



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

BOARD OF REGENTS FOR HIGHER EDUCATION

**Request for Quotation (RFQ) #13-07  
For Internship and Career Placement Services related to  
Health and Life Sciences Initiative**

United States Department of Labor (USDOL)  
Trade Adjustment Assistance Community College and Career Training (TAACCCT)  
Grant Deliverables

**Introduction:**

The Board of Regents for Higher Education (BOR), on behalf of Norwalk Community College (Norwalk, CT) is soliciting proposals from an experienced and qualified vendor to assist Norwalk Community College to provide internship and Career Placement services to Health and Life Sciences Career Initiative participants.

The Board of Regents for Higher Education serves as the governing body for the regional community-technical college system, the Connecticut State University System and Charter Oak State College pursuant to Subsection (a) of Section 211 of PA 11-48. On January 1, 2012, the Board of Regents is also authorized to act, as necessary, as the Board of Trustees for the Community-Technical Colleges, the Board of Trustees for the Connecticut State University System and the Board for State Academic Awards (which is the Board for Charter Oak State College) pursuant to sections 10a-71, 10a-88 and 10a-143 of the Connecticut General Statutes, as amended.

**Background:**

Norwalk Community College (Norwalk) has been awarded a four-year Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant from the United States Department of Labor, entitled “Health and Life Sciences Initiative” (HL-SCI). The grant was awarded under CFDA #17.282 and agreement # TC-23777-12-60-A-9. This grant’s performance period is October 1, 2012-September 30, 2016. The final twelve months of the period of performance is limited to gathering of information and data for outcome measures.

The Health and Life Sciences Career Initiative (HL-SCI) provides targeted certifications, industry-recognized credentials, certificate and associate degree training at five Connecticut Community Colleges (Norwalk, Capital, Gateway, Manchester and Middlesex,) together with other Board of Regents member institutions Eastern Connecticut State University and Charter Oak State College to prepare veterans, Trade Adjustment Assistance impacted, dislocated, and under- and unemployed workers for careers in growing health and life sciences occupations.

HL-SCI implementation shall include three evidence-based program strategies: 1) **Curriculum Innovation** will create at least 15 new certificate/degree programs and align for-credit certificate programs with industry-recognized credentials, deliver math and science booster modules online and as smart phone “apps”, and deliver online/hybrid learning courses to 2,400 students to accelerate course completion; 2) **Prior Learning Assessments (PLAs)** shall enable 675 students to earn 10,000+ college credits for work skills and on-the-job learning, improving achievement rates and reducing time to completion; and 3) **Recruitment and Placement services** shall provide 360 internships for HL-SCI participants and help 2,000 students find high-paying jobs (or start on pathways towards these jobs) in growing industries by providing placement services.

For more information please visit the grant website: <http://www.ct.edu/initiatives/hlsci>

### **Scope of Services:**

We are soliciting informal, written quotes (no more than three (3) pages) from individuals, institutions or organizations that have identified expertise in health and life science related internship and career placement services. The selected consultant shall assist HL-SCI administrative staff with providing internship and career placement services to HL-SCI participants. The BOR anticipates the Consultant shall provide the following services:

- Work with HL-SCI staff and partners to build relationships with health and life science employers to provide participants with internship opportunities.
- Provide job search assistance and placement to a minimum of 300 program participants.
- Secure a minimum of 1,000 internships and placement of program participants to meet grant outcomes. Internships shall be offered throughout the state.
- Provide program participants with professional resume building and interviewing skills, including both in-person and online resume building, and interview preparation tools.
- Provide seminars to college HR professionals on a regular basis to inform participants about job and interview preparation.
- Services shall be provided as a combination of virtual and in person support and shall include visiting all of the participating Connecticut colleges and universities.
- Create and maintain a biotechnical link on consultant’s website for use by HL-SCI program participants.

The website should provide, but not be limited to the following:

- Current job opportunities;
- Online placement services (web/mobile apps);
- Industry information, trends, etc.
- Participate in HL-SCI project related meetings as requested by the Project Director.
- Maintain regular communication with all HL-SCI staff and partners.
- Assist HL-SCI staff to provide corporate mentoring services to program participants.
- Provide representation to HL-SCI meetings as needed.
- Submit written quarterly status reports to HL-SCI Project Director.

**Quotes:**

All quotes must be inclusive of all costs including contingencies.

**Timeline:**

Consulting services will begin immediately following a fully executed contract.

**Submission Criteria:**

All quotes should include the following:

1. Resume and experience supporting internship and career placement services related to health and life sciences.
2. Suggested Scope of Services; hourly estimation to complete scope of services & hourly rate.
3. Proposed project timeline.
4. Three (3) references detailing work, understanding and expertise in internship and career placement services together with involvement with institutions of higher education.

*This project is funded by a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, as implemented by the U.S. Department of Labor's Employment & Training Administration.*

**Submission:**

Submit quotes via email to Kelly Corbin at [kcorbin@commnet.edu](mailto:kcorbin@commnet.edu) or via fax at (860) 723-0006. In the subject line, please enter **RFQ – Internship and Career Placement Services for Health and Life Sciences Career Initiative #13-07**. Quotes must be received by 4:00 pm on Wednesday July 31, 2013.

**All quotes will be evaluated on cost and experience.**

**Conditions:**

BOR reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals, submitted for consideration.

Any contract awarded as the result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

Any contract awarded is subject to contract compliance requirements mandated by Section 4a-60, 4a-60a, and 46a-68j of the Connecticut General Statutes.

All proposals in response to this RFQ are to be the sole property of the State, and subject to the provisions of section 1-210 of the Connecticut General Statutes. (re: Freedom of Information).

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the State unless stated otherwise in the RFQ or contract.

All data collected by the contractor shall remain the sole property of the Board of Regents for Higher Education.

Any alleged oral agreement or arrangement made by a Proposer with any agency or employee will be superseded by the written agreement.

BOR reserves the right to amend or cancel this RFQ, at any time without prior notice, and makes no representations that contracts will be awarded to any Proposer responding to this RFQ.

BOR reserves the right to reject the proposal of any consultant, which is in default of any prior contract for misrepresentation.

BOR reserves the right to correct inaccurate awards resulting from its clerical errors.

Proposals are subject to rejection, in whole or in part, if they limit or modify any of the terms and conditions and/or specifications of the RFQ.

A Proposer, if requested, must be prepared to present evidence of experience, ability, and service facilities necessary to satisfactorily meet the requirements set forth or implied in the proposal.

Proposer shall bear costs associated with Proposer's response to this request including presentation and/or demonstrations costs, if any.