



**ADMINISTRATION & FINANCE  
PURCHASING DIVISION  
CITY OF WORCESTER, MA  
455 MAIN STREET  
ROOM 201, CITY HALL  
WORCESTER, MA 01608  
(508) 799-1220**



**Christopher J. Gagliastro, MCPPO  
Purchasing Agent**

**RFP NO. CR-8205-W4  
ISSUANCE DATE: 5/17/2024**

**BUYER: Christopher J. Gagliastro**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: BUILDING TRADES TRAINING PROVIDERS / MCRWB**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions**

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide building trades training programs as per the attached requirements and specifications of the MassHire Central Region Workforce Board for a period of two years from 9/1/24 – 8/31/26. This contract may be renewed for an additional one-year period at the same unit prices and at the sole discretion of the City.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 22, 23, 27, 30,
4. A performance bond in the amount of N/A will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages.

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division and are to be in duplicate. No changes will be considered or any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B, and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge,

compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all of the proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal, and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP, and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: None
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
  - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.

B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve month period ending June 30 of each

year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.

29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.

35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

## **SUBMISSION OF PROPOSALS**

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the proposal of evaluation considerations.*

A sealed package containing **the original, 2 copies and 1 PDF copy on USB flash drive** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Building Trades Training Providers / MCRWB – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. CR-8205-W4**

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Building Trades Training Providers / MCRWB - Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. CR-8205-W4**

*Price proposal pages are available for download from the bid page. Hard copy is located at end of specifications.*

**Proposals must be delivered no later than Thursday, June 20, 2024 at 10:00 AM LOCAL TIME.** Late submissions will be rejected, regardless of circumstances. The City of Worcester is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by the use of four rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the cost proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.



GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship / Individual

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership, Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

No award will be made without vendor certification of the above.

- ***ALL PROPOSAL SUBMISSIONS MUST CONTAIN THE ABOVE NON-COLLUSION FORM***

## MCRWB FY 25 and FY 26 Specifications for Building Trades Training Provider

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The MassHire Central Region Workforce Board (MCRWB) is seeking qualified training providers to operate a Construction / Building Trades training program on its behalf for adults 18 years and older within the MassHire Central Region Workforce Area; (see: <http://https://masshirecentral.com/about/>). Multiple vendors may be selected and each will be awarded term contracts from September 1, 2024 to August 31, 2026 with one annual renewal option for a third year, at the sole discretion of the City of Worcester. Applications should be based on the costs and activities related to providing a small group of MCRWB-selected participants with the appropriate classroom and hands on training. It is anticipated that the MCRWB will fund approximately 12 participants per year. A maximum cost of \$3,200 per student will be considered.

The MCRWB will fund one cycle of training per year. Class schedule is Monday and Wednesday from 6-9 pm and Saturday from 7am-3:30 pm. Limited flexibility for negotiating schedule changes may be offered to the selected provider(s).

The MCRWB will:

- Organize and advertise at least six information sessions per training cycle to spread awareness of the program to community members.
- Comprehensively screen participants for suitability and employability in the building trades. The process will include written application, written aptitude test, physical aptitude test, and drug screening.
- Provide case management and support services for all participants before, during and following training. This will include weekly stipends and transportation assistance, as allowable by funding source.
- Provide all trainees with basic Personal Protective Equipment (PPE) including hard hats, safety vests, gloves, and work boots.
- Provide all trainees with preparatory classroom training, in addition to training through provider.
  - Bounce USA Work Readiness Life Skills
  - Introductory Building Trades Math and Ruler Measurement
  - Career Services (Resume Writing, Interviewing Skills, Job Search, etc.)

Plan / Scope of Services

The selected provider(s) must:

- Be in good standing with the Commonwealth of Massachusetts as a business/corporate entity and all proposers must include a Certificate of Insurance.

- Have all appropriate state certifications and insurance necessary for delivering hands-on building trades instruction in accordance with all applicable state and federal laws.
- Advise the MCRWB of appropriate industry requirements and expectations, as necessary, throughout the participant selection process of each cycle.
- Assist MCRWB staff with participant selection through activities such as participant interviews, reviewing applications, or other related activities.
- Assist with teaching trainees about basic workplace standards, expectations, and conditions within the building trades industry.
- Implement an appropriate curriculum of at least 150 hours that is aligned with entry level apprenticeship opportunities in the building trades.
- Provide training with emphasis on road construction skills for cohorts funded by the Department of Transportation.
- Identify and secure all necessary and appropriate supplies and equipment for the training.
- Cover all instructor, venue, supplies, tools, and other related costs associated with delivering training.
- Provide training in a manner and method that is appropriate for individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long term unemployed, and low-income residents.
- Provide training in a manner and method that is appropriate for underrepresented populations within the building trades workforce including women, people of color, LGBTQ individuals, and people with disabilities.
- Discuss career opportunities related to the building trades industry, including information for program graduates concerning opportunities for employment through employer connections as available and appropriate.
- Assist the MCRWB with program retention and provide program participant progress and outcome information to the MCRWB as requested.
- Have connections with Registered Apprenticeship that are in good standing with the Massachusetts Department of Apprenticeship Standards.
- Have connections with employer partners that have expressed interest in hiring qualified graduates from this training program.
- Provide assistance to the MCRWB with the identification of, and application for, additional funding opportunities for future building trades training sessions within the region.

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**Provider Directions:**

Please respond to all questions in Section 1.

**Section 1: Provider Questions / Minimum Criteria**

1. Please describe your experience delivering building trades training. Please include how many years your organization has delivered training.
2. Please list the construction and skilled trade careers your organization is able to provide training for.
3. Please list any certifications or other industry recognized credentials trainees will receive as part of your proposed training program. This may include OSHA 10, OSHA 30, Fall Protection, Flagger Training, Aerial Lift Training, CPR & First Aid, American Concrete Institute Certification, etc.
4. Please provide a description of the hands-on curriculum of the proposed building trades training program. Proposed training is required to be a minimum of 150 hours and cover material from multiple trades.
5. Please describe your road construction specific curriculum that could be incorporated into trainings for individuals funded by Department of Transportation.
6. Please list all Registered Apprenticeship programs connected to your proposed training program. All listed Registered Apprenticeship programs must be in good standing with the Massachusetts Department of Apprenticeship Standards.
7. Please list all employer partners that have expressed interest in hiring program graduates of your proposed training program. For each employer partner, please list organization name and contact information.
8. Please describe your ability to provide instruction to individuals with previous barriers to employment, including veterans, single parents, people of color, women, people with disabilities, limited English speakers, long-term unemployed, and low-income individuals.
9. Please provide the percentages of women and individuals of color enrolled trained by your organization in each of the last 2 years.
10. Please provide your planned number of participants per training and your available times and locations to deliver training.
11. Please include a per participant training cost (See Attached for Form) and budget narrative for your proposed building trades training.
12. Describe the financial system to be used in accounting for contracted funds. The system, at a minimum, must provide accurate, current, and complete financial information to meet the prescribed requirements for periodic financial reporting and

accounting records and documentation to support and identify all financial transactions. In your description include an explanation of the following financial areas:

- a) Bonding and/or insurance arrangements for every individual who is authorized to receive or deposit funds into program accounts, or issue financial documents, checks, or cash payments.
- b) The system of internal controls used to safeguard cash
- c) The manner in which project related financial transactions will be kept separate and readily traceable from other financial transactions
- d) Time and attendance records currently utilized for staff and participants.

13. Please provide the following attachments:

- a) Please attach proof of insurance (or a letter on letterhead from your insurance carrier indicating the ability to provide the appropriate coverage).
- b) One copy of an organizational chart showing the administrative and operational framework of the agency.
- c) One copy of your most recent audit
- d) One copy of your current Equal Employment Opportunity/Affirmative Action Policy.
- e) One copy of your approved indirect cost rate, if applicable. If you do not have an approved indirect cost rate, administrative costs will be limited to 10% of the program award and will be based on actual costs incurred for the administration of the program.
- f) One copy of a Certificate of Insurance Coverage. (Governmental agencies that are self-insured must provide proof of self-insurance). In the event that a certificate of insurance cannot be furnished with the proposal, it is acceptable to provide a letter from the proposer's insurance broker/company indicating that if the proposer is successful in obtaining this contract. The required insurance will be available before the contract is executed. Certificate of Insurance Coverage should include:
  - Statutory Workers Compensation and employer's Liability Insurance;
  - Comprehensive, all risks General Liability coverage for Personal Injury and Property Damage Liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
  - Comprehensive Automobile Bodily Injury and Property Damage Coverage Liability of not less than \$1 million combined single unit.
  - Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

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## Appendix A: Comparative Criteria

A review committee will review and score all eligible submissions. Review results will be documented. The MCRWB reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the program concept. The following Comparative Criteria will be used to assess the quality of each application.

- A. Experience: The MCRWB is looking for providers with experience conducting building trades trainings in order to ensure participants have access to providers and instructors with knowledge of the building trades industry and a strong familiarity with building trades instruction.

Highly Advantageous	Proposer has 10+ years' experience offering building trades instruction.
Advantageous	Proposer has 5 to 10 years' experience offering building trades instruction.
Not Advantageous	Proposer has up to 5 years' experience offering building trades instruction.
Unacceptable	The proposer has no experience offering building trades instruction.

- B. Range of Training: The MCRWB is looking for providers that are able to train in a variety of building trades in order to be responsive to the local labor market needs.

Highly Advantageous	Proposer is able to train in 8 or more construction and skilled trade careers.
Advantageous	Proposer is able to train in 4-7 construction and skilled trade careers.
Not Advantageous	Proposer is able to train in up to 3 construction and skilled trade careers.

- C. Credentials: The MCRWB has a priority to provide participants with industry recognized credentials to ensure competitiveness for local employment opportunities.



Highly Advantageous	Proposer is able to provide participants with 5 or more industry recognized building trades credentials.
Advantageous	Proposer is able to provide participants with 2 to 4 industry recognized building trades credentials.
Not Advantageous	Proposer is able to provide participants with one industry recognized building trades credential.
Unacceptable	Proposer is unable to provide participants with industry recognized safety trainings.

- D. Registered Apprenticeship: In order to assist program graduates with placement opportunities, the MCRWB gives preference to providers that have a strong network of Registered Apprenticeship connections.

Highly Advantageous	Proposer is connected with 8+ or more Registered Apprenticeship programs in good standing with the Massachusetts Department of apprenticeship Standards.
Advantageous	Proposer is connected with 4 to 7 Registered Apprenticeship programs in good standing with the Massachusetts Department of apprenticeship Standards.
Not Advantageous	Proposer is connected with up to 3 Registered Apprenticeship programs in good standing with the Massachusetts Department of apprenticeship Standards.
Unacceptable	Proposer is not connected with any Registered Apprenticeship programs in good standing with the Massachusetts Department of apprenticeship Standards.

- E. Employer Partnerships: In order to assist program graduates with placement opportunities, the MCRWB gives preference to providers that have a strong network of employer connections that have expressed an interest in hiring future qualified graduates for available positions.

Highly Advantageous	Proposer has 20 or more employer partners who have expressed interest in hiring future qualified graduates.
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Advantageous	Proposer has 10 to 20 employer partners who have expressed interest in hiring future qualified graduates.
Not Advantageous	Proposer has less than 10 employer partners who have expressed interest in hiring future qualified graduates.
Unacceptable	Proposer has no employer partners who have expressed interest in hiring future qualified graduates.

- F. Experience Training Underrepresented Populations: The MCRWB is committed to providing job training services to a wide range of job seekers, including populations currently underrepresented within the building trades.

Highly Advantageous	Proposer has history of training programs with more than 10% female and 25% individuals of color for the past 2 years.
Advantageous	Proposer has history of training programs with more than 5% female and 15% individuals of color for the past 2 years.
Not Advantageous	Proposer has history of training programs with less than 5% female and 10% individuals of color for the past 2 years.

- G. Location: The MCRWB is looking for providers who are able to provide training easily accessible to trainees living within the MassHire Central Region Workforce Area. This will ensure individuals interested in this training are able to attend training without a transportation barrier.

Highly Advantageous	Proposer is able to provide all instruction within the MassHire Central Region Workforce Area.
Advantageous	Proposer is able to provide all least 50% of instruction hours within the MassHire Central Region Workforce Area.
Not Advantageous	Proposer is able to provide Instruction that is 100% outside of MassHire Central Region Workforce Area.