**Capital Area Workforce Development Apprenticeship Prep Program:**

**Pre-Apprenticeship Training Provider Request for Proposals**

**Background:** Capital Area Workforce Development (CAWD) has launched a new program to connect young adults (ages 16-24) to meaningful credentials and successful careers. The Apprenticeship Prep Program prepares young people with education, career readiness skills, and a pre-apprenticeship opportunity. At the end of the program, they are prepared for an apprenticeship, employment, or continued education.

The current focus is pre-apprenticeships in information technology, but we will accept proposals in other sectors including construction/skilled trades, healthcare, and advanced manufacturing. Participants will apply for the program that matches their career interests and go through the program as a cohort of 10-15 people. **CAWD is seeking training providers can provide the pre-apprenticeship training as well as connect qualified participants to Registered Apprenticeships.** The information below will allow CAWD to evaluate potential training providers’ ability to meet the goals of this new program.

**Proposal Requirements**

Please submit a document that provides responses to the questions below. Attachments can be added, but you must address each question in addition to the attachments.

**Organization and Program Description** (20% of total score)

* Describe your pre-apprenticeship training program including what State or Federal organizations it is registered with, program length, classroom hours, topics covered, certifications or credentials earned.
* Describe your organization’s experience providing this type of training. Include where it was offered, number of courses offered, and number of students who enrolled, completed, and were then accepted into registered apprenticeships.

**Scope of Work** (50% of total score)

* Each pre-apprenticeship training should include a cohort of 10-15 participants (up to three cohorts per year). What are the requirements for this pre-apprenticeship program, including degrees or academic testing levels? What are the recommended qualifications or experiences? Note: NCWorks NextGen will assist in the recruitment of youth.
* How does this program encourage completion and career success?
* If the program includes a work experience, please describe the work experience including number of hours required, estimated rate of pay, and placements.
* 75% of participants must enter into a registered apprenticeship, employment, or education. Describe how your program will accomplish this requirement. Share previous examples if available.
* Connection to Registered Apprenticeships is a core part of this model. Describe the Registered Apprenticeship program that is affiliated with your program and the list of employers who

participate in the Registered Apprenticeship program. Please describe the cost per apprentice and plan to fund it—student, employer, grants, request to CAWD/NCWorks, etc. What % of your students are accepted into the Registered Apprenticeship program? What happens to those who are not accepted?

**Budget and Budget Narrative (30% of total score):** Please provide a budget to provide pre-apprenticeship training for a cohort of 10-15 students. It should include the costs and descriptions for the following items:

* Training costs (cannot exceed $3,500 per student)
* Materials or tools (if applicable)
* Testing costs (if applicable)
* Work-based learning costs (if applicable)
* Students’ stipends (stipends for achievement in the program are encouraged)
* Other costs (please specify)

**Submission:** **Please submit completed proposals by 5:15 pm on February 11th, 2022 to Malinda Todd, Strategic Initiatives Director, at malinda.todd@wakegov.com**