



**Request for Micro-Purchase Estimate**

**October 21, 2024**

**Seeking Career Coaching Services for**  
**Talent Up Fairfax Jobseekers**

**8270 Greensboro Drive, Suite 850**  
**McLean, Virginia 22102**

**The SkillSource Group, Inc.**

**Seeking Career Coaching Services for  
Talent Up Fairfax Jobseekers**

**Purpose of Micro-Purchase Request**

*SkillSource* is seeking multiple skilled and experienced Career Coaches based in Fairfax County, Virginia to work both virtually and directly with jobseekers affiliated with the Talent Up Fairfax program. Each selected Career Coach will be assigned ten to fifteen (10-15) jobseekers and will perform individual career coaching services, to include skills assessment, resume review and revisions, as well as job search strategies and direct job placements with Fairfax County-based employers. Career Coaches will be expected to successfully transition the assigned jobseekers into full-time employment with Fairfax County employers as quickly as possible.

More information on the TalentUp Fairfax Program can be found at [www.talentupfairfax.com](http://www.talentupfairfax.com)

The selected Career Coaches will be paid on an hourly basis, based on a signed bi-weekly invoice, that is itemized by date, client job-seeker name and hours worked.

To meet Federal Acquisition Requirements (FAR), a micro-purchase threshold (MPT) must be \$10,000 or less.

**Micro-Purchase Bid Response**

1. Name of Company \_\_\_\_\_
2. Address of Company \_\_\_\_\_
3. Telephone Contact \_\_\_\_\_
4. Email Contact \_\_\_\_\_
5. Date of Availability \_\_\_\_\_
6. Special Conditions or Requirements \_\_\_\_\_
7. Proposed Hourly Cost of Project \_\_\_\_\_
8. Authorized Signature of Contractor \_\_\_\_\_
9. Date of Signature \_\_\_\_\_

Please email this signed document to David Hunn, President and CEO, The SkillSource Group, Inc., at [bids@vcwnorthern.com](mailto:bids@vcwnorthern.com)