The Vendors’ **Scope of Work Proposal Template Appendix B response** shall describe in detail, explain and summarize what the program intends to accomplish and how it will be accomplished. Vendors must use the provided Appendix B Proposal Template to respond to the following areas.

1. **Demonstrated Ability** *All responses are limited to one page per question unless otherwise noted*.
2. Describe your organization’s ability to operate high quality training programs that have resulted in high employment rates. This should include past achieved performance. If the proposed program is new, please describe other training program’s past performance if applicable or the organization’s past performance and ability to operate high quality training programs.
3. Describe your organizations ability to manage grant funded programs.
4. **Participants** *All responses are limited to one page per question unless otherwise noted*.
5. Please provide a description of conditions, behaviors, and barriers of typical participants as well as demographic information on this participant group.
6. Describe your criteria for participant selection. Include how you will outreach, recruit, and assess each participant’s needs and skill level. Be sure to include the assessment(s) or partnerships in place to assess participants.
7. **Program Design** *All responses are limited to one page per question unless otherwise noted*.
8. Vendor shall describe how the curriculum, instructional material and educational methods are especially designed to train individuals with disabilities.
9. Vendor shall describe how their training is consistent with the Office of Occupational and Labor Market Information in-demand occupations listed in Appendix D. If the training is not part of the in-demand occupational list, the vendor must explain with supporting documentation the need for the training.
10. Vendor shall identify the specific competencies which are the outcome objectives of the training program, including specific skills and level of competencies; and demonstrate that the outcome objectives are consistent with the competencies required by employers for specific job titles targeted by the training program.
11. Provide a comprehensive outcome statement that describes what a participant will have achieved after successfully completing the proposed job skill training program. This should include credential(s) received, job title, and expected wages. *This should be no more than 100 words*.
12. Describe the program schedule and intensity that includes all program components. It should be clear when enrollments are to occur, when each component (classroom training and work experience internship) begins and ends, classroom site location, training schedule, and training hours planned for each component.

Attach the proposed training curriculum.

1. Include in your description the way that you have ensured that the training will meet employer needs. Include the employers name(s) and contact information for employers that have provided input.
2. **Contextualized Learning (20 Bonus Points):** Education and training focuses on academic and technical content. Curricula and instructional strategies are designed to engage employers through authentic work experiences and to help adults attain work-readiness skills. Work based learning where participants have the opportunity to engage and learn from employers is a required element. This should include job simulated work environments on site and or, paid work experiences off site.

* Include in your description the way your program integrates work-based learning activities. Include how many participants you plan to participate in work experience (at a minimum 50% of enrollments) as well as the intensity of your planned work experiences.
* Include in your description how your program addresses work readiness/soft skills that are in demand (such as problem solving, teamwork, oral and written communication, organization skill, and Microsoft Office products).

1. **Staff, Linkages and Partners** *All responses are limited to one page per question unless otherwise noted.*
2. Vendor shall identify the instructors that are qualified to teach the identified curriculum and shall describe the qualifications of the specific instructors on staff or qualifications sought for instructors to be hired.
3. Please complete the chart below to show your linkages within the community, key people/organizations, and other partnerships that enhance your programs services and quality. Please include employers who will provide the work experience/internship. Add more rows as needed.

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| **Organization Type**  (i.e. Employer, Human Service Provider, or Other Partner) | **Name of Organization** | **Role/Commitment** |
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