

REQUEST FOR PROPOSAL: EMPLOYMENT SUPPORT SKILLS TRAINING

Purpose and Overview

Olympic Community of Health (OCH) seeks to contract with qualified training vendors to deliver targeted Job Readiness and Career Coaching trainings for the Olympic Connect Community-Based Workforce* in Clallam and Jefferson counties supporting Prime Age Employment Group** (PAEG) clients in good job attainment. Quarterly trainings throughout 2026 and 2027 will focus on practical skills including coaching for job readiness, financial literacy, resume building, and interview readiness that will ultimately benefit PAEGs in good job attainment. This initiative strengthens the region’s Community-Based Workforce by equipping them to provide meaningful, client-centered support.

*Community-Based Workforce is a broad term for the on-the-ground workforce dedicated to connecting people to the care and resources they need to thrive. This workforce includes roles such as Community Health Workers, Case Managers, Care Coordinators, Outreach Coordinators, Peer Navigators, and more.

**Prime Age Employment Group (PAEG) is defined as people between the ages of 25 and 54 who are unemployed or underemployed and seeking employment support. A living-wage job is defined as \$26/hour with benefits.

What is Olympic Community of Health?

Olympic Community of Health (OCH) is a non-profit organization serving the three-county region of Clallam, Jefferson, and Kitsap counties with partnerships with seven sovereign Tribal nations. **OCH’s goal is to improve individual and population health and advance equity by addressing the determinants of health.**

Olympic Community of Health OlympicCH.org		
Purpose	Vision	Mission
To tackle health issues that no single sector or Tribe can tackle alone	A healthier, more equitable three-county region	To solve health problems through collaborative action

What is Olympic Connect?

[Olympic Connect](#) is a Community Care Hub (CCH) or a community-centered entity that supports a network of partners providing services and resources to address social needs, it centralizes

administrative functions and infrastructure, and has relationships with and understands the capacities of local organizations and fosters cross-sector collaboration.

Olympic Connect aims to add value throughout the region by creating a more coordinated, systemic, and data-driven approach to how we address social needs like housing, financial strain, access to healthy, affordable food, access to the full spectrum of care, transportation, and more in culturally appropriate and accessible ways. By helping community members address their social needs, we help all communities thrive. The Community-Based Workforce is integral to the success of this work. *Olympic Connect* strengthens the connections between community members and the resources and services they need to thrive. OCH serves as the backbone organization for Olympic Connect.

OCH seeks vendors to provide job readiness and career coaching training services for CBWs so they can support individuals in gaining the skills and confidence needed to succeed in the workforce. Applicants may identify one or more training areas aligned with their expertise and submit a proposal and budget accordingly for review.

Scope of work

Below is a summary of available training opportunities, including a brief description and key deliverables. These trainings are intended for Community-Based Workers (CBWs) across the Olympic region, with participation also open to CBWs in Kitsap County.

Contractors can expect approximately 40 CBWs to participate in each training. Participants will bring a range of experiences supporting individuals in accessing care and services and coaching for clients. Applicants may apply to facilitate one training or multiple training opportunities. OCH is available during the application period to respond to questions via email.

1. **Project:** *Job Readiness Coaching*

a. **Overview:** Design and facilitate job readiness coaching for CBWs that prepare Olympic Connect clients who meet PAEG criteria for entering or re-entering the workforce. This training will focus on building foundational skills such as time management, goal setting, workplace expectations, and professional behavior.

b. **Key Deliverables:**

- Develop and deliver engaging, participant-centered training sessions and materials.
- Ensure content is practical, interactive, and uses clear, plain language.

c. **Training Delivery & Facilitation:**

- Facilitate interactive training session for a variety of learning styles.
- Training will be offered in person. In-person sessions will be held in either Jefferson or Clallam County.

- Assist with event setup and provide interactive facilitation tailored to the needs and strengths of community-based workers.

d. Evaluation & Continuous Improvement:

- Evaluate training effectiveness.
- Collaborate with OCH to design, implement, and analyze attendee evaluations.
- Gather feedback on training impact and identify interest in future training topics.
- Engage in post-training discussions with OCH to review insights and recommendations for future improvements.
- Provide all training materials to OCH so they can be accessed by attendees and community-based workers post-training.

2. Project: *Financial Literacy*

a. **Overview:** Financial literacy training for CBWs that support Olympic Connect clients who meet PAEG criteria in building skills related to budgeting, saving, debt management, and overall financial well-being as it relates to employment stability.

b. Key Deliverables:

- Design and facilitate accessible, real-world financial literacy training content.
- Provide tools and resources that participants can apply to their daily work.

c. Training Delivery & Facilitation:

- Facilitate interactive training session for a variety of learning styles.
- Training will be offered either in person or virtually, with the format determined during planning. In-person sessions will be held in either Jefferson or Clallam County.
- Assist with event setup and provide interactive facilitation tailored to the needs and strengths of community-based workers.

d. Evaluation & Continuous Improvement:

- Evaluate training effectiveness.
- Collaborate with OCH to design, implement, and analyze attendee evaluations.
- Gather feedback on training impact and identify interest in future training topics.
- Engage in post-training discussions with OCH to review insights and recommendations for future improvements.
- Provide all training materials to OCH so they can be accessed by attendees and community-based workers post-training.

3. Project: *Resume Development*

a. **Overview:** Provide resume development trainings for CBWs so they can support Olympic Connect clients who meet PAEG criteria to create or improve resumes that effectively highlight their skills, experiences, and strengths for locally-based careers.

b. **Key Deliverables:**

- Guide participants through resume creation and refinement.
- Provide templates and tools.

c. **Training Delivery & Facilitation:**

- Facilitate interactive training sessions for a variety of learning styles.
- Training will be offered in person. In-person sessions will be held in either Jefferson or Clallam County.
- Assist with event setup and provide interactive facilitation tailored to the needs and strengths of community-based workers.

d. **Evaluation & Continuous Improvement:**

- Evaluate training effectiveness.
- Collaborate with OCH to design, implement, and analyze attendee evaluations.
- Gather feedback on training impact and identify interest in future training topics.
- Engage in post-training discussions with OCH to review insights and recommendations for future improvements.
- Provide all training materials to OCH so they can be accessed by attendees and community-based workers post-training.

4. **Project:** *Interview Readiness*

a. **Overview:** Deliver interview readiness trainings for CBWs so they can support Olympic Connect clients who meet PAEG criteria to confidently navigate job interviews. This includes practicing common interview questions, developing strong responses, and building communication skills.

b. **Key Deliverables:**

- Facilitate mock interviews and provide coaching and feedback.
- Equip participants with tips, strategies, and resources to support clients they are serving.

c. **Training Delivery & Facilitation:**

- Facilitate interactive training session for a variety of learning styles.
- Training will be offered in person. In-person sessions will be held in either Jefferson or Clallam County.
- Assist with event setup and provide interactive facilitation tailored to the needs and strengths of community-based workers.

d. Evaluation & Continuous Improvement:

- Evaluate training effectiveness.
- Collaborate with OCH to design, implement, and analyze attendee evaluations.
- Gather feedback on training impact and identify interest in future training topics.
- Engage in post-training discussions with OCH to review insights and recommendations for future improvements.
- Provide all training materials to OCH so they can be accessed by attendees and community-based workers post-training.

Eligibility

Organizations, Tribes, and governmental entities in and outside of the Olympic region (Clallam, Jefferson, Kitsap counties) working to advance health through collaborative action are eligible to apply under this funding opportunity. Applicants must be in good financial standing and be an established legal entity.

Role of Olympic Community of Health

OCH will provide logistical and administrative support, including:

- Arranging and pay separately for training venues, including necessary equipment (projector, screen, etc.).
- Coordinating food and refreshments.
- Managing event registration and participant communication.
- Printing training materials.
- Promoting the training sessions to the community-based workforce.
- Incorporating key questions into the registration process to gather insights for training customization.

Timeline and Engagement

- **Training Schedule:** OCH and the contractor will collaboratively determine the training schedule based on availability, audience interest, and logistical considerations.
- **Preparation:** The contractor will be engaged throughout the preparation process to collaborate with OCH in finalizing the curriculum, materials, and logistics. This includes ensuring the content is tailored to the specific needs of the community-based workforce and aligned with Olympic Connects goals.
- **Follow-up:** After each session, OCH and the contractor will review evaluation feedback and discuss next steps.

Compensation

- The contractor should provide an estimated cost for each training, which should cover all expenses, including preparation, travel, training materials, coordination with OCH and facilitation.
- The contractor will submit a detailed invoice following each training for reimbursement. Budgets must be submitted via Microsoft Excel and clearly delineate costs by identified project. Applicants may determine the format for the budget.

Timeline

Timeframe	Step	Notes
April 9	Funding Opportunity released	
April 16	Optional virtual information session	Registration
April 21-May 10	Frequently asked questions (FAQ) and responses available online	FAQ Document
May 10	Proposals due	Submit to: OCH@Olympicch.org
May 11-May 21	Proposals review and scored	
May 25	Communicate decisions	
June 15	Contract start date (anticipated)	

Proposal Overview, Scoring, and Evaluation Criteria

Proposals: Interested applicants will create a project proposal for projects of interest. Proposals should be submitted as a single PDF attachment and emailed to OCH@OlympicCH.org. Proposals will align with the scoring information below and will include relevant contact information. Applicants may provide additional supplemental information as desired in the single PDF attachment. OCH staff will conduct a technical review to ensure proposals include all required information. Applicants will receive notification of receipt of complete proposals or requests for additional information. Incomplete proposals will not be reviewed or scored.

Each proposal will be reviewed by a minimum of two reviewers and evaluated based on the following criteria:

Element	Top scoring responses will demonstrate	Points Available
Qualifications	<ul style="list-style-type: none"> • Relevant experience delivering trainings to Community-Based Workers (CBWs) or similar audiences. • Strong facilitation skills and experience leading group-based learning. • Deep knowledge of the selected training topic(s), with clear, accurate, and up-to-date information 	10
Approach & Plan	<ul style="list-style-type: none"> • Clear approach that translates complex concepts into practical, accessible content 	10

	<ul style="list-style-type: none"> • Interactive and engaging facilitation strategies (e.g., discussion, role play, small group activities, practice opportunities) • Strategies to create an inclusive, respectful, and participant-centered learning environment 	
Collaboration	<ul style="list-style-type: none"> • Willingness to collaborate with OCH in planning and delivering the training. • Openness to feedback and ability to adapt content as needed. 	10
Budget	<ul style="list-style-type: none"> • A clear, detailed, and reasonable budget aligned with the proposed scope of work. • Costs that reflect the level of effort, preparation, and delivery required. • Transparency in how funds will be used. 	10
Total points available		40

Decision Making: OCH staff will make decisions based on the written proposal and budget, along with organizational and regional needs to support health transformation work.

Reviewers may reach out to applicants for clarifying or additional information.

Proposal Technical Assistance

- Information session: Join OCH for an optional information session via zoom. Thursday, April 16 from 10:00-11:00 pm. [Registration link](#).
- FAQ: A Frequently Asked Questions document will be updated regularly throughout the process.
- Email: OCH@OlympicCH.org – send us any questions and we will respond within 1-2 business days and will update the FAQ document accordingly

Contract Requirements

In an effort to aid in transparency and clarity, contractors should be aware of the following elements that will be required as a part of contracting with OCH for this work:

- Applicants must be in good financial standing and be an established legal entity.
- Contractors must provide OCH with a current, completed W-9.
- OCH processes payments electronically. Contractors will be required to provide banking information for automatic payments.
- Prior to contracting, OCH will certify that the applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Federal department or agency from participating in contract procurement. Prior to

contracting, OCH must provide documentation satisfactory to the federal funder that the proposed contractor and any additional contractor identified subrecipient(s) are eligible to receive Federal assistance/funding.

- Contractors must provide proof of insurance coverage including commercial general liability insurance. Auto coverage will be required if the applicant proposes any travel related to the proposal.
- Contractors must provide OCH with a current, completed W-9.
- OCH processes payments electronically. Contractors will be required to provide banking information for payments.
- Contractors must submit invoices to OCH based on a cost-reimbursement model.