

REQUEST FOR QUOTES (RFQ)

CEJA Bridge Program Training Services

Issue Date: January 16, 2026

Response Deadline: February 19, 2026

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

TRAINING COMPONENTS AVAILABLE FOR BID

- **Clean Energy Basics Training (80 hours minimum)**

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>. Details on the Bridge Program (including the clean energy basics training) begin on page 6.

TRAINING SCHEDULE

Number of Cohorts: Up to 4 cohorts with up to 15 participants each

Training Period: April 2026 – September 30, 2026

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

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

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

Please indicate your availability by marking all applicable cells: (MTC will supply the training location, unless it is provided in the contractor's bid)

Timeframe	Jackson	Williamson	Alexander/ Pulaski	Jefferson
April 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September 2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRICING INFORMATION

Please provide your proposed pricing:

Per-Cohort Rate for Clean Energy Basics Training (80 hours minimum): \$ _____

This rate should include all costs associated with delivering training to one cohort of up to 15 participants, including but not limited to:

- Instructor compensation
- Training materials and supplies
- Curriculum resources
- Any required certifications or assessments
- Any additional and allowable costs

Pricing Notes:

- Up to 4 cohorts may be awarded depending on enrollment and funding availability
- Cohort sizes may vary up to 15 participants per cohort
- Payment will be 70% upon the start of training and 30% upon completion
- MTC will coordinate and secure training facilities; facility costs should not be included in pricing

Additional Notes (Optional): Please use this space to provide any information relevant to your pricing or service delivery (e.g., minimum cohort size requirements, travel costs by county). Limit response to 250 words or fewer.

SUBMISSION REQUIREMENTS

Deadline: February 19, 2026

Submission Method: Email

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

Required Documents:

1. This completed RFQ form
2. Completed Curriculum Plan document

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).

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

QUESTIONS

All questions regarding this RFQ must be submitted in writing to gregbuhl@mantracon.org by February 17, 2026. All questions and answers will be posted publicly at <https://mantracon.org/ceja-bridge-rfq/> to ensure all potential vendors have equal access to the information needed to prepare competitive proposals.

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

Authorized Signature: _____ **Date:** _____

Print Name & Title: _____