13, 2019, and must end no later than March 6, 2020 with the goal of at least 80% of students in education services successfully moving into new employment, that meets the wage goals established in the National Dislocated Worker Grant (NDWG) agreement, or transitioning into occupational skills training within three months of their educational training participation.

Total funding available for this service cannot exceed \$30,000.

Interested agencies must be:

1. Qualified/Certified by the MA Department of Elementary and Secondary Education or other relevant agency to provide this service.
2. In Lynn or in close proximity to Lynn.
3. Able to provide classroom facilities for all learning activities.

Interested agencies should submit a Proposal that provides the following details:

1. Their experience providing this type of ESOL instruction, with two examples backing up this experience. These examples must include details on the outcomes of students enrolled in these programs;
2. Assessment practices to determine the level of need for each student;
3. An example of the curriculum used for this instruction including progress benchmarks;
4. Details on where and when instruction will be provided, including a weekly schedule;

5. Submission of monthly progress reports for each student;
6. A budget (See Attachment # 1) detailing costs associated with this service; and any other relevant information that the agency might like to include.

All questions regarding this solicitation must be submitted by email to:

dmcdonald@masshire-northshorewb.com

All Proposals are due no later than 2:00 P.M. Monday April 1, 2019.

All Proposals must be submitted to:

David McDonald
Director of Administration and Grants
MassHire North Shore Workforce Board
70 Washington Street, Suite 314
Salem, MA 10970

ATTACHMENT # 1
 Applicant Name Here
 Mass Hire North Shore Workforce Board
 Garelick Farms ESOL

Budget Proposal Form

Not to Exceed \$30,000 Garelick Farms ESOL			BUDGET NARRATIVE
PROGRAM PERSONNEL			
Program Salaries	\$0		
Program Fringe	\$0		
Program Other	\$0		
Total Program	\$0		
Project Operator Program Percentage	#DIV/0!		
TRAINING EXPENSES			
Instructor Salary	\$0		
Instructor Fringe	\$0		
Instructor Overhead expenses	\$0		
Other	\$0		
Total Training	\$0		
Training Percentage	#DIV/0!		
CONTRACTED SERVICES			
Contracted Services	\$0		
Total Contracted Services	\$0		
Contracted Services Percentage	#DIV/0!		
TOTAL BUDGET - Garelick ESOL	\$0		
NET TOTAL BUDGET	\$0		

Budget Submitted to:
 Mass Hire North Shore Workforce Board
 70 Washington Street, Suite 314
 Salem, MA 01970

Authorized Official's Signature
 Date