

Workforce Solutions Vendor Network

Applying to Provide Services for Customers

Workforce Solutions uses a network of approved vendors to provide various services to customers. We solicit qualified organizations to be on our approved vendor list through an open application process.

We invite organizations or individuals interested in being part of our vendor network to submit an application. We have an open and on-going application process for the vendor list.

Occupational Skills

We define occupational skills programs as education and training that provides people with occupation-specific knowledge and skills. The mode of instruction may vary from traditional instructor-led classes to synchronous eLearning opportunities. Programs must award a competency-based credential (such as a certificate or degree). Examples are registered nursing, welding and petroleum engineering programs.

Workforce Solutions has a High-Skill, High-Growth Occupations Supported by Scholarship List. Students preparing for employment in occupations on this list are eligible for — but not guaranteed — scholarships from Workforce Solutions or one of its partners. Click [here](#) to see our High-Skill, High-Growth Occupations Supported By Scholarship List.

We encourage vendors offering programs that train individuals for the occupations on this list to apply with us.

To apply: Contact Wanda Woodfork at (713) 975-7409 ext. 1017 or wanda.woodfork@wrksolutions.com. We ask occupational skills vendors to apply for our list using the Texas Workforce Commission's Eligible Training Provider System. We will be happy to assist a vendor with this process.

Basic Skills

We buy a variety of services for customers through vendors that we classify as “basic skills” education or training. Below is a list of these services.

To apply: Contact Wanda Woodfork at (713) 975-7409 ext. 1017 or wanda.woodfork@wrksolutions.com for assistance in submitting an application for any of these services.

Adult Basic Education

Adult basic education programs target customers who are not enrolled or required to be enrolled in secondary school; who do not have a secondary school diploma (or recognized equivalent); who are unable to speak, read or write the English language; or who lack basic educational skills. Adult basic educational programs usually provide customers with a specific skill set, such as basic literacy, remedial education, or GED preparation.

Specialized education, training and counseling services for youth ages 14 to 18

- Anger Management Workshops
Anger management workshops provide customers with skills to help them deal with an array of situations in a rational manner. Workshops provide customers with proven techniques to control anger and filter aggression into positive channels.
- College Exploration
College exploration workshops provide customers with information about the benefits of attending college, how to enroll in school, and expectations while attending school. Field trips give customers opportunities to explore different environments at local college campuses.
- Study Skills
Study skills workshops provide customers with techniques to help them study more effectively and efficiently.
- Test Taking
Test taking workshops provide customers with assistance taking standardized tests including SAT, ACT, and TAKS.
- Leadership Workshop
Leadership workshops provide customers with opportunities to learn about attitudes and traits of good leaders.
- Music Exploration Workshop
Music exploration workshops provide customers with opportunities to explore modern uses of music in culture, and its impact on shaping the beliefs and behaviors of the individuals that listen to different music genres.
- Nutrition Workshop
Nutrition workshops provide customers with information about basic nutritional needs with an emphasis on the needs of young people. Workshops provide customers with information on the different food group classifications and instructions on how to read nutritional labels.
- Parenting Skills
Parenting skills workshops provide customers with opportunities to learn good parenting skills, including the proper use of discipline, effective communication with children,

handling children with behavioral problems, and relationship building. Customers also learn how to choose good day care facilities.

- Peer Pressure Resistance Workshop
Peer pressure resistance workshops provide customers with tools and techniques to assist them in dealing with typical peer pressures and youth experiences, such as using drugs and alcohol, and engaging in sexual activities.
- Personal Finance Management Workshop
Personal finance management workshops provide customers with information on types of bank accounts, basic personal budgeting and ways to save money, and simple short- and long-term financial planning.
- Stress Management
Stress management workshops provide customers with techniques to effectively manage stress.
- Time Management
Time management workshops provide customers with techniques on juggling school, family, friends and extra-curricular activities.
- Cultural Diversity
Cultural diversity workshops provide customers with information on various cultural beliefs held by people in our community. Participants receive instruction on how to properly interact and communicate with people from different cultures.
- Self-Esteem Building
Self esteem building workshops provide customers with hands-on exercises that teach participants how to accurately assess their strengths and limitations, accept themselves and build personal strengths.
- Team Building
Team building workshops provide customers with instruction on proven ways to build cohesiveness with members of small and large groups.
- Public Speaking
Public speaking workshops provide customers with skill building exercises that teach them how to speak effectively to groups. Workshops include information on overcoming the stress of public speaking and proper speech dialectic.

Job Readiness Skills

Job readiness skills workshops teach customers non-technical skills and how to function in different work environments. Workshops may include instruction in problem-solving and other cognitive skills, oral communication skills, personal qualities and work ethics, and interpersonal and teamwork skills.

Workshops may include an overview of a group of jobs or information about working in a specific industry. Workshops do not teach occupation-specific skills (how to do a job). An example is an overview of the construction industry, basic safety training and terminology used in a variety of construction jobs.

Job Retention Skills

Job retention skills services provide customers with training and information on how to stay employed. Activities may include identifying problems employees encounter on the job and strategies on how to manage those problems.

Intensive Case Management

Intensive case management services provide customers with one-on-one, intensive counseling services. Counseling services may include helping customers to identify barriers to employment; identify specific methods to overcome those barriers (including substance abuse counseling, adult education courses, vocational training, domestic violence counseling, ESL classes, specialized services for disabled customers); develop employment plans; assist customers in obtaining needed services, finding and keeping a job. Counselors may be asked to provide home visits.

Personal Counseling Services

Personal counseling services provide customers with either one-on-one or group personal counseling. Although this may include counseling for substance abuse problems, it may not include any type of medical treatment. Services must be provided by a qualified, experienced and appropriately licensed individual.

Life Skills

Life skills services provide customers with instruction on how to effectively manage life's challenges, such as personal finance and budgeting issues, personal hygiene practices, health issues, diet and nutrition practices.

Transportation

Transportation services provide rides to help customers get to work, look for work or attend classes which prepare them for work. Customers are approved for transportation support through Workforce Solutions career offices. We are seeking agreements with certified Public Transit Providers. Transit Providers may be expected to expand or arrange transportation services to customers through other local transportation providers.

We are seeking transportation services in our thirteen county area which includes: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Waller, Walker and Wharton counties.

Foreign Language Translation and Interpreter Services

- Interpretation
Interpretation services enable customers to communicate with staff of Workforce Solutions. Interpretation may be provided either by telephone or in person.
- Translation
Translation services may be used by Workforce Solutions staff to translate written documents into languages spoken by customers.

Outplacement

Outplacement services are provided to customers who are laid off. These must be offered in settings for groups of 50 or more people.

- Job Search Activities
Job search workshops provide customers with information and instruction on how to effectively look for work. Workshops may include one or more of the topics listed below.
 - Career planning and skills evaluation
 - Job search techniques
 - Preparing job applications
 - Developing a résumé (or work history data sheet)
 - Effective interviewing skills and salary negotiation
 - How to organize and manage an effective job search
 - Developing and maintaining your network
 - Using the Internet to secure a job or job lead
 - Labor Market Information (local employment market information, emerging and demand occupations)
 - Using community resources
- Change/Stress Management
Change/stress management workshops provide customers with effective strategies for coping with job loss and change. Workshops provide information on the stages of job loss and the impact it has on one's family. Workshops may be geared to the entire family.
- Financial/Debt Management Workshops
Financial/debt management workshops provide information on financial issues that may arise when someone is laid off. Workshops provide techniques on financial planning,

negotiating manageable payment schedules with mortgage and other lending institutions, and handling retirement and tax deferred accounts.

- Emergency Crisis Counseling

Emergency crisis counseling services provide customers with round the clock access to one-on-one personal counseling services. Services are targeted to customers who engage in “at risk behavior” and provide emergency crisis interventions. Providers must be licensed mental health professionals.

- Introduction to Entrepreneurship

Entrepreneurship workshops provide customers with information on starting and operating a business, skills and resources (such as the Small Business Administration) needed to start a business, strategies for developing a business plan, and techniques to raise venture capital. Workshops provide customers with an assessment to help determine their aptitude for starting and operating a business.

GULF COAST WORKFORCE BOARD

High-Skill, High-Growth Occupations Supported by Scholarship ¹

SOC	OCCUPATION TITLE
13-2011	Accountants and Auditors ²
15-1021	Computer Programmers ²
15-1031	Computer Software Engineers ²
15-1032	Computer Software Engineers, Systems ²
15-1041	Computer Support Specialists
15-1051	Computer Systems Analysts ²
15-1071	Network and Computer Systems Administrators ²
17-2081	Environmental Engineers ²
17-2151	Mining and Geological Engineers, Including Mining Safety Engineers ²
17-2171	Petroleum Engineers ²
19-4041	Geological and Petroleum Technicians
23-2011	Paralegals and Legal Assistants
25-1072	Nursing Instructors and Teachers, Postsecondary ³
25-2022	Middle School Teachers ^{2,4}
25-2031	Secondary School Teachers ^{2,4}
25-2041	Special Education Teachers ² , Preschool, Kindergarten, & Elementary School
25-2042	Special Education Teachers ² , Middle School
25-2043	Special Education Teachers ² , Secondary School
29-1111	Registered Nurses
29-1126	Respiratory Therapists
29-2011	Medical and Clinical Laboratory Technicians ²
29-2034	Radiology Technologists and Technicians
29-2061	Licensed Practical and Licensed Vocational Nurses
33-2011	Fire Fighters
33-3051	Police and Sheriff's Patrol Officers
43-6012	Legal Secretaries
47-2031	Carpenters
47-2111	Electricians
47-2152	Plumbers, Pipe and Steamfitters
47-5013	Service Unit Operators, Oil and Gas
49-3023	Auto Service Technicians and Mechanics
49-9021	Heating, Air Conditioning and Refrigeration Mechanics/Installers
51-4041	Machinists
51-4121	Welders
51-8091	Chemical Plant and System Operators
51-8093	Petroleum Pump System Operators

1. Workforce Solutions scholarships will not exceed \$4,000 per twelve-month period, and can only be used to pay for tuition, books, and fees.
2. For educational programs that award a bachelor's degree, Workforce Solutions will only award scholarships to help finance the junior and senior year.
3. Individuals officially enrolled full time on program tracks leading to a Master's of Science in Nursing and committed to teaching at least two years in programs leading to initial RN licensure in a Gulf Coast nursing school upon graduation are eligible for scholarship support from Workforce Solutions to help finance all courses required to complete their Master's Degree in Nursing.
4. Must be seeking a teacher certification with a major or minor in math or science.

Authorized for use by the Gulf Coast Workforce Board 12/04/07