



ADMINISTRATION  
88 NORTH STREET  
HYANNIS, MA 02601  
(508) 790-0400  
FAX (508) 790-0969

OPERATIONS  
CAREER OPPORTUNITIES  
372 NORTH STREET  
HYANNIS, MA 02601  
(508) 771-JOBS (5627)  
FAX (508) 862-6101

July 27, 2015

**RE: REQUEST FOR PROPOSAL: OUT OF SCHOOL PROGRAM SERVICES**

Dear Prospective Bidder:

The Cape and Islands Workforce Investment Board (WIB) has been appointed by the Barnstable County Commissioners to create a local workforce development system. The Job Training and Employment Corporation (JTEC) is the administrative entity for the funds designated to this region by the Workforce Innovation and Opportunity Act (WIOA).

As part of the workforce development system, the WIB is seeking services for low-income youth between the ages of 16 and 24 years of age who are out of school for the FY2016 - 2018 program years from October 1, 2015 to September 30, 2018. The allocation for FY2016 is \$294,672.

The Request for Proposals (RFP) will only be available on or after July 27, 2015 on the Career Opportunities website [www.capejobs.com](http://www.capejobs.com). Hard copies will not be available either at 88 North Street or at the Bidder's Conference. Please bring your copy to the Bidder's Conference. Any questions downloading the RFP from the website should be addressed to Joan Rezendes at 508-862-6166 or by email at [jrezendes@jteccorp.com](mailto:jrezendes@jteccorp.com). The deadline for receipt of proposals is Wednesday, September 2, 2015 at noon local time.

The Bidder's Conference will be held concerning this procurement on Wednesday, August 5, 2015 at 10:30 a.m. at Career Opportunities, Conference Room No. 2, 372 North Street, Hyannis, MA.


**Attendance at the Bidder's Conference is mandatory. Prospective bidders are expected to have read the RFP in advance. This will be a question and answer session and**

prospective bidders are expected to be prepared.  
Organizations who are not represented at the Bidder's  
Conference cannot submit a proposal.

One (1) original and nine (9) copies of the proposal as  
well as a memory stick containing the proposal in Microsoft  
Word must be submitted to Kristina E. Dower, President, Job  
Training and Employment Corporation, 88 North Street,  
Hyannis, MA 02601 (Tel. 508-790-0400) **no later than**  
**Wednesday, September 2, 2015 at 12:00 noon local time with**  
**no exceptions.**

We hope that this notification will give you sufficient  
time to consider submitting a proposal.

Sincerely,

  
Kristina E. Dower  
President

KED