



Explore Growing Careers. Access Training. Secure Sustainable Work.

# Request for Proposals (RFP) **Certified Nursing Assistant (CNA) Training**

**RFP Issue Date:** November 26, 2024

**RFP Close Date:** December 23, 2024

Please direct all questions and submit completed proposals to: [contact@forwardcareers.org](mailto:contact@forwardcareers.org)

Late or incomplete proposals will not be accepted.

## I. Overview

Forward Careers, Inc. (FCI) has received a Reducing Barriers to Employment & Advancement grant from the United Way of Greater Milwaukee and Waukesha County to provide Certified Nursing Assistant (CNA) training for eligible residents of Waukesha, Ozaukee, and Washington Counties.

Forward Careers will actively recruit eligible individuals to participate in this training opportunity, ensuring a strong candidate pool for the program.

This RFP invites qualified training providers to submit proposals to deliver CNA training services to support participants in acquiring the skills necessary for successful employment in healthcare settings.

The grant award is \$32,000, allocated to train a total of 35 individuals.

## II. Target Population

The CNA training program will prioritize individuals with barriers to employment residing in Waukesha, Ozaukee, and Washington Counties. Barriers to employment may include, but are not limited to:

- Economic disadvantages
- Limited access to transportation
- Limited English proficiency
- Disabilities
- Lack of previous work experience in healthcare

Training providers are encouraged to outline their strategies for recruiting, supporting, and retaining participants who face these challenges, ensuring equitable access and successful program completion.

## III. Training Program Scope

**The CNA training program will focus on:**

- Training eligible individuals with barriers to employment residing in Waukesha, Ozaukee, and Washington Counties.
- Preparing participants for certification as a Certified Nursing Assistant.
- Providing all necessary instruction, materials, clinical experience, and exam.

## IV. Project Timeline

- **Training Start Date:** January 13, 2025
- **Training Completion Date:** June 13, 2025
- **Certification Exam Date:** To be scheduled immediately following training completion for outcomes by June 20, 2025

## V. Eligibility Criteria for Applicants

**Training providers must:**

- Be accredited and approved to offer CNA training in Wisconsin.
- Have a history of successful training completion rates and high pass rates on the CNA certification exam.
- Provide evidence of their capacity to support participants residing across Waukesha, Ozaukee, and Washington Counties.

## VI. Proposal Submission Requirements

Proposals should include:

- **Training Approach and Curriculum:** Outline the training methodology, curriculum details, and proposed number of contact hours.
- **Experience and Qualifications:** Describe relevant experience, including past performance in similar training programs.
- **Budget and Cost Proposal:** Provide a detailed budget, specifying all associated costs such as background checks, uniform, vaccines, and exams.
- **Adherence to Grant Requirements:** Describe how the program will align with the grant's specified participant demographics and maintain regular communication with Forward Careers to effectively support participant needs and promote successful outcomes.

## VII. Evaluation Criteria

Proposals will be evaluated based on:

- Program design and alignment with CNA certification standards
- Organizational experience and capacity
- Cost-effectiveness
- Understanding of demographics to ensure success.

## VIII. Submission Instructions

All proposals must be submitted electronically by 12:00 pm on December 23, 2024, to [contact@forwardcareers.org](mailto:contact@forwardcareers.org). Late submissions will not be considered.

For **questions**, please contact Forward Careers at [contact@forwardcareers.org](mailto:contact@forwardcareers.org) by 12:00 pm on December 6, 2024.

## IX. Terms and Conditions

- All submitted proposals become the property of Forward Careers, Inc.
- Selected providers will be required to enter a formal contract and comply with all grant requirements.

## X. Proposal Timeline

- RFP Issued: November 26, 2024
- Deadline for Questions: 12:00 pm on December 6, 2024
- Proposal Submission Deadline: 12 pm on December 23, 2024
- Award Notification: January 13, 2025

## XI. Appendix

Please submit the following items:

- Fact Sheet
- Response Template
- Proposal Budget Template