

REQUEST FOR QUOTES (RFQ)

CEJA Bridge Program Training Services

Issue Date: September 16, 2025

Response Deadline: October 9, 2025

Contact Person: Greg Bouhl | 618-998-0974 ext. 224 | gregbouhl@mantracon.org

PROJECT OVERVIEW

The Management Training & Consulting Corporation (Man-Tra-Con) is seeking qualified training providers to deliver workforce development training services under the Climate & Equitable Jobs Act (CEJA) Workforce Development Program. This program aims to create pathways into clean energy careers for participants from underserved communities across Southern Illinois.

Service Areas: Jackson, Williamson, Saline, Pulaski/Alexander, and Jefferson Counties

Grant Contingency: Man-Tra-Con has been encouraged to begin the procurement process, so training services can begin promptly once grant funding is secured.

Training Requirements: All training must fully comply with the CEJA Workforce Development Program requirements detailed in Chapter 7: Training and Certifications, available at: <https://www.illinoisworknet.com/partners/Documents/Workforce%20Hubs/Chapter%207%20Training.pdf>. The Bridge Program training (which encompasses essential employability and clean energy basics training) requirements start on page 6

TRAINING COMPONENTS AVAILABLE FOR BID

- **Component 1: Essential Employability Skills Training** (40 hours minimum)
 - **Component 2: Clean Energy Basics Training** (80 hours minimum)
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TRAINING SCHEDULE

Planned Cohorts: 9 (up to 15 participants each)

Period 1 (November 1, 2025 - April 30, 2026): Up to 5 cohorts

Period 2 (May 1, 2026 - September 30, 2026): Up to 4 cohorts

Training Locations: Vendors must indicate the ability to provide training in one or more of the following counties: Jackson, Williamson, Saline, Pulaski/Alexander, and Jefferson.

Training Delivery Sequence: Component 1 (Essential Employability Skills) must be completed before participants begin Component 2 (Clean Energy Basics).

Note: The final cohort schedule will depend on participant enrollment and the availability of funding. Vendors should be prepared to adjust delivery based on actual program needs.

BIDDING OPTIONS

Please select your bidding option(s):

- ☐ **Option A: Essential Employability Skills Training** (Component 1 ONLY)
 - ☐ **Option B: Clean Energy Basics Training** (Component 2 ONLY)
 - ☐ **Option C: Essential Employability Skills & Clean Energy Basics** (BOTH Components 1 & 2)
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VENDOR INFORMATION

Organization Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____ Email: _____

Federal Tax ID/EIN: _____

Organization Type: ☐ For-profit ☐ Non-profit ☐ Educational Institution ☐ Other: _____

TRAINING CAPACITY & EXPERIENCE

1. Organizations' Training Experience:

- Years your organization has been providing workforce/construction training: _____
- Total participants your organization has trained in similar programs: _____

2. Instructor Qualifications

- Lead instructor name and credentials: _____

 - Instructor's experience in workforce or construction: _____

 - Additional staff qualifications: _____

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GEOGRAPHIC SERVICE AREA

Select all counties where you can provide training services:

- ☐ **Jackson County** - Training facility address: _____
- ☐ **Williamson County** - Training facility address: _____
- ☐ **Saline County** - Training facility address: _____
- ☐ **Pulaski/Alexander Counties** - Training facility address: _____
- ☐ **Jefferson County** - Training facility address: _____

Facility Details for Each Selected Location:

- Maximum student capacity: _____
 - ADA accessible: ☐ Yes ☐ No
 - Equipment/lab capabilities: _____
 - Sufficient parking available for students: ☐ Yes ☐ No
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COHORT AVAILABILITY

Please indicate your availability by marking all applicable cells:

Cohort	Timeframe	Jackson	Williamson	Saline	Pulaski/ Alexander	Jefferson
1	Nov-Dec 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	January 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	February 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	March 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	April 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	May 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	June 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	July 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	August 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRICING INFORMATION

Per-Student Pricing (regardless of location):

If bidding Option A (Essential Employability Skills Training Only):

- Essential Employability Skills Training per student enrolled: \$ _____
- Minimum cohort size: _____ students
- Maximum cohort size: 15 students

If bidding Option B (Clean Energy Basics Training Only):

- Clean Energy Basics Training per student enrolled: \$ _____
- Minimum cohort size: _____ students
- Maximum cohort size: 15 students

If bidding Option C (Both Essential Employability Skills Training & Clean Energy Basics):

- Training per student enrolled: \$ _____
- Minimum cohort size: _____ students
- Maximum cohort size: 15 students

Additional Fees:

- Setup/materials fee per student: \$ _____ (if any)
 - Other fees per student: _____
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SUBMISSION REQUIREMENTS

Deadline: October 9, 2025

Submission Method: Email

Subject Line: "CEJA Bridge Training Services RFQ - [Your Organization Name]"

Required Documents:

1. This completed RFQ form
 2. Completed Curriculum Plan document
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TERMS AND CONDITIONS

Payment Terms: Payments are based on the number of enrolled participants at the beginning of the cohort. 70% to be paid upon start of training and 30% upon completion, subject to compliance with program requirements.

Selection Criteria: Selection will be based on qualifications, competitive pricing, and ability to meet program requirements

Insurance Requirements: General liability insurance is required before training begins

Program Flexibility: The number and timing of cohorts may be adjusted based on: Participant enrollment levels, grant funding availability, program requirements, or force majeure events (including but not limited to natural disasters, government actions, public health emergencies, or other circumstances beyond the reasonable control of either party).

Background Checks: Instructional staff may be required to complete background checks as determined by program requirements and participant populations served. Selected vendors will be notified of specific requirements upon award.

Grant Compliance: All services must comply with CEJA Workforce Development Program requirements

QUESTIONS

All questions regarding this RFQ must be submitted in writing to gregbouhl@mantracon.org by October 3, 2025. All questions and answers will be posted publicly at <https://mantracon.org/ceja-bridge-rfq/> to ensure all potential vendors have equal access to information needed for competitive proposals.

By submitting this proposal, the vendor certifies that all information provided is accurate and complete, and agrees to provide services as described if selected.

Authorized Signature: _____ **Date:** _____

Print Name & Title: _____