



**Employ Prince George's, Inc. on behalf of  
Youth Career Connections**

## **YOUTH CAREER CONNECTIONS (YCC) CAREER CAMPS**

**REQUEST FOR QUOTES  
RFQ No.: EPGRFQ-008**

### **Important Dates**

<b>RFQ Release Date:</b>	<b>Monday, March 24, 2025</b>
<b>Questions &amp; Inquiries Deadline:</b>	<b>Thursday, April 3, 2025</b>
<b>Quotation Due Date:</b>	<b>Thursday, April 17, 2025   4:00 PM EST</b>

Quotes must be submitted via our online grant application portal which can be accessed by clicking [here](#). **QUOTES SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON THURSDAY, APRIL 17, 2025, WILL NOT BE ACCEPTED.** Employ Prince George's, Inc. is not responsible for any errors of omission. Mailed, faxed, or emailed quotes **will not** be accepted.

Employ Prince George's, Inc. does not discriminate against faith-based organizations or against any Respondents or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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## INTRODUCTION & INTENT

Employ Prince George's, Inc. (EPG) is seeking quotes from qualified vendors to design and deliver **Career Camps** for students in Prince George's County through the **Youth Career Connections (YCC) program**. The mission of YCC is to provide exposure, exploration, and equipping opportunities that prepare students for successful transitions from education to meaningful careers. Employ Prince George's, Inc. workforce strategies are designed to reduce skills gaps across targeted in-demand industries with an emphasis in the following in-demand industries:

- Healthcare & Social Assistance
- Food & Beverage Manufacturing
- Advanced Manufacturing
- Construction and Real Estate
- Professional, Scientific & Technical Services
- Education
- Transportation and Logistics
- Government Services
- Information Technology
- Business Services
- Recreation, Tourism & Hospitality
- Accommodation and Food Services
- Retail Trade

YCC aims to bridge the gap between school and work by ensuring students have access to workforce development resources, industry insights, and hands-on learning experiences. This RFQ invites interested qualified vendors to submit responses and pricing for services that align with YCC's mission and goals, delivering innovative and impactful programming to empower young people.

## BACKGROUND

The Blueprint for Maryland's Future allocated funding to PGCPSS for the Prince George's County Workforce Development Board (administrative functions and programming operations conducted by Employ Prince George's, Inc.) to establish a robust career counseling program (under the Board's Youth Career Connections in-school youth program) for students in all PGCPSS middle and high schools (6th grade – 12th grade). The Blueprint for Maryland's Future provides access to a rigorous and meaningful education that prepares students for success in college, career, and life. The College and Career Readiness Pillar sets a new College and Career Readiness (CCR) standard that prepares graduates for success in college and the workforce by ensuring they have the knowledge and skills to complete entry-level credit-bearing college courses and work in high-wage and high-demand industries. The Blueprint aims to have all students meet the CCR standard by the end of their 10th-grade year, develop CCR-Support pathways to support students in meeting the standard, enable students to enter a Post-CCR pathway that builds on the student's strengths, develop a Career and Technical Education (CTE) system that is aligned with industry's needs, and ensures that prekindergarten through 12th-grade curriculum, standards, and assessments are all aligned with the new CCR standard.

Beginning with youth in 6th grade, Employ Prince Georges' Youth Career Connections provides career assessment, career exploration, and career exposure services that allow students to draw a direct correlation between their classroom studies and career opportunities in the DC Metropolitan Region. To support these efforts and create meaningful experiences for students, Employ Prince George's seeks to partner with organizations experienced in implementing career exploration

programs, work-based learning opportunities, or pre-apprenticeship initiatives for middle and high school students in grades 6–12. Partners will deliver career camps aimed at engaging students in hands-on, interactive learning experiences during after-school hours and/or on Saturdays, preparing them for future careers while keeping them actively connected to education and career development.

## **PURPOSE**

The purpose of this RFQ is to solicit responses for the delivery of innovative, hands-on Career Camps that include industry engagement, career readiness training, and experiential learning opportunities. Career camps should incorporate a focus on equipping students with the skills and knowledge needed to explore and succeed in Prince George’s County’s in-demand industries by offering middle and high school students access to career pathways, skill-building workshops, and exposure to diverse career options. These camps are designed to:

- Enhance students’ understanding of livable-wage occupations and in-demand careers.
- Provide hands-on experiences through workshops, business tours, and industry-led activities.
- Support skill-building in areas like teamwork, leadership, and communication.
- Help students envision and plan for future success in the workforce.

Employ Prince George’s, Inc. seeks innovative approaches to inspire students to explore their passions and interests while equipping them with the knowledge and skills needed for success. Ultimately, these career camps aim to empower Prince George’s County youth with the tools to thrive in their education and future careers.

## **SCOPE OF WORK**

This pilot opportunity will serve as a foundation for future programming under the YCC Career Camps initiative. Vendors are encouraged to innovate and think creatively while addressing the community's needs. While we prefer in-person camps, we are open to virtual career camps; the programming cost should be much less. Vendors are expected to deliver programming that achieves the following YCC goals:

1. **Exposure:** Through business tours, guest speakers, and interactive workshops, provide students with first-hand insights into various career pathways.
2. **Exploration:** Facilitate activities that allow students to explore different industries, understand required skills, and match their interests to potential career paths.
3. **Equipping:** Develop students’ soft and technical skills, build their confidence, and prepare them for future educational and professional opportunities.

## **Career Camp Examples**

Responses may address programming in a variety of ways that meets the needs described in this RFQ. Example programming outlines are provided for clarity; however, providers are not limited to working within the examples provided.

### ***Example 1: 6-Week Career Exploration Camp***

A camp option for students who want a multi-industry experience. Each week will focus on a different industry, providing a broad perspective of career opportunities.

Week 1: Trades (Construction, Electrical, Plumbing)

Week 2: Information Technology (Coding, Cybersecurity)

Week 3: Healthcare (Nursing, Public Health)

Week 4: Space Exploration (NASA, Engineering)

Week 5: Business & Finance (Entrepreneurship, Management)

Week 6: Creative Arts & Media (Digital Content Creation, Graphic Design)

### ***Example 2: 6-Week Soft Skills Leadership Camp***

Leadership Development camp focusing on Soft Skill Development, field trips and team-building activities. Participants will engage in workshops focusing on:

- Professional communication
- Teamwork and collaboration
- Problem-solving and critical thinking
- Resume writing, LinkedIn profiles, and interview skills
- Leadership development and public speaking

### **Program Design & Delivery**

Each Career Camp should be structured to engage students in immersive, hands-on experiences that broaden their understanding of career pathways, strengthen their professional skills, and connect them with industry professionals. Vendors must develop a dynamic, well-organized program that effectively integrates career readiness activities and workforce development strategies to prepare youth for future success. The following components must be incorporated into the program design and delivery:

- 1. Structured Curriculum Development** Vendors must develop a comprehensive Career Camp curriculum that aligns with YCC's three E's. Each camp session will span **six (6) weeks**, providing students with a structured and progressive learning experience that builds on key career readiness skills.
- 2. Engaging Career Exploration Activities** The program must include a variety of interactive and experiential learning opportunities, such as:
  - **Behind-the-scenes business tours** that expose students to real-world work environments and industry operations.
  - **Industry panels** featuring professionals who share insights about their career paths, challenges, and industry trends.
  - **College tours** to help participants explore post-secondary education opportunities and career-aligned academic programs.

- **Skill-building workshops** designed to develop essential workforce competencies such as communication, teamwork, and problem-solving.
3. **Career Assessment Administration** All vendors are required to facilitate a [CareerScope](#) assessment for program participants. CareerScope, a product of the Vocational Research Institute (VRI), is an industry-recognized career interest and aptitude assessment integrated into the Prince George’s County Virtual Career Center (PGCVCC).
- The assessment must be conducted on a desktop or laptop computer (not a mobile device) and takes approximately 45 minutes to complete.
  - CareerScope provides personalized insights into participants’ strengths, interests, and aptitudes, helping program staff guide students toward the most suitable career pathways and workforce development opportunities.

*Note: Vendors will receive training on how to administer and interpret the assessment results to ensure accurate facilitation and meaningful career guidance for participants.*

This structured approach ensures that each Career Camp provides a well-rounded, impactful experience, equipping students with the knowledge, skills, and connections necessary for future career success.

### **Student Recruitment, Retention, & Accessibility**

To ensure the success of the Career Camp program, vendors must develop and implement a comprehensive recruitment and retention strategy that prioritizes accessibility, inclusivity, and sustained engagement throughout the program.

1. **Recruitment & Retention Strategy** Vendors are responsible for identifying, engaging, and enrolling a minimum of **fifty (50) middle or high school students per cohort** within Prince George’s County. Outreach efforts should be targeted yet inclusive, ensuring equitable access to opportunities for students from diverse backgrounds. Retention strategies should focus on fostering student interest, maintaining engagement, and minimizing attrition throughout the camp duration.
2. **Location & Accessibility** Vendors must secure safe, accessible locations for the program that accommodate all participants comfortably. Consideration should be given to proximity, safety, and convenience to reduce potential barriers to attendance. Additionally, responses must outline a detailed transportation plan, ensuring students have reliable means of getting to and from program sites regardless of their geographic location.
3. **Supportive Services** To promote full participation and minimize barriers, vendors must provide access to community resources such as:
  - **Mentorship and/or advisory support** to foster student engagement and career exploration.

- **Housing Resources** that include referral partnerships with local housing assistance programs to support students facing housing insecurity.

#### 4. Essential Program Resources

- **Meals and/or snacks** for participants attending Career Camp sessions.
- **Necessary supplies and materials** to facilitate learning and hands-on activities.

### Program Evaluation & Reporting

Vendors must implement a structured evaluation framework to assess student engagement, program effectiveness, and overall impact. This ensures continuous improvement and accountability in program delivery.

1. **Tracking & Data Collection** Vendors must establish a system for monitoring attendance, participation levels, and program engagement metrics. This data should be used to assess student progress and identify trends that may inform future program enhancements.
2. **Post-Program Reporting** Upon completion of the Career Camp, vendors must submit a comprehensive final report detailing:
  - **Program successes** and key milestones achieved.
  - **Challenges encountered** and strategies used to address them.
  - **Recommendations for future improvements** to enhance the overall program experience.

This structured approach ensures that the Career Camp program is well-managed, impactful, and continuously evolving to meet the needs of students and stakeholders effectively.

### ELIGIBLE RESPONDENTS

Eligible applicants include not-for-profit organizations, community-based organizations, faith-based organizations, colleges, universities, private career schools, consortia, organized labor, labor training entities, and other entities operating in accordance with federal, state, and local law.

Applicants are required to be an incorporated organization and **must have proof of verifiable youth workforce development experience** at the time of RFQ submission. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the Prince George's County Workforce Development Board are ineligible to apply.

Recognizing that many community-based service providers may not have the capacity to administer cost-reimbursement grants, EPG encourages consortia responses that collectively have the programmatic, fiscal, and administrative capacity to operate the proposed program successfully.

EPG seeks innovative approaches to inspire students to explore their passions and interests while equipping them with the knowledge and skills needed for success. Ultimately, these career camps aim to empower Prince George’s County youth with the tools to thrive in their education and future careers.

### **QUOTE PREPARATION & FORMAT REQUIREMENTS**

Reponses must be submitted via our online grant application portal no later than **4:00 pm EST on Thursday, April 17, 2025**, which can be accessed by clicking [here](#). Responses not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy quotes will not be accepted.

Questions regarding **technical assistance with our online application portal** should be submitted in writing via email to **Ericka Stevens** at [ENStevens@co.pg.md.us](mailto:ENStevens@co.pg.md.us) with the following subject line: **Technical Assistance: EPGRFQ-008**. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

Reponses should be prepared in a professional manner, providing a complete and detailed description of the proposed project scope. Emphasis should be placed on clarity of content and completeness. Respondents must include all the required attachments listed in the grant portal that pertain to the response. Failure to include required attachments will disqualify the response. No additional attachments are allowed.

### **KEY DATES**

<b>ACTIVITY</b>	<b>DATE</b>
RFQ Release Date	Monday, March 24, 2025
Written Questions Due Date	Thursday, April 3, 2025
Deadline for Quote Submission	Thursday, April 17, 2025, at 4:00PM
Selection of Successful Respondents	On or around April 28, 2025
Contract Start Date	May 1, 2025

### **COMPLETED RESPONSE SUBMISSION DEADLINE**

Responses must be received no later than date and time listed. Quotes not submitted through the on-line [application portal](#) will not be considered. Individual Responses will not be read in public or available for public inspection until after an award determination has been made and agreement is executed. Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the quote submission deadline listed above in the schedule of events.



## CONTRACT TERMS

Employ Prince George's anticipates that this pilot initiative will have a total funding allocation of up to **two hundred fifty thousand dollars and zero cents (\$250,000.00 USD)** for multiple contracts awarded through this RFQ. Final details will be determined by the number of fundable applications and the scope of each of the projects. Respondents may submit only **one (1)** application as the lead applicant, **with a maximum request of fifty thousand dollars (\$50,000.00 USD) for any single award**. Each Career Camp cohort should serve a minimum of **fifty (50)** participants, providing a robust and impactful experience for Prince George's County Public School students.

Funding for this RFQ is contingent upon final budget approval and selected respondents may be required to participate in contract negotiations with EPG; the award of any contract or agreement will be contingent upon the satisfactory completion of these negotiations. The contract term is anticipated to be effective **May 1, 2025, through September 30, 2025**. Funds will be distributed a one-time payment upon the execution of the awarded contract.

## QUESTIONS

Questions regarding the RFQ must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at [rfpsubmissions@co.pg.md.us](mailto:rfpsubmissions@co.pg.md.us) no later than **Thursday, April 3, 2025**; interested Respondents are strictly prohibited from directly contacting members of Employ Prince George's, Inc. and the Prince George's County Workforce Development Board staff regarding this RFQ. Questions and responses will be posted for all prospective Respondents to review on the following website: <https://www.employpg.org/rfps/>.

## QUOTE CONSIDERATIONS

To ensure a thorough evaluation of all responses, applicants must provide clear, well-structured responses that demonstrate their capacity to successfully deliver the Career Camps programming. Responses should reflect a deep understanding of youth workforce development, including strategies to engage participants effectively, foster industry connections, and provide meaningful career exposure. Each submission must include detailed plans addressing program structure, student retention, logistical feasibility, and financial sustainability. Applicants should highlight past successes, innovative approaches, and measurable outcomes that align with YCC's mission and the three E's: Exposure, Exploration, and Equipping. Responses must clearly and concisely describe and/ or include the following:

1. **Organizational Background** A detailed overview of your organization, mission, and relevant experience in youth programming.
2. **Program Overview** A detailed description of the proposed Career Camp structure and activities, emphasizing how the program aligns with the three E's (Exposure, Exploration, and Equipping).

3. **Industry Connections** Outline existing partnerships or plans to engage local businesses, industry professionals, and educational institutions.
4. **Recruitment & Retention Plan** A comprehensive prescription of strategies for recruiting fifty (50) PGCPs middle and high schools (6th grade – 12th grade) per cohort, including outreach methods and engagement tactics. Retention strategies should focus on fostering student interest, maintaining engagement, and minimizing attrition throughout the camp duration.
5. **Logistics & Accessibility** Locations where the camps will be held, transportation solutions, and accommodations for all participants. Responses must demonstrate actual commitments related to locations rather than future planning. **Responses must include confirmed space arrangements** rather than plans to secure a location later. Applicants must demonstrate existing commitments to ensure the program can be successfully implemented without delays or accessibility issues.
6. **Budget and Pricing** A detailed cost breakdown within the allocated budget, including per-participant pricing and total program costs.
7. **Additional Questions:** (1) How will you integrate YCC’s mission and three E’s into your program? (2) How will you address potential barriers to participation? (3) Share examples of past programs your organization has delivered with similar goals and outcomes.
8. **References** A minimum of three (3) verifiable reference letters on the entity’s professional letterhead. All reference details should be inclusive of the references full name, title, mailing address, email, and a telephone number where they can be contacted.

## QUOTE EVALUATION

Responses will be evaluated based on the information included in the bid package and scored by a qualified evaluation committee.

<b>SCORING METHODOLOGY</b>	
<b>Ranking Factor</b>	<b>Point Value</b>
Response Alignment	30
Quality & Feasibility Proposed Program	20
Demonstrated Experience & Expertise	20
Cost Effectiveness of Budget Quote	15
Innovation, creativity, & inclusivity in program design and delivery	15
<b>TOTAL AVAILABLE POINTS</b>	<b>100 POINTS</b>

## EXPARTE COMMUNICATION/ CONFLICT OF INTEREST

Each Respondent must ensure that no improper, unethical, or illegal relationships or conflicts of interest—whether actual or apparent—exist between or among the Respondent, Employ Prince

George's, Inc. (EPG), and any other parties to this RFQ. The Respondent is responsible for disclosing any such relationships at the time of quote submission or as soon as they arise. This includes any financial or personal interests the Respondent may have with any individual or entity conducting or seeking to conduct business with Employ Prince George's, Inc.

No employee or official may be employed by or have a financial interest in any entity under their authority or that of Employ Prince George's, Inc., its agency, board, the Prince George's County Workforce Development Board, or any affiliated commission. Additionally, no employee or official may have a financial interest in or hold a position that could impair their judgment or impartiality concerning an entity that is negotiating or has a contract with any of these organizations.

Employ Prince George's, Inc. reserves the right to determine the relevance of such relationships, whether discovered or disclosed—intentional or otherwise—and to decide whether the Respondent's disqualification and/or contract cancellation is warranted, with no fault or liability to Prince George's County. The determination of any conflict of interest by Prince George's County shall be final.

All EPG staff are strictly prohibited from addressing individual inquiries regarding response completion or the procurement process outside the designated Pre-Proposal Respondents' Conference Q&A Instructions, and/or Q&A Session, if applicable. Potential Respondents must adhere to this condition and refrain from making personal requests for assistance, except as outlined.

## **RESPONDENTS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS**

By submitting its quote, each Respondent understands, represents, and acknowledges that:

A Respondent or his/her authorized representative may withdraw or modify his/her response by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for response receipt.

The Respondent's information and representations in the response are material and important, and the Issuing Office may rely upon the contents of the response in negotiations, contractual obligations, and awarding the contract(s). The Respondent agrees that the response will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of responses or until a sub-recipient agreement is fully executed.

The Respondent selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Each Respondent, by submitting its response, authorizes EPG to release to the State of Maryland information concerning the Respondent's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement. The Respondent has arrived at the cost(s) and amount(s) in its response independently

and without consultation, communication, or agreement with any other Respondent or potential Respondents. The Respondent shall not disclose any of these items on or before the response submission deadline specified in this RFQ.

The Respondent has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a response on this sub-recipient agreement, or to submit a response higher than this response, or to submit any intentionally high or noncompetitive response or other form of complementary response.

The Respondent has not made, under separate sub-recipient agreement with EPG, any recommendations to the Issuing Office concerning the need for the goods and services described in its response or the specifications for the goods and services described in the response.

The Respondent is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Respondent cannot so certify, then it shall submit along with its response a written explanation of why it cannot make such certification.

The Respondent must clearly identify and describe the services being offered in response to this RFQ. Respondents are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Respondent's Response forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

EPG is not liable for any costs the Respondent incurs in preparation and submission of its response, in participating in the RFQ process, or in anticipation of award of the sub-recipient agreement.

EPG reserves the right to reject any response if the evidence submitted by the Respondent proves the Respondent is not qualified to carry out the obligations of the RFQ and to complete the Project as specified.

EPG may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Respondents competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFQ.

To the best knowledge of the person signing the response for the Respondent, the Respondents, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Respondent has disclosed in its response.

To the best knowledge of the person signing the response for the Respondent and unless the Respondent has otherwise disclosed in its response, the Respondent has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Respondent that is owed.

Until the selected Respondent receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity.

EPG reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFQ, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Respondent to assume responsibility for all goods and services offered in its response whether it produces them itself or through subcontract. Additionally, if the Respondent uses any subcontractor, the response should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. EPG considers the selected Respondent to be the sole point of contact regarding all contractual matters.

Respondents shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.