

## REQUEST FOR QUOTES (RFQ)

### CEJA Solar Photovoltaic Training Services RFQ

**Issue Date:** September 16, 2025

**Response Deadline:** October 9, 2025

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

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## PROJECT OVERVIEW

The Management Training & Consulting Corporation (Man-Tra-Con) is seeking qualified solar photovoltaic 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>

- Bridge program training requirements start on page 6
  - Solar training requirements start on page 15
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## TRAINING COMPONENTS AVAILABLE FOR BID

### Component 1: Bridge Program Training

- Essential Employability Skills (40 hours minimum)
- Clean Energy Basics (80 hours minimum)

### Component 2: Solar PV Job-Specific Training (Required)

- Technical solar installation training (80 hours minimum)
  - NABCEP certification preparation
  - Hands-on training components required
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## TRAINING SCHEDULE

**Planned Cohorts:** 6 (up to 15 participants each)

**Period 1 (December 1, 2025 - April 30, 2026):** Up to 3 cohorts

**Period 2 (May 1, 2026 - September 30, 2026):** Up to 3 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.

**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.

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**BIDDING OPTIONS**

Please select your bidding option:

- Option A: Solar PV Training Only** (Component 2 ONLY)
  - Option B: Bridge Program and Solar PV Training** (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: \_\_\_\_\_

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**TRAINING CAPACITY & EXPERIENCE**

**1. Organizations' Training Experience:**

- Years your organization has been providing solar training: \_\_\_\_\_
- Total participants your organization has trained in similar programs: \_\_\_\_\_

**2. Required Certifications/Credentials (Please Attach):**

- NABCEP Associate Registered Training Provider (for solar training component)
- Other relevant certifications: \_\_\_\_\_

**3. Instructor Qualifications:**

- Lead instructor name and credentials: \_\_\_\_\_  
\_\_\_\_\_
  - Instructor's experience in workforce or solar PV: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 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	Dec-Jan 2025	<input type="checkbox"/>				
2	Jan-Feb 2026	<input type="checkbox"/>				
3	Feb-Mar 2026	<input type="checkbox"/>				
4	Apr-May 2026	<input type="checkbox"/>				
5	May-Jun 2026	<input type="checkbox"/>				
6	Jul-Aug 2026	<input type="checkbox"/>				

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## PRICING INFORMATION

Per-Student Pricing (regardless of location):

If bidding Option A (Solar PV Only):

- Solar PV training per student enrolled: \$ \_\_\_\_\_
- Minimum cohort size: \_\_\_\_\_ students
- Maximum cohort size: 15 students

If bidding Option B (Bridge AND Solar Programs):

- Bridge program training per student enrolled: \$ \_\_\_\_\_
- Solar PV training per student enrolled: \$ \_\_\_\_\_
- **Combined program 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 Solar Training Services RFQ - [Your Organization Name]"

### Required Documents:

1. This completed RFQ form
  2. Completed Curriculum Plan document
  3. Proof of Certifications/Credentials
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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

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## QUESTIONS

All questions regarding this RFQ must be submitted in writing to [gregbuhl@mantracon.org](mailto:gregbuhl@mantracon.org) by October 3, 2025. All questions and answers will be posted publicly at <https://mantracon.org/ceja-solar-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:** \_\_\_\_\_