



Request For Grant Proposals (RFP)

NOAA Climate Ready Workforce Grant CDL Trainer

Pre-Submission Information Session
Worker Empowerment Cabinet - January 29, 2026



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AGENDA

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1 NOAA CLIMATE READY WORKFORCE GRANT OVERVIEW

GRANT: Enhance Climate Resilience by (a) developing training programs that build **in-demand and emerging climate resilience skills** and offer **wraparound services** that allow workers in coastal areas to successfully complete the training, and (b) helping workers in coastal areas **find and keep good jobs** and advance along their chosen career path.

OUR GOALS AND STRATEGIES:



Create the **Greater Boston Climate Resilience Jobs Alliance (“the Alliance”)**, an equity-based partnership comprising recruiters, trainers, wraparound service providers, unions, and employers



Training 645 and place 484 individuals in jobs (over 4 years) that advance the following **5 coastal resilience strategies:**

- 1) Installation and maintenance of Green Infrastructure and Nature-Based Solutions
- 2) Water Utilities Management: Ensuring Water, Wastewater & Stormwater systems are reliable
- 3) Construction: Building critical flood and coastal protection infrastructure
- 4) Municipal Services: Strengthening the City's emergency preparedness and response capabilities
- 5) Increasing climate awareness and social resiliency through climate and coastal resilience education and outreach efforts



\$9.8M



LENGTH: 4 YEARS

START DATE: Aug 1, 2024-July 31, 2028

PURPOSE OF THE CDL TRAINER RFP



Created by Haggay Gil
from NMAP Project

With this Request for Proposal (RFP), the Office of Workforce Development (OWD) is seeking to identify a Consultant to provide Theory and Behind-the-Wheel training for Boston residents seeking to obtain a CDL Class B license.

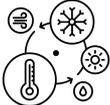


Created by Rebecca Faria
from NMAP Project

The CDL Trainer will support the Alliance partners goals by preparing candidates to pass the required tests to obtain a CDL license to gain employment in jobs that enhance climate resilience



Created by Maria Van den Broeck
from NMAP Project



Created by Maria Van den Broeck
from NMAP Project

This work will be conducted in collaboration with the OWD staff, which oversees and informs the program's strategic direction.

The CDL Trainer will work with OWD and the CDL Bridge training provider as needed to align the curriculum, classroom delivery, and support offered to meet the needs of community members participating in the program and of the hiring partners.



Created by Abby Fish
from NMAP Project

The Office of Workforce Development will provide up to a maximum of \$685,000 in funding over two and one quarter years

The CDL Trainer or team will begin to work on **April 1, 2026**, and the work will be completed no later than **June 30, 2028**. During the work period, the CDL Trainer is expected to support City Academy by running 9 cohorts of Theory and Behind-the Wheel training. The selected consultant(s) will provide technical training to obtain a CDL Class B license to include:

- Providing CDL Theory Training (at least 40 hours) that meets Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) Theory requirements that prepares students for the required knowledge and skills tests to obtain a Commercial Driver's License (CDL) Class B.
- Providing instruction on Federal Motor Carrier Safety Regulations (FMCSR's) and preparing students for three components of the CDL Skills tests including: Vehicle Pre-trip Inspection (AirBrakes, In-Cab and Walk-Around vehicle inspection), Basic Vehicle Control Skills Test and On-Road Driving Test (at least 80 hours). Training will take place at the UMass Boston training lot in Boston.
- Testing sponsorship including scheduling road tests with the State Police, traveling to and from the state testing site with students, and access to both manual and automatic trucks for both training and testing.
- Working collaboratively with multiple partners, including City Academy staff and the Bridge Programming provider who will ensure that students enter their driving training with a CDL permit.

CDL TRAINER- DESIRED SKILLS & EXPERTISE

- Demonstrated track record of delivering the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) Theory requirements to prepare students for the required knowledge and skills test
- Demonstrated track record of providing instruction on Federal Motor Carrier Safety Regulations (FMCSR's) and preparing students for three components of the Commercial Driver's License (CDL) Skills tests to obtain a Class B license.
- Demonstrated track record of delivering training that results in a CDL B license for program participants
- Demonstrated track record of working collaboratively with multiple stakeholder partners including the public and non-profit sectors

1. Attachment A - Cover Page

2. Attachment B - Technical Proposal - One-Page Executive Summary

A one-page Executive Summary that summarizes the consultant/team's understanding of the goals and deliverables and how your approach, experience, and relationships would successfully address them.

3. Attachment B - Technical Proposal - Agency Background and Organizational Capacity

Briefly describe your agency's overall history and previous experience in providing the proposed service. Describe your experience and expertise in delivering CDL Theory and behind-the-wheel training

4. Attachment B - Technical Proposal - Workplan Design and Approach

- Describe in detail your proposed approach to achieve the goals listed in this RFP.
- Outline a work plan, including a timeline of all proposed activities, tasks, and development of milestones.
- Provide a list of suggested data sources (if relevant).
- Provide an outline of the roles and responsibilities of the consultant/team

PROPOSAL GUIDELINES & SPECIFICATIONS

5. Attachment B - Technical Proposal - Staffing

Identify staff responsible for each component of the proposed program. Discuss staff qualifications, skills, and experience. Identify the staff who will act as a liaison between the OWD staff and the expert team. Provide resumes for each staff member who will be assigned to this project.

6. Attachment C - Fee/Price Proposal

Provide a detailed fee proposal for all activities, fees, and expenses, including hourly rate, not to exceed **\$685,000** over 2.25 years

7. Attachment D - Provide project references, including a list of past project examples.

OWD must receive responses to this RFP by **February 20, 2026, at 5:00 PM.**

- **Technical proposals (Attachment A, B, and D) must be submitted via upload to this link:**
https://docs.google.com/forms/d/e/1FAIpQLSewkzHP_c72bUeWmK39Jssv5iQa1ItLT_qTws_bt3yIk6OkXQ/viewform?usp=header
- **Fee/Price proposals (Attachment C) must be submitted via upload to this separate link**
<https://docs.google.com/forms/d/e/1FAIpQLScsJgxzx6T1PoK2l6qZEj22AfUx-SrJD8UEeAA8j5enppxE6w/viewform?usp=header> **at the same time.**
- **No email submission will be accepted.**

PROPOSAL GUIDELINES & SPECIFICATION

Applicants should ensure their proposals comply with the following requirements:

- A response to each section of the RFP is required and should follow the guidelines and sequences specified in the Proposal Guideline section (Section IV). Each section should be labeled.
- Every section of the Request for Proposals should be completed in full. If funded, the proposal will provide the basis for contract negotiations, and final negotiated terms will be incorporated within the contract as the Statement of Work.
- Proposals should be typewritten, double-spaced, in 12-point Arial font with one-inch margins.
- The proposal narrative may not exceed **15** pages. The page limit does not include the cover sheet, budget forms, or project references and previous projects examples.
- Some sections require appended material. All forms should be completed in full.
- **The fee proposal must be submitted separately from the narrative/technical proposals. Absolutely no responses will be accepted after the due date and time.** OWD reserves the right to reject any or all bids. The award of a contract for services requested by this RFP shall be subject to the approval of the EDIC Board.

6 TIMELINE

EVENT	DATE
RFP Released	January 20, 2026 9:00 AM EST
Pre-Proposal Q&A Conference Call	January 29, 2026 10:00AM EST https://www.zoomgov.com/j/1609463211
Questions Due to the City <i>Via email to</i> <i>doreen.treacy@boston.gov</i>	February 2, 2026 5:00 PM EST
Consolidated Q&A Posted by the City at boston.gov/owd-grantmaking And bostonplans.org/work-with-us/p/procurement-portal	February 9, 2026 5:00 PM EST
Deadline for Proposals <i>See Submission Instructions for details</i>	February 20, 2026 5:00 PM EST
Contractor Selected	March 19, 2026

All times are in Eastern Time



SUBMISSION OF INQUIRIES

Questions regarding this Request for Proposals should be submitted in writing to Doreen Treacy, Director of Workforce Training and Programs at doreen.treacy@boston.gov

Phone calls will not be accepted. The deadline to submit questions is **February 2, 2026 by 5:00 PM.**

Responses to questions received during the procurement process will be posted on the OWD website at boston.gov/owd-grantmaking. It is the bidders' responsibility to check the website for updates and postings.

CONTRACT INFORMATION

The term of the contract will be two and one quarter years.

Other specific information about the details of the contract that vendors should know, such as:

- The target implementation dates are April 1, 2026 to June 30, 2028 (subject to change)
- The maximum budget for this project is **\$685,000**
- Specific/unique expectations for payment, if vendors need to be aware will be communicated ahead of time

Questions?

A blue-tinted photograph of a university courtyard. In the center, a statue of a man in a long coat stands on a stone pedestal. The courtyard is filled with large, leafy trees. In the background, there are classical buildings with arched windows and doorways. The overall scene is peaceful and academic.