

***Request for Quote and Professional Information
Veterans Employment Training Seminar Program
JobWorks, Inc.***

JobWorks, a Fort Wayne based 501(c)(3) nonprofit organization, operates a wide range of employment and training programs in Indiana, Ohio and California. The operation of these programs and activities in such a wide market makes it necessary for JobWorks to contract with an outside entity for Veterans Employment Training Seminar Program on the following:

- JobWorks/WorkOne Southwest is requesting quotes from training providers for the Veterans Employment Training Seminar program. The organization hired through this RFQ will conduct multiple approved trainings for groups in Southwest Indiana. The counties in Southwest Indiana include Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick with classes being held primarily in the Evansville WorkOne.
- The training should start in early January. Each training seminar will be five days.
- The contract term will run through June 30, 2016, with the option to renew to June 30, 2017.
- WorkOne will refer clients to the seminars and coordinate with the training provider to schedule training sessions.
- During this seminar, veterans will learn tools and strategies for reemployment.

As required by law, JobWorks is requesting the following information from interested parties that can provide the training. Organizations or individuals interested in providing these services to WorkOne Veterans must submit the following information to JobWorks no later than **4:30 PM on December 7, 2015**:

- A price quote for Veterans Employment Training Seminar
- A brief bio of the bidding organization and individual;
- A detailed description of the experience and qualifications of the person or organization interested in providing classroom training.
- Please indicate your availability to begin work as scheduled should you be selected for this work.

All submissions of price and professional information should be submitted to the attention of Nancy Schroering at the following address:

WorkOne Southwest
Attn: Nancy Schroering
700 E. Walnut Street
Evansville, IN 47713

JobWorks will review all submissions against pre-established review criteria reflecting both price and experience and make a decision on training provider service by December **10, 2015**. Questions concerning this solicitation may be directed in writing to the attention of Nancy Schroering at nschroering@workonesouthwest.org.