

MASSHIRE BRISTOL WORKFORCE BOARD

**MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY EDUCATION
Funded**

**SCHOOL TO CAREER
CONNECTING ACTIVITIES**

FISCAL YEAR 2026

REQUEST FOR PROPOSALS

RFP # 26-06

**MASSHIRE BRISTOL WORKFORCE BOARD - FY 2026
REQUEST FOR PROPOSALS
SCHOOL TO CAREER CONNECTING ACTIVITIES**

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I. PURPOSE AND PRIORITIES

Purpose: The MassHire Bristol Workforce Board is seeking proposals to provide School to Career Connecting Activities to in-school youth in the greater Taunton and Attleboro areas. This competitive grant is intended to enhance a regional system of support for high schools and high school students to engage in career immersion learning opportunities for career readiness. Programming should expose students to a variety of career opportunities based on labor market research and allow for targeted workforce and career skills development, career counseling, and elements of experiential and work-based learning.

Priorities: Increase the number of students placed in work-based learning immersion experiences (e.g., internships, whether paid or for school credit, pre-apprenticeships, career capstones, etc.) and youth employment aligned to student interest and planning, including where schools have implemented MyCAP, documented and aligned in student MyCAP.

Increase the number of employers partnering with districts/schools to provide career development opportunities to all students. A deliberate focus should be on WBL opportunities in high wage, high demand and other fields identified as growth areas that will provide family sustaining wages in the Commonwealth.

Support the efforts of the Department of Elementary and Secondary Education (DESE), the Executive Office of Education (EOE) and the Executive Office of Labor and Workforce Development (EOLWD) to improve equity and access to career development education opportunities for underserved student populations. (Including underserved racial/ethnic populations, low-income students, English learners and students with disabilities as well as students from cities and towns with high youth unemployment)

Support school and districts' efforts to increase MyCAP implementation for all students. Provide at least one annual regional convening open to all schools in the region that provides school and district staff with updated regional workforce data, reflection on regional work-based learning opportunities, opportunity to learn of resources and best practices related to providing high quality career immersion activities.

Support school and districts' efforts to increase MyCAP implementation for all students. Provide at least one annual regional convening open to all schools in the region that provides school and district staff with updated regional workforce data, reflection on regional work-based learning opportunities, opportunity to learn of resources and best practices related to providing high quality career immersion activities.

II. KEY TERMS

MHBWB:	MassHire Bristol Workforce Board
BCTC:	Bristol County Training Consortium, the Career Center Operator and Fiscal Agent for the MHBWB

Career Centers:	Bristol County Training Consortium, the Department of Career Services and other partners offer one-stop services at our three MassHire Bristol Career Centers, located at 446 N. Main Street in Fall River, 72 School Street, Taunton and 11 Field Road in Attleboro. Any reference to Career Centers may also include the YouthConnection office located at 139 S. Main St. in Fall River.
DESE:	MA Department of Elementary and Secondary Education
LWDA:	Local Workforce Development Area: Includes the communities of Attleboro, Berkley, Dighton, Fall River, Mansfield, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Somerset, Swansea, Taunton, and Westport.
RFP:	Request for Proposals
WB:	Workforce Board
Youth:	High School students at a CA partner school within the LWDA.

III. LOCAL PARTNERS IN WIOA YOUTH SERVICES

1. **The MassHire Bristol Workforce Board** - The MHBWB members are appointed by the Mayor of Fall River as the local chief elected official (CEO) to form the Workforce Board as required under WIOA. The MHBWB will provide policy and oversight for all WIOA activities. The MHBWB works with the CEO to:

- a. Develop a Plan that includes a description of how services, including those to youth, will be delivered in our region
- b. Select youth service providers
- c. Coordinate youth activities
- d. Conduct oversight and evaluation of program activities of funded youth service providers

2. **City of Fall River** – Fall River serves as the grant recipient and administrative agency for all funds flowing to our area for workforce development sponsored activities. As such, the City oversees all procurement, contracting, and fund management responsibilities, ensuring that MHBWB policies are implemented through programs meeting administrative and financial regulations.

3. **MassHire Bristol Career Centers** - Our Career Centers perform Connecting Activities related services, including the following:

- a. Implements School to Career Connecting Activities in the greater Fall River area.
- b. Eligibility determination for graduating seniors who are interested in post-graduation workforce development activities offered through the Workforce Innovation and Opportunity Act.

These entities work together in close cooperation with service providers selected through the MHBWB to build a comprehensive, integrated youth delivery system.

IV. SCOPE OF WORK

To be considered, the RFP response must contain the information listed below, submitted on the corresponding section of the Proposal Specification Form.

Period of Services: The service period for this procurement is January 1, 2026 through June 30, 2026.

Location of Services: Primary program services must be provided in one or more of the following two communities within the Local Workforce Development Area (LWDA). These are the greater Attleboro and greater Taunton areas. Proposers may propose to serve youth in either one or both communities.

Greater Taunton Area includes the following Secondary Schools: Bristol County Agricultural High School*, Bristol-Plymouth Regional Technical School, Dighton Rehoboth Regional High School*, Taunton High School*, Taunton Alternative High School*

Greater Attleboro Area includes the following Secondary Schools: Attleboro Community Academy*, Attleboro High School*, Attleboro Virtual Academy*, Mansfield High School. North Attleboro High School*, Norton School System*, Seekonk High School*

*Current School to Career Connecting Activities Partner School

Please note that this RFP seeks primarily in-person services for in-school youth. It is expected that nearly all services will be provided directly at the partner schools being served. However, this does not preclude proposals from including virtual service provision within the program design. Please note that access to technology can be challenging for the target population. This factor must be considered if any proposed virtual services will be provided remotely.

Please note that the MHBWB may elect to split awards based on geographic distribution and funding factors. For example, if a proposer proposes to serve youth in two communities within the LWDA, the MHBWB may elect to award the proposer a contract for only one of the communities.

Number of Youth to Be Served: Please note the number of unduplicated youth enrollments your program will serve. The MHBWB does not prescribe a minimum or maximum number of youth to be served in this RFP. The MHBWB reserves the right to negotiate final contracted enrollment numbers.

Proposers shall specify the number of youth they propose to serve in the appropriate sections of the specification form. Please do not provide a range of youth to be served. Please enter the **estimated number** of youth you propose to serve. It is expected that there may be a wide variety of intensity of service among participants. Whether a participant receives one service or multiple categories of services, that youth should be counted as one unduplicated enrollee.

Characteristics of Youth: All youth must be enrolled in a Massachusetts Secondary School located within the Bristol Workforce Development Area.

Outreach and Recruitment: Recruitment of participants is critical to ultimate program success. As a result, proposers must include any methods that will be utilized to work with proposed partner schools to recruit students for School to Career Connecting Activities services.

Overview of program and service strategy: Proposed services shall support high school students to engage in career immersion learning opportunities for career readiness. The following activities fall within the allowable components within a School to Career Connecting Activities program design:

- **Career Fairs:** Fits within Career Awareness & Exploration under the Career Development Education (CDE) Framework. DESE describes these as “activities that expose students to a broad range of careers, pathways, and industries.”
- **Cooperative Education:** Formally defined in 603 CMR 4.00 and Career and Technical Education (CTE) Work-Based Learning guidelines. Students alternate study with paid work in a related occupational field, supervised by employer and school staff.
- **Industry Presentations:** Considered part of Career Awareness & Exploration within the CDE Framework, including employer career speaker presentations aligned to industry pathways.
- **Internships (Credit Only / Unpaid):** DESE Work-Based Learning describes internships/clinicals as paid or credit-bearing structured work experiences of 100+ hours. “Unpaid/credit-only” versions exist locally but DESE does not formally differentiate.
- **Internships (Credit Only / Unpaid – Innovation Career Pathways):** ICP guidelines require a 100-hour Internship/Capstone aligned to the pathway. DESE does not distinguish paid vs. unpaid; alignment, hours, supervision, and outcomes are the defining components.
- **Internships (Paid):** Defined within DESE Work-Based Learning as structured 100+ hour internship experiences. Paid/unpaid status is not distinguished in DESE definitions,
- **Job Shadowing:** Listed in the CDE Framework as a Career Exploration activity. A short-term observational experience where a student observes an employee at work. Typically, half-day to full-day, non-credit.

- **Youth Employment:** Brokering unsubsidized paid work and learning opportunities with area for-profit and non-profit organizations.

Please complete the following sections related to qualifications and services, goals and performance standards on the appropriate sections of the RFP Proposal Specification Form.

Proposer Qualifications: Proposers must cite any relevant experience operating programs on behalf of the MHBWB, operating similar programs serving youth, and/or any other relevant qualifications. Please note if you have existing relationships with any of the secondary schools in the greater Attleboro or Taunton areas as listed above. If program staff have already been identified, please attach resumes to the Proposal Specification Form. If program staff have not yet been identified, please submit job descriptions for the proposed program staff.

Services, Goals and Performance Standards: The MHBWB is a performance driven organization. Therefore, all contractors must develop and meet performance standards. MHBWB will require acceptable performance standards for all its programs and will establish formal performance requirements in any awarded contract.

Attachment A are the current performance targets the MassHire Bristol Workforce Board has established for the period of January 1, 2026 to June 30, 2026. The standards listed in Attachment A are meant as a guideline. However, proposers may submit numbers at variance from the charts in Attachment A. Important note: Your proposed service numbers for each category may represent duplicate numbers. For example, a participant may receive more than one service. In that instance you would count the participant in each category of service received.

V. MINIMUM PROGRAM REQUIREMENTS

To be considered for funding, the proposed services must meet the following minimum program threshold requirements:

Characteristics of Youth: All participants served must be in-school youth within the Bristol Workforce Development Area (LWDA)

Location of Services: Primary program services must be provided in one or more of the two communities of the MassHire Bristol Workforce Development Area. These are the Greater Attleboro and Taunton Areas.

Youth Services: Proposals must identify and describe the services they will provide through the School to Career Connecting Activities program and which schools will be targeted for partnership.

Scope of Work: Proposal must follow the requirements set forth in Section IV Scope of Work which describes the requirements for each section of the Proposal Specification Form.

VI. WHO MAY APPLY

Community Based organizations, public or private agencies, public school systems, community or state colleges, governmental units, labor groups, private businesses and employers, proprietary schools, and other qualified educational and training institutions who have demonstrated successful performance in serving youth are encouraged to apply. Proposals that represent joint efforts on the part of public, private, and educational organizations will be given priority consideration for funding. Organizations may submit one or more proposals in response to this solicitation.

Facilities providing services shall be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Applicants may subcontract with subgroups(s) to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal and be included in the proposed budget. The contract document with any subgroups must be approved by the City of Fall River prior to the final contract execution and are subject to all conditions and stipulations of the WIOA, as well as, the Commonwealth of Massachusetts.

VII. FUNDS AVAILABLE

While final budget information may cause variation to available funding amounts, it is estimated that there will be a maximum amount of approximately \$75,000 awarded through this RFP for services to out-of-school youth throughout the region over a contract operational period of January, 2026 through June 30, 2026. Please note that programming procured through this Request for Proposals is 100 percent state funded by the MA Department of Elementary and Secondary Education the School to Career Connecting Activities program.

The MHBWB has elected to place a cap on the cost per proposal and per community under this RFP. Please note that the cost per proposal for youth cannot exceed \$32,500 for the Greater Taunton Area and \$42,500 for the Greater Attleboro Area. Proposers may propose to serve one or both communities. If you propose to serve one community, you must adhere to the cap listed above. If you propose to serve both communities, your maximum proposed amount is \$75,000. The MHBWB anticipates funding services in both communities for the remainder of FY'26. However, the MHBWB reserved the right to alter the final program model mix based on number and types of proposals received, proposal ratings, regional distribution and other factors.

The MHBWB will also require that bidders provide documentation of cash and/or in-kind matching resources to leverage the DESE funds. All DESE reimbursed costs at the contract level will be defined as program dollars.

VIII. PROPOSAL SUBMISSION, REVIEW, AND SELECTION

Only those legible proposals submitted in the quantity requested and in accordance with the requirements of this RFP will be considered. Proposers are required to submit proposals using the forms provided by the MHBWB. Those wishing to receive the Proposal Specification and Budget forms in electronic format may contact Thomas Perreira at the address/phone number listed in Section XI of this RFP. RFP documents are also available via download at www.massshirebristolwb.org. Proposals must be typed with a font size of at least twelve (12).

To be considered for funding, proposers must adhere to the following submission requirements:

A. Proposal Specification Form:

Proposers shall submit a clearly marked original and two (2) copies of the Proposal Specification Form, **excluding** any cost information. These forms must be submitted in an envelope, labeled RFP #26-06 Technical Proposal, separate from the Budget Form and Budget Narrative; if these forms are attached to or in the same packet with the Budget Form(s) and Budget Narrative(s), your proposal **will** be disqualified from consideration.

B. Budget and Budget Narrative:

Proposers shall also submit an original and two (2) copies of all completed Budget Forms and Budget Narratives. The Budget Forms and Budget Narrative shall be submitted in an envelope, labeled RFP #26-06 Price Proposal, separate from the Proposal Specification Form. If the Budget Forms and Budget Narrative are attached to or in the same packet with the Proposal Specification Form, your proposal **will** be disqualified from consideration.

C. Audited Financial Statement:

Proposers must present evidence of financial solvency by including **one** complete copy of their most recent independent audited financial statement with the proposal submission. Please include the audit in your "Price Proposal" envelope.

The Proposal Specification Form shall be signed by the individual who can legally bind the proposer in contracts. The signed Proposal Specification Form shall constitute a firm offer by the proposer to conduct programming as proposed and an agreement to comply with BCTC's Terms and Conditions (available from Thomas Perreira at the address/phone number listed in section XI).

The City of Fall River Purchasing Department has defined this RFP as #26-06. Write RFP #26-06 on the envelopes you submit.

PROPOSAL SUBMISSION DEADLINE:

Sealed proposals must be received no later than 2:00pm (Eastern US Time), December 18, 2025 at the office of the Purchasing Agent, One Government Center, Room 324, Fall River; MA 02722. Proposals will be opened and read at this time.

Responses may be hand-delivered or mailed to the Purchasing Department, Monday thru Thursday: 8:00am – 4:00pm Friday: 8:00am – 3:00pm Proposals received after the above time and date will be rejected and returned unopened. Submissions envelopes should be clearly labeled: “RFP #26-06” Responses should include one (1) original, two (2) copies. No faxes or email submissions accepted. Price and Technical proposal must be submitted in separate sealed envelopes and clearly marked: RFP #26-06 Price Proposal and RFP #26-06 Technical Proposal

A BIDDERS’ CONFERENCE WILL BE HELD December 5, 2025, 11:00 AM (Eastern Time) via Zoom. Meeting access: <https://us02web.zoom.us/j/84079087019> Meeting ID: 840 7908 7019 Phone Access: 1(305) 224 1968.

Access information will also be available at www.masshirebristolwb.org. Attendance at this conference is not a requirement for submission. Minutes of the bidders conference will be posted at www.masshirebristolwb.org and will also be available from Thomas Perreira, MassHire Bristol Workforce Board, One Government Center, 5th Floor, Fall River, MA 02722, P: (508) 675-1165, email: tperreira@masshirebristol.org.

Bidders must refer to and complete the proposal checklist of this RFP to ensure that the proposal is complete and meets minimum threshold requirements.

Complete proposals received by the submission deadline and that meet all minimum program threshold requirements listed in Section V of this RFP will be reviewed by a committee of the MassHire Bristol Workforce Board using the evaluation criteria noted in Attachment E. Final funding decisions will take into consideration the results of this review and an adequate mix of the various types of services to be made available.

The evaluation form to be utilized by the MHBWB Review Committee is attached for reference purposes. This is not to be filled out by the proposer.

The MHBWB reserves the right to reject any or all proposals, to not fund any or all proposals, and/or to partially fund any or all proposals as submitted in response to this RFP. All proposals become the property of the MHBWB.

Below is a **tentative** schedule of Youth Services procurement activities (the actual schedule may vary):

December 1, 2025:	Issuance of Request for Proposals (RFP)
December 5, 2025:	Bidders’ Conference held

December 18, 2025:	Due Date for Request for Proposals (RFP)
Week of December 22, 2025:	Final award decision
Week of December 29, 2025:	Contract(s) negotiated and executed
January 1, 2026:	Youth Services begin on or about

IX. CONTRACT INFORMATION

1. Type of Contract:

Selected bidders will enter into a cost reimbursement contract. All contracts will be executed with the City of Fall River on behalf of the MHBWB. Although the City of Fall River makes every effort to reimburse invoiced contractor expenses monthly upon receipt of required reports, selected bidders must be financially capable of covering costs when necessary. All contracts written with vendors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc.

2. Program Duration:

Proposals should reflect costs and program outcomes for the period covering January 1, 2026 through June 30, 2026. No expenditures may extend beyond June 30, 2026. Please write your proposal for a service delivery period of 6 months.

The MHBWB is reserving the option of funding proposals for up to 18 months of activities based on availability of funding. Any activity which is funded for more than six months must meet its contracted level of performance for the first six months of service operation prior to being approved for the entirety or portion of an additional one year. At the end of the contract operational period, costs will be re-evaluated for reasonableness; should the costs then be deemed to be excessive, costs for the second year of operation will be re-negotiated. If you would like to propose 18 months of service, please note this on the relevant section of the Proposal Specification Form. However, please write your proposal and budget for a service delivery period of 6 months.

3. Award of Contract:

Award of any contract arising out of this RFP is entirely predicated upon receipt of a grant award to the City of Fall River/MassHire Bristol Workforce Board from the Department of Career Services, and final contract negotiations between the bidder and the MHBWB.

The solicitation of proposals does not commit the MassHire Bristol Workforce Board, or any other organization associated with the MHBWB to award any contract based on this Request for Proposal. The right to accept or reject any or all proposals submitted as a result of this solicitation is reserved by the MassHire Bristol Workforce Board. Expenses incurred by bidders in responding to this RFP are in no way the obligation of the City/MHBWB.

X. BID PROTESTS / APPEALS:

Any potential or actual proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals. This would include provisions under Massachusetts General Laws Chapter 30B which allows for bid protests in instances in which there is a complaint or allegation that bid laws have been violated.

In addition, any organization proposing under this RFP has the right to file an appeal. Appeals must include the name, address, and telephone number of the appellant along with a detailed statement of legal and factual grounds for the appeal, including copies of any relevant documents. Appeals must be filed no later than 3:00 pm on December 31, 2025. All appeals must be filed by email with Thomas Perreira, Executive Director, MassHire Bristol Workforce Board, (tperreira@masshirebristol.org)

XI. INQUIRIES:

Questions regarding the submission of the Request for Proposal must be addressed to:

Thomas Perreira, Executive Director
MassHire Bristol Workforce Board
One Government Center, 5th Floor
Fall River, MA 02722
(508) 675-1165
tperreira@masshirebristol.org

**ATTACHMENT A:
PERFORMANCE MEASURES**

The following represents the current MassHire Bristol Workforce Board performance levels for School to Career Connecting Activities services in the Greater Attleboro and Taunton Areas covering the period of January 1, 2026 through June 30, 2026. Please note these are not unduplicated numbers. As a result, each youth that receives more than one service is counted in each service category received. Chart does not include “other services” which may include additional job and career exploration /readiness services provided to participating students.

Greater Taunton Area

Activity	Youth Service Goal
Career Fairs	40
Cooperative Education	No specific goal
Industry Presentations	No specific goal
Internships (Credit Only / Unpaid)	25
Internships (Credit Only / Unpaid – Innovation Career Pathways)	20
Internship Paid	35
Job Shadowing	No specific goal
Youth Employment	25

Greater Attleboro Area

Activity	Youth Service Goal
Career Fairs	116
Cooperative Education	20
Industry Presentations	285
Internships (Credit Only / Unpaid)	38
Internships (Credit Only / Unpaid – Innovation Career Pathways)	65
Internship Paid	78
Job Shadowing	95
Youth Employment	52

ATTACHMENT B:
RESOURCE MATERIALS

Resource materials that may assist in preparing Request for Proposals are available on the internet as follows:

- Massachusetts High Quality College and Career Pathways Initiative
<https://www.doe.mass.edu/ccte/pathways/hqccp/default.html>

- Massachusetts Career and Technical Education Frameworks
<https://www.doe.mass.edu/ccte/frameworks/frameworks.html>

- Reimagining High School with College and Career Pathways
<https://educationtocareer.data.mass.gov/stories/s/Reimagining-high-school-with-College-and-Career-Pa/a3kv-y3pw>

- My Career and Academic Plan (MyCAP) Information
<https://www.doe.mass.edu/ccte/sec-design/mycap/default.html>

ATTACHMENT C

(FOR INFORMATIONAL PURPOSES ONLY – NOT TO BE FILLED OUT BY PROPOSER)

SCHOOL TO CAREER CONNECTING ACTIVITIES - EVALUATION CRITERIA

MASSHIRE BRISTOL WORKFORCE BOARD

REQUEST FOR PROPOSAL REVIEW FORM

Below are the criteria which will be used to evaluate the Request for Proposals. Please review each Proposal Specification Form, Budget and Budget Narrative, considering these criteria. There is space after each to record your comments, which will assist the review committee in determining which proposal merits funding.

Proposer _____

Name of Program _____

Proposal # _____

Reviewed By _____

(1) Are the proposed services offered in the city of Fall River, Taunton and /or the city of Attleboro?

___ **HIGHLY ADVANTAGEOUS:** Services provided within the greater Attleboro and/or greater Taunton area as defined in the RFP. If proposing services to the Taunton area, serving at least four schools. If proposing services to the Attleboro area, serving at least five schools.

___ **ADVANTAGEOUS:** Services provided within the greater Attleboro and/or greater Taunton area as defined in the RFP. If proposing services to the Taunton area, serving at least three schools. If proposing services to the Attleboro area, serving at least four schools.

___ **NOT ADVANTAGEOUS:** Services provided within the greater Attleboro and/or greater Taunton area as defined in the RFP. If proposing services to the Taunton area, serving 1-2 schools. If proposing services to the Attleboro area, serving 1-3 schools.

___ **UNACCEPTABLE:** Services are not located in the greater Taunton or Attleboro area.

Comments: _____

(2) Has the proposer demonstrated knowledge of the needs of the target population?

___ **HIGHLY ADVANTAGEOUS:** The proposed program has demonstrated a high level of knowledge of the target population and their needs, and has proposed an effective program design to meet those needs and achieve the required outcomes.

___ **ADVANTAGEOUS:** The proposed program shows some knowledge of the target population and program design will address significant needs of the population. It is likely the program will produce the desired outcomes.

___ **NOT ADVANTAGEOUS:** The proposed program lacks knowledge regarding the characteristics of the target population, program lacks specifics on services, and how they will achieve the desired outcomes.

___ **UNACCEPTABLE:** Does not serve target population; services proposed are inappropriate or unlikely to achieve significant outcomes for youth.

Comments: _____

(3) Does the proposer have a recruitment plan?

___ **HIGHLY ADVANTAGEOUS:** Strong recruitment plan that is highly likely to achieve proposed enrollment numbers early in the program operational period.

___ **ADVANTAGEOUS:** Acceptable recruitment plan that is likely to result in proposer achieving proposed enrollment numbers.

___ **NOT ADVANTAGEOUS:** Limited recruitment plan that may not result in the attainment of proposed enrollment numbers.

___ **UNACCEPTABLE:** Proposal does not include recruitment plan.

Comments: _____

(4) Does the overview of services in the proposal demonstrate effective program design meeting the specifications of the RFP?

___ **HIGHLY ADVANTAGEOUS:** Program design demonstrates proposer's approach would offer a very effective method of providing youth services as requested. The level of service is designed to achieve relevant outcomes for youth.

___ **ADVANTAGEOUS:** Program design demonstrates proposer's approach would offer an acceptable method of providing youth services as required. The level of service will encourage youth participants to achieve outcomes.

___ **NOT ADVANTAGEOUS:** Program design appears to show that the proposer’s approach may not achieve the youth program objectives as set forth in this RFP. The level of service is not sufficient to attain an effective number of outcomes.

___ **UNACCEPTABLE:** Program design appears to show a program that would be unlikely to provide adequate youth services in the MassHire Bristol Workforce Development Area.

Comments: _____

(5a & 5b) Does the proposer effectively address the provision of School to Career Connecting Activities Program Components

___ **HIGHLY ADVANTAGEOUS:** Proposer’s approach would result in a program that effectively delivers a strong array of Connecting Activities program service components. Provides at least six components as well as additional “other” services in a comprehensive and effective way.

___ **ADVANTAGEOUS:** Proposer’s approach would result in a program that adequately delivers an array of Connecting Activities service components. Provides at least five components in a comprehensive, effective way.

___ **NOT ADVANTAGEOUS:** Proposal demonstrates some delivery Connecting Activities service components. Provides three to four components but may be only in limited fashion.

___ **UNACCEPTABLE:** Proposal does not provide the at least three service elements.

Comments: _____

(6) Has the applicant previously been engaged in providing workforce development services to out-of-school youth?

___ **HIGHLY ADVANTAGEOUS:** Extensive experience (5+ years) with Connecting Activities or programs providing similar services to that requested for the MassHire Bristol Workforce Development Area. Demonstrates existing partnerships with area secondary schools. Shows evidence of meeting or exceeding performance goals.

___ **ADVANTAGEOUS:** Moderate experience (1-4 years) in providing similar services to that requested for MassHire Bristol Workforce Development Area.

___ **NOT ADVANTAGEOUS:** Limited experience (Less than 1 year) with in offering similar services to that requested for MassHire Bristol Workforce Development Area or evidence of not meeting past contract performance goals.

___ **UNACCEPTABLE:** No relevant experience providing a similar program.

Comments: _____

**(7 & 8) Does the program effectively address the issue of Services, Goals and Performance outcomes?
This section addresses questions 8 and 9.**

___ **HIGHLY ADVANTAGEOUS:** The proposal demonstrates the applicant will effectively reach all proposed performance goals. Clearly defined performance outcomes are evident in accordance with RFP Attachment A. Proposer shows a clear understanding of Connecting Activities performance requirements and demonstrates how the program will help positively impact those requirements.

___ **ADVANTAGEOUS:** The proposal demonstrates the applicant will adequately reach proposed performance goals and/or other appropriate outcomes for youth.

___ **NOT ADVANTAGEOUS:** The proposal shows that the applicant may not reach performance goals. Performance areas as noted in RFP Attachment A are not clearly cited. .

___ **UNACCEPTABLE:** The proposal does not discuss performance goals and/or it does not appear that the applicant will reach proposed performance goals appropriate for in-school youth.

Comments: _____

OVERALL TECHNICAL PROGRAM RATING

___ **HIGHLY ADVANTAGEOUS**

___ **ADVANTAGEOUS**

___ **NOT ADVANTAGEOUS**

___ **UNACCEPTABLE**

Comments: _____

OVERALL BUDGET RATING

Does the proposer demonstrate cost effectiveness? (Budget & Budget Narrative)

 HIGHLY ADVANTAGEOUS: Proposal demonstrates strong level of cost effectiveness. All budget items are necessary and reasonable for successful program operation. Significant in-kind contributions and value-added services evident. Proposal documents leveraged non-Connecting Activities youth resources to augment services to youth.

 ADVANTAGEOUS: Proposal demonstrates adequate level of cost effectiveness. Costs are reasonable for program operation. Some additional, leveraged resources are evident.

 NOT ADVANTAGEOUS: Proposal's budget does not fully demonstrate cost effectiveness. Limited or no additional, leveraged resources evident.

 UNACCEPTABLE: Proposal does not demonstrate cost effectiveness.

Comments: _____

I Certify That:

I have reviewed the Proposal; I understand that if I have any conflicts of interest in the review of this Proposal that I should not have participated in the review process. To the best of my knowledge and belief, I do not have a conflict of interest affecting the review process; and my ratings and subsequent decisions are not affected by any conflict of interest.

Reviewer's Signature: _____ Date: _____

Reviewer's Name: _____

MASSHIRE BRISTOL WORKFORCE BOARD
FY 2026 School to Career Connecting Activities
Proposal Specification Form
RFP #26-06

The RFP and Proposal Specification Form have been designed to facilitate the process of proposing programs. It has also been designed to provide those who will be evaluating proposals with uniform, clear and comprehensive data.

Please supply all information requested, in the format and Section requested. Failure to follow directions will make the evaluative process difficult for the members of the MassHire Bristol Workforce Board and may result in disqualification of your proposal.

Proposers are encouraged to re-read all materials in the Request for Proposal prior to completing the Proposal Specification Form.

In order to facilitate proposal review, all proposers are required to use the Proposal Specification Form and are required to supply all requested, applicable information.

PLEASE REFER TO THE REQUEST FOR PROPOSALS (RFP), TO ENSURE THAT YOU ARE ADDRESSING ALL PROPOSAL SPECIFICATION FORM REQUIREMENTS:

The Proposal Specification Form “Assurances, Certifications, Terms & Conditions” must be signed by the individual who can legally bind the proposer in contracts. The signed “Assurances, Certifications, Terms & Conditions” shall constitute a firm offer by the proposer to conduct programming as proposed and an agreement to comply with BCTC’s Terms and Conditions (available from Thomas Perreira, at (508) 675-1165).

Required City of Fall River documents (Certificate of Non-Collusion and City of Fall River AB Form must also be signed by the individual who can legally bind the proposer in contracts. For incorporated entities, please also include the attached Clerk’s Certificate.

Please see the Request For Proposal Section VIII for complete submission instructions.

MassHire Bristol Workforce Board Fiscal Year 2026
School to Career Connecting Activities

PROPOSAL SPECIFICATION FORM

ALL PROPOSERS MUST COMPLETE ALL ITEMS ON THIS FORM: If an item does not apply to your services, write "N/A."

Company/Organization: _____
Street _____ Suite/Room/Floor _____
City _____ State _____ Zip Code _____
Area Code/Phone _____ FAX _____ E-Mail _____

Indicate the Organizational Structure of the Above Named Proposer:

(check below)

_____ Corporation _____ Individual Employer _____ Educational Institution
_____ Partnership _____ Non-profit Organization
_____ Other: Please describe: _____

Name of Program: School to Career Connecting Activities

Schedule of Program: Start Date*: _____ End Date: 6-30-26

*Proposals can include a contract start date as early as January 1, 2026.

In addition to Fiscal Year 2026, would you be interested in providing up to an additional year of services?
(Y/N) _____

Even if proposing for an additional year, please construct your proposal based on a 6 month operational period (January 1, 2026 to June 30, 2026).

Planned Enrollments

Total unduplicated number of youth enrollments: _____

Area(s) to be served (check all that apply) ___ Taunton ___ Attleboro

1. **Please identify the schools you will partner with to deliver Connecting Activities Services - Check all that apply**

Taunton Area (If applicable):

Bristol County Agricultural High School	Y/N _____
Bristol-Plymouth Regional Technical School	Y/N _____
Dighton Rehoboth Regional High School	Y/N _____
Taunton High School	Y/N _____
Taunton Alternative High School	Y/N _____

Attleboro Area (If applicable)

Attleboro Community Academy	Y/N _____
Attleboro High School	Y/N _____

Attleboro Virtual Academy	Y/N _____
Mansfield High School	Y/N _____
North Attleboro High School	Y/N _____
Norton School System	Y/N _____
Seekonk High School	Y/N _____

2. Please describe the characteristics of the youth targeted for service

3. Please describe your proposed youth recruitment plan:

4. Please provide an overview of your program and service strategy:

5a. Please check which of the following Connecting Activities Services will be offered to youth:

	To be provided
Career Fairs	_____
Cooperative Education	_____
Industry Presentations	_____
Internships (Credit Only / Unpaid):	_____
Internships (Credit Only / Unpaid – Innovation Career Pathways):	_____
Internships (Paid):	_____
Job Shadowing:	_____
Youth Employment:	_____
Other:	_____

If Other is checked off, please list other services to be provided::

5 b. Please describe how your program will deliver services in each of the applicable program categories,

a. Career Fairs:

b. Cooperative Education:

c. **Industry Presentations:**

d. **Internships (Credit Only / Unpaid):**

e. **Internships (Credit Only / Unpaid – Innovation Career Pathways):**

f. **Internships (Paid):**

g. **Job Shadowing:**

h. **Youth Employment:**

i. **Other Activities:**

6. Proposer Qualifications: Please attach the resumes and credentials (if applicable) of your program staff or job descriptions for proposed program staff.

Have you had previous Connecting Activities or youth program funding by MHBWB? Y/N _____. If yes, describe the programs, including the dates of services and list of partner schools:

Please note your qualifications to provide the proposed services. Describe any previous experience running this or similar types of services for youth, including any prior activities funded by the Bristol WB.

Staffing: Please describe your proposed staffing pattern:

9. Performance Outcomes:

Please indicate the estimated number of in-school youth that will receive the following services:

Service	Number of Youth Receiving This Service	
	Greater Attleboro*	Greater Taunton*
Career Fairs		
Cooperative Education		
Industry Presentations		
Internships (Credit Only / Unpaid)		
Internships (Credit Only / Unpaid – ICP):.		
Internships (Paid):		
Job Shadowing		
Youth Employment		
Other Activities		

*If you have proposed to service youth in both the Greater Attleboro and Greater Taunton Areas, please fill out both columns. If you are proposing to serve youth in one area, only fill out the applicable column and enter N/A in the other column.

If you wish to provide further explain your proposed service numbers, please do so here:

Will program participants achieve any credentials as a result of participation in the program? If so, please explain:

Additional Comments - If there is any additional information you wish to provide that was not included in any of the previous questions, please do so here:

ASSURANCES, CERTIFICATIONS, TERMS & CONDITIONS:

I certify that the information provided in this proposal is accurate and constitutes a firm offer to conduct services for the MassHire Bristol Workforce Board. I also certify that this proposal constitutes a binding offer on the part of the proposer and that I am authorized to sign contracts on behalf of this Agency/Employer/ Proposer.

The undersigned certifies under penalties of perjury that this proposal has been 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.

I also understand that acceptance of this proposal on the part of the MassHire Bristol Workforce Board does not constitute a promise to fund the proposed activity, and that the final terms of any contract for services will be subject to negotiations with the MassHire Bristol Workforce Board. I also agree that the submittal of this proposal commits the proposer to compliance with all BCTC Contractual terms and conditions and required certifications (including Americans With Disabilities Act compliance) should a contract be negotiated and executed.

_____ Signature	_____ Name (Type or Print)
_____ Title/Position	_____ Date

City of Fall River
NON-COLLUSION FORM

Applicants submitting a bid or proposal to provide supplies or services to the City or to purchase supplies from the City must complete and submit the following certification of non-collusion for with the bid or proposal.

CERTIFICATE OF NON-COLLUSION

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.

Signature of individual submitting bid or proposal

Print name of individual submitting bid or proposal

Name of Business

Date

City of Fall River - AB Form

Section A

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

** Social Security Number or
Federal Identification Number
(Voluntary)***

* Signature of Individual or Corporate Name

* Corporate Officer (if applicable)

Date: _____

(Please Print)

Business Name: _____

Address: _____

Section B

I also certify that I have, to the best of my knowledge and belief, paid all accounts receivable owed to the City of Fall River, including, but not limited to real and personal property taxes, motor vehicle excise taxes, parking fines, water and sewer user charges and other license/permit fees, emergency medical service charges or other charges or fees.

* Signature of Individual or Corporate Officer

*** Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.**

**** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C. 62C s. 49A.**

***** If you do not supply a social security number you MUST supply an employer identification number.**

CLERK'S CERTIFICATE

I hereby certify that I am the duly elected Clerk of _____

That _____, is the duly elected _____

That at a meeting of the Board of Directors of said corporation held on _____,

At which meeting all directors present and voting the following vote was passed.

VOTED THAT _____ be hereby authorized in his/her capacity as _____, to enter into and sign on behalf of this corporation, and seal with the corporate seal, any and all contracts with the CITY of FALL RIVER and Bonds in connections therewith.

I further certify that said vote has never been rescinded, remains in force and effect and that the charter and bylaws of said corporation authorize and permit said vote.

DATED the _____ day of _____ 20_____

Corporate Seal:

Clerk's Signature

ATTACHMENTS

**IF YOU WISH TO PROVIDE ANY ATTACHMENTS FOR REVIEW PLEASE INSERT THEM
HERE. PLEASE BE SURE TO INCLUDE PROPOSAL CHECKLIST.**

MASSHIRE BRISTOL WORKFORCE BOARD
Fiscal Year 2026 School to Career Connecting Activities RFP Proposal Specification Form
Proposal Check List

Please be sure to include all of the following with your proposal:

- _____ 1. Proposal Specifications Form with all questions answered
- _____ 2. Completed Budget Forms and Budget Narrative
- _____ 3. Most recent independent audited financial statement (if not already on file with MHBWB)
- _____ 4. Resumes, credentials of all program staff and job descriptions for proposed program staff
- _____ 5. Signed certifications, in the “Assurances, Certification, Terms & Conditions” Section of Proposal Specifications and City of Fall River Certificate of Non-Collusion, City of Fall River AB Form and Clerk’s Certificate (Applicable to Incorporated Entities)
- _____ 6. Proof of state overhead rate, (only if applicable)
- _____ 7. Narrative justification for “fee for service” or “profit percentage” (profit making groups only), if applicable

MassHire Bristol Workforce Board (MHBWB) FY 2026 BUDGET SUMMARY FORM

Fiscal Year: **FY 2026**

Funding: **DESE**

Name of Program: **Connecting Activities**

Proposer's Agency Name:

Budget Item	Total \$
I. Professional Salaries	
II. Clerical salaries	
III. Other Salaries	
IV Contracted Cost	
V, Supplies and Materials	
VI. Other Expenses	
VII. Equipment	
VIII. Indirect Cost	
IX. MTRS	
TOTALS	

0

Connecting Activities

FY 2026

V. SUPPLIES AND MATERIALS

SUPPLY ITEM	Total Cost of Supply Item(s) in \$	# Items	Cost Per Item \$
TOTALS:			

VII. (1) EQUIPMENT RENTAL BREAKDOWN			
Equipment Rental Item	Total Equip't in \$	# Items	Cost Per Item \$
TOTALS:			

VII. (2) EQUIPMENT PURCHASES BREAKDOWN			
EQUIPMENT PURCHASE ITEM	Total Equip't in \$	# Items	Cost Per Item \$
TOTALS:			

IX MA TEWACHERS' RETIREMENT SYSTEM		
Staff	Total Cost in \$	Description
TOTALS:		

MASSHIRE BRISTOL WORKFORCE BOARD
FY 2026 School to Career Connecting Activities - Budget Narrative Form

Cost & Budget Considerations:

Total Amount of Proposed Budget: _____

Are you proposing facility funding at an approved state overhead rate? Y/N _____
If Yes, attach documentation of your current rate.

Are you proposing a profit fee or percentage (profit making entities only)? Y/N _____
If Yes, what is your rationale?

Please use this section to provide a narrative explanation and justification of all items that you will list in the attached Budget Forms.

Explain/Justify Professional Salaries:

Explain/Justify Clerical Salaries:

Explain/Justify Other Salaries:

Explain/Justify Contracted Cost:

Explain/Justify Supplies and Materials:

Explain/Justify Other Expenses:

Explain/Justify Equipment:

Explain/Justify Indirect Cost:

Explain/Justify MTRS (Mass Teacher Retirement System) Expenses:

Please explain any in-kind contributions or value-added features that you will provide:

Has any income been generated under the School to Career Connecting Activities, from previous BCTC/MHBWB contract(s)? Y/N ___ If Yes, the Amount: \$ _____