



## REQUEST FOR BIDS

Apprenticeship Expansion Program  
**Apprenticeship Development Advisor**

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### 1. Introduction and Background

NextGen Policy is a California-based, Black-led, non-profit organization fighting for progressive, justice-centered policies and programs that positively impact all Californians. NextGen Policy's work advances environmental, social, gender, racial, and economic equity through legislative advocacy, grassroots partnerships, strategic communications, and democratic civic engagement. For more information, visit [www.nextgenpolicy.org](http://www.nextgenpolicy.org).

NextGen Policy is seeking proposals from qualified consultants and contractors to work on behalf of federal grant projects on a contractual basis in the following area of work:

#### **Apprenticeship Development Advisor.**

The scope of services detailed here will be 100% funded with federal dollars as part of a \$6 million project with the U.S. Department of Labor. No non-governmental sources will be expended to cover the project.

Interested parties are invited to submit a proposal that outlines their capabilities and approach to successfully providing the services and to meet the requirements set forth below.

### 2. Project Overview

NextGen Policy, through strategic partnerships and collaboration, is leading a transformative initiative to develop and expand Registered Apprenticeship Programs (RAPs) within California's public sector. Our mission is to help local governments attract, train and retain quality talent by creating sustainable career pathways that leverage the power of apprenticeship.

Through intentional, diverse, and equitable outreach, recruitment, and retention strategies, NextGen Policy and partners will work together to increase the awareness, availability, and accessibility of RAPs to increase participation of apprentices from underserved and under-engaged populations. Partners will leverage their expertise and their networks of community-based partners and related organizations, such as workforce development agencies, educational institutions, and advocacy groups, to align support services and wraparound resources for apprentices participating in the programs.

We will provide training and technical assistance on program design and development, as well as help match public sector employers with other partners in the ecosystem such as sector intermediaries, local education agencies, and community based organizations to reduce administrative barriers and align wrap-around support services.

### **3. Scope of Work**

The selected individual or firm will be responsible for providing the following services:

- Consultation on the design of specific RAPs and preapprenticeships being developed or expanded, in order to:
  - maximize sustainability and impact
  - minimizing costs and administrative burdens
  - reduce/avoid conflicts amongst stakeholders
  - align and articulate with other relevant workforce initiatives and programs when beneficial
- Input on the development of stakeholder technical assistance materials to ensure accuracy and improve utility
- Occasional support on stakeholder communication/meetings

Applicants should outline how they intend to meet these requirements, detail their approach to accomplishing the work, and speak to relevant prior experience

The contracts will tentatively run through August 2028.

Experience and familiarity with Uniform Guidance for Federal Awards is not required but is preferred.

### **4. Proposal Requirements**

Applicants should submit a proposal that includes the following sections:

- **Company Information:** Provide a brief description of your company, including your experience in providing similar services, company size, and key personnel.
- **Technical Proposal:** Describe your approach to delivering the requested services. Include your methodology, project management processes, timeline, and any technology or tools that will be used.
- **Pricing:** Provide detailed pricing for the project, including all costs associated with delivering the services (labor, materials, travel, etc.). Please indicate whether the pricing is firm or if there are any conditions that may lead to changes in cost.
- **References:** Provide at least three references from similar projects or clients that you have worked with. Include contact information and a brief description of the work performed.

***Note – By submitting a formal proposal, applicants are confirming that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.***

## **5. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications (30/100 points)
2. Pricing and overall value (40/100 points)
3. Approach to meeting project goals (20/100 points)
4. References and past performance (10/100 points)

## **6. Timeline**

All proposals must be submitted electronically to Sandra Lyon at [sandra@eliostrategies.com](mailto:sandra@eliostrategies.com). Please reference “*NGP/RAP Program: Apprenticeship Development Advisor – Proposal Submission*” in the subject line. Proposals will be reviewed on a rolling basis.