*****Massachusetts Department of***

***Elementary and Secondary Education***

*75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370*

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| Jeffrey C. Riley  *Commissioner* |  |

**Adult and Community Learning Services**

May 2019

Dear Applicant:

I am pleased to issue the Department’s FY 2020 Workplace Education Request for Proposals (RFP) for planning grants. This RFP addresses the ongoing demand from businesses, union organizations, and workers for on-site contextualized educational services that employees need to retain present jobs, advance in their careers, and increase productivity.

At the conclusion of a successful planning grant (Phase 1), the implementation phase requires the delivery of Workplace Education instructional services consistent with ACLS approved plans derived from the earlier planning process.

A total of $50,000 is available for planning grants and up to $350,000 for implementation of these multi-year grant awards. The RFP and its companion document, the [*Massachusetts* *Guidelines for Effective Workplace Education Partnerships*](http://www.doe.mass.edu/acls/workplace/) include detailed policies and guidance that reflect lessons learned over the decades that the Department has sponsored this very successful Workplace Education grant program.

Workplace Education partnerships contribute to lifelong learning opportunities in the Commonwealth and to the development of a competitive workforce.

If you have any questions about this RFP, please submit those in writing to [WPEdRFP@doe.mass.edu](mailto:WPEdRFP@doe.mass.edu).

Sincerely,

Wyvonne Stevens-Carter

State Adult Education Director