



NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD  
FIRST JOB | NEXT JOB | BEST JOB

Northwest Regional Workforce Investment Board, INC.

Request for Qualifications (RFQ)  
For

Agency to provide One-on-One Literacy and Numeracy  
Tutoring Services to American Job Center Participants

JULY 1, 2026 TO JUNE 30, 2027

Northwest Regional Workforce Investment Board, Inc.  
249 Thomaston Ave  
Waterbury, CT

***Equal Opportunity/Affirmative Action Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
100% percent of the total cost is financed with federal WIOA funds.***

## **SECTION I: OVERVIEW - NRWIB**

The Northwest Regional Workforce Investment Board (NRWIB) is the administrative entity that oversees and administers Workforce Innovation and Opportunity Act (WIOA) and Connecticut Department of Labor (CT-DOL) funded programs in the Northwest Region Service Delivery Area (SDA). NRWIB was established by the Governor to promote effective delivery of job training services throughout the region that includes 41 municipalities. The 41 municipalities that make up the region are: Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott and Woodbury.

NRWIB offers numerous services for adults, youth and employers in an effort to improve the workforce to meet the current and projected needs of the region. Some of the programs overseen by NRWIB include:

- Incumbent Worker Training Program
- Summer Youth Employment Program
- Brownfield Training Grant
- Jobs First Employment Services (JFES)
- WIOA Programs for in-school and out-of-school youth
- OJT and Subsidized Employment Programs
- Business Services

## **SECTION II: BACKGROUND**

- The NRWIB seeks to procure classes in its Waterbury, Danbury and Torrington offices for our clients who may need to raise their literacy and/or numeracy levels in order to obtain a GED, seek occupational skills training or to prepare for the job market. Tutoring classes will serve job center clients and will be offered to all registered customers on a first come, first served basis.

## **SECTION III: APPLICANT ELIGIBILITY/REQUIREMENTS**

The Northwest Regional Workforce Investment Board (NRWIB) is issuing this Request for Qualifications to provide one-on-one literacy and numeracy tutoring services to American Job Center participants in the Northwest Region of Connecticut.

Completed proposals will be accepted until April 15, 2026, 4:00 PM at which time the proposals will reviewed and a contract(s) awarded. This RFQ may be downloaded from NRWIB's website at [www.nrwib.org](http://www.nrwib.org). Completed proposals should be sent via email to: [Genny.Fonseca@nrwib.org](mailto:Genny.Fonseca@nrwib.org) - **subject line- Tutoring Services**

Qualified agencies must have a minimum of five years' experience serving government and non-profit entities in the State of Connecticut providing adult education services. Qualified firms must submit a list of past services provided to workforce development agencies. Also provide the resumes of supervisor and/or teacher(s) that will be assigned to the NRWIB along with a proposed hourly fee(s) for the service.

#### **SECTION IV: SCOPE OF SERVICES**

Provide individualized one-on-one tutoring to participants who have been determined to be in need of additional assistance of:

1. Obtaining the regional CASAS score of 239 on Math and Reading or;
2. ESL tutoring to more fully and quickly develop solid English language skills or;
3. Successfully completing a training program that they are currently enrolled in.

Participant will be referred for contact by case management staff and within 24 hours of referral a schedule should be set to: 1. Assess need; 2. Set goals; and 3. Commence a tutoring schedule that is acceptable to both the participant and the tutor.

The tutoring may take place on site at Northwest Regional Workforce Investment Board, Inc. locations or another location as determined to be mutually convenient for both contractor and participant or virtually as required.

#### **SECTION V: QUESTIONS AND BIDDER'S CONFERENCE**

The NRWIB will conduct a Bidder's Conference on Tuesday, March 31, 2026 at 9:39 AM via Zoom.

Northwest Regional Workforce Board's One-on-One Literacy and Numeracy Tutoring  
Services for American Job Center Participants Zoom Meeting

Time: March 31, 2026 9:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87983617954?pwd=Badhm0wPJJu5Ny6TtokXpN6oKEUibph.1>

Meeting ID: 879 8361 7954

Passcode: 527211

NRWIB staff will review the solicitation and answer questions. You are encouraged to attend this conference, NRWIB will not answer any questions regarding this RFQ after the bidder's conference. All proposers are asked to thoroughly read all instructions prior to the conference. Indicate your intention to attend by contacting Catherine Awwad, President & CEO at 203-574-6971 ext. 426 or via email at: [catherine.awwad@nrwib.org](mailto:catherine.awwad@nrwib.org)

## **SECTION VI: PERIOD OF PERFORMANCE**

All contracts awarded will be reimbursement contracts. The period of performance under this RFQ will be one year, with the possibility of renewing contracts for a second year and a third year at the discretion of the NRWIB based on performance, programming need and the continuing availability of funding the initial contract. The initial contract period will begin on July 1, 2026 and end on June 30, 2027. Tutoring should be available throughout the program year and approved vendors will be expected to start up operations and accept referrals as soon as possible after July 1, 2026.