



Request For Grant Proposals (RFP)

NOAA Climate Ready Workforce Grant Bridge Program Training Provider

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



AGENDA

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- 2 **PURPOSE OF THE RFP - BRIDGE PROGRAM TRAINING PROVIDER**
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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

Created by: Julie Fish
From Noam Project



LENGTH: 4 YEARS

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

Created by: Made Creative
from Noam Project

PURPOSE OF THE BRIDGE PROGRAM TRAINING PROVIDER RFP



Created by Nancy Giff
from NMAP Project

With this Request for Proposal (RFP), the Office of Workforce Development (OWD) seeks to hire a contractor with expertise in CDL training capabilities to develop and deliver job readiness curriculum that will be provided to adult learners (18+) and with case management and job coaching expertise to ensure that Boston residents have access to the training and licensure needed to obtain good jobs to advance coastal resiliency.



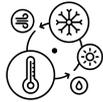
Created by Nancy Giff
from NMAP Project

The CDL Bridge Program Training Provider will support the Alliance partners goals by preparing a pipeline of qualified students participating in training for the attainment of a Commercial Driver's License Permit (CDLP), Tanker endorsement, and Hoisting License.



Created by Maria Van den Broek
from NMAP Project

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



Created by Nancy Giff
from NMAP Project

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



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from NMAP Project

The Office of Workforce Development will provide up to a maximum of \$493,000 in funding over two and one quarter years

The CDL Bridge 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 Bridge Trainer is expected to:

- Assess- The Consultant will assist with identifying candidates for programming by performing pre-testing of participants to assess appropriate reading comprehension level for program eligibility. The Consultant will use industry-standard tests such as TABE, CASAS, or MAPT to assess prospective candidates for admission to the program
- Design - the Consultant will create a bridge/preparatory curriculum that aligns with the needs of the training program.
- Deliver Curriculum - The consultant will facilitate the classroom instruction.
- Credentialing and Training Support - The Consultant will ensure that students are prepared to take the CDL permit test for enrollment in behind-the-wheel training. The consultant will also provide training for Hoisting certification and Tanker endorsement.

3 CDL BRIDGE TRAINER - SCOPE OF SERVICES

The CDL Bridge 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 Employment and Career Pathways Coordinator(s) is expected to:

- Case management, Academic support, and Job Placement Assistance - The Consultant will work with students to support their persistence from program completion through to job placement. The services will include support preparing for exams for state licensure, program and job retention support (and referrals to appropriate community services), and support connecting to and securing relevant employment with the City of Boston.
- Administering Stipends - In coordination with OWD, The Contractor will administer stipends to students at the completion of the three week Bridge portion of the training.
- Reporting - The Contractor will regularly maintain shared documents to report training, permitting and licensing outcomes for students as well as detailed employment data

CDL BRIDGE TRAINER- DESIRED SKILLS & EXPERTISE

- Demonstrated experience administering and scoring student assessments
- Demonstrated track record of developing CDL curriculum to prepare students with the required knowledge to take and pass the CDL permit test
- Demonstrated track record of delivering training that results in CDL B Permit for program participants
- Demonstrated track record with providing training for CDL Hoisting certification and tanker license endorsement
- Experience providing high touch case management support for up to 72 individuals per year throughout the training and job search process
- Demonstrated track record of working within a shared database system and collecting programmatic data
- Demonstrated track record of working collaboratively with multiple stakeholder partners including public sector stakeholders and other vendors on shared programmatic goals and outcomes

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 the fields of climate resilience and workforce development, labor market analysis, and education in the context of a career pathway model. Include information about your partnership (if applicable), briefly describing each partner's roles and responsibilities under this RFP.

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 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 **\$493,000** 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/1FAIpQLSecpSC3UesoqagGCXax9ivalwWtejOWcqlm59F2B3dDqem2fA/viewform?usp=header>
- **Fee/Price proposals (Attachment C) must be submitted via upload to this separate link**
<https://docs.google.com/forms/d/e/1FAIpQLSdabQTw1RHg91GPNdVv2IJfJyUh-FIgxfsVhlUEiAwZ4dHNjg/viewform?usp=publish-editor> **at the same time.**
- **No email submission will be accepted.**

PROPOSAL GUIDELINES & SPECIFICATIONS

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 12:00 PM EST https://www.zoomgov.com/j/1610352089
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 **\$493,000**
- 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.