



Request for Quotes

For the period of March 1, 2023 – December 31, 2023 Additional option of 2 years (1/1/24 – 12/31/24; 1/1/25 – 12/31/25) available at the discretion of Partner4Work

Employer Engagement Consulting Services

**Proposals Due: 11:59 PM EDT
February 27, 2023**

**Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222**

**Date Released:
January 26, 2023**

Partner4Work (TRWIB, Inc.) is an equal opportunity employer.

**Auxiliary aids and services are available upon request to persons with disabilities.
Any agreements resulting from this RFQ will be potentially funded 50% or \$40,000 through Federal Funding WIOA Funds and 50% or \$40,000 through Non-Federal Funding via Partner4Work as the grant recipient.**

Who We Are

TRWIB, Inc. (dba "Partner4Work") is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work (hereafter "P4W") delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

Purpose of this RFQ

Partner4Work (Partner4Work) has issued this Request for Quotes (RFQ) to identify a consultant to advise on an employer engagement strategy for Industry Partnerships, the Business Services Team at PAFL, and other employer engagement practices.

In 2018, Partner4Work began industry partnerships (IPs) to help build coalitions of employers working together to address workforce challenges. Through these industry partnerships, Partner4Work can ensure that the public workforce system delivers a true supply-demand model of services. Partner4Work's strategic employer engagement includes, but is not limited to, the following services:

- Host conversations with industry leaders to learn industry needs including, but not limited to, talent sourcing, incumbent worker training, and anticipated future disruption prevention.
- Engage industry leaders to continuously review and vet relevant training programs to ensure that the public workforce system is meeting industry needs.
- Forecast short-, medium-, and long-term hiring needs to better align public system investments.

The successful respondent will:

1. Consult with P4W leadership on strategies for engaging employers and other Industry Partnership (IP) leaders. Help develop a cohesive employer engagement strategy for the workforce development system.
2. Work under the direction of Partner4Work to provide input and guidance on the development and expansion of IP efforts, including but not limited to identifying shared needs and priorities of specific industry sectors, and sharing relevant research and business intelligence.
3. Help identify and network with local employers and industry experts to learn about industry needs including but not limited to talent sourcing; incumbent worker training; job quality, diversity, equity, and inclusion; and anticipated future disruption prevention.
4. Build and maintain relationships with employers in Allegheny County and other industry leaders in order to identify employer challenges, industry priorities, and potential opportunities, recruit them as IP members, share the story of P4W and IPs with employers and others, and make introductions of and referrals to all Partner4Work staff whenever there is an opportunity to do so. Conduct related employer outreach including but not limited to cold calls, networking, and following up with potential leads. Document the conversations/outcomes.
5. Help design meeting agendas, coordinate, and as needed conduct or participate in meetings with employers to help them understand benefits of IPs that are important to them, including workforce system services, and identify benefits of an IP they want to obtain and IP-related responsibilities they are interested in and ready to act on. As needed, conduct or participate in Industry Partnership meetings.
6. As needed, determine employers' forecasted short-, medium-, and long-term hiring and skill needs; relay this information to Partner4Work and PA CareerLink(s).
7. As requested, create target lists and plans to attract specific employers and industry leaders such as industry associations.
8. Collaborate closely with P4W staff and, as requested by P4W leadership, provide training and professional

development sessions and mentor/coach members of the IP staff.

Required Applicant Qualifications

Proposals will be accepted from any of the following: an individual, private for-profit agency, private non-profit organization, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFQ.

The selected applicant will demonstrate a deep understanding of delivery of services to recruit and engage employers in industry partnerships, successful experience in delivering the services, and successful experience both in providing related oversight and in coordinating related activities, and successful experience in collaborating with a Pennsylvania Workforce Board's leadership and with industry partnership and program staff its leadership designates.

As a provider of strategic employer engagement to the public sector in Allegheny County, the selected applicant will actively participate with Partner4Work in shaping and informing the local workforce development system. As such, the selected applicant will demonstrate strong relationships with Pittsburgh public sector entities. The provider will also demonstrate knowledge of and expertise in Federal, state, and local policies and local labor market information, including workforce and employer dynamics.

Funding

This project will be funded in all or part from the following sources:

Source	Amount	Funding Allocation
Foundation	Up to \$80,000	Up to 100%
WIOA	Up to \$60,000	Up to 75%
TANF Adult	Up to \$20,000	Up to 25%

How to Apply

Interested consultants shall submit their quotes in the format as specified below by February 27, 2023 at 11:59 pm EDT to rfp@partner4work.org. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The quote should be in a .pdf format (zipped if necessary) not exceeding 10 pages in length.

1. Cover Sheet-See Exhibit A.

2. Executive Summary (1-page maximum) - that includes an overview of your qualifications, including the number of years you have successfully provided strategic employer engagement services, the type of services provided, examples of your relationships with businesses in Allegheny County, and your capabilities to quickly develop strong sector connections throughout Allegheny County

3. Capabilities Overview (1-page maximum) that describes each of the following:

- A. If applicable, basic organizational description, including but not limited to the year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget, and the number of full-time staff.
- B. Experience in coordination and collaboration of the sort described in the RFQ, managing quality strategic employer engagement and programs similar in size and scope to that required by this RFQ, services and activities delivered, contract values and related performance outcomes.
- C. Administrative and fiscal capacity, including but not limited to your proven ability to provide financial support and

oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

4. Project description (6-page maximum) Describe each of the following for your proposed program approach: (limit 6 pages) (Highly rated responses will clearly demonstrate how the proposed program components connect employers to the workforce system)

- A. Coordination and collaboration: Describe your proposal for delivering coordination, collaboration, and administrative support to Partner4Work in developing a comprehensive Employer Engagement strategy for the workforce development system in Pittsburgh and Allegheny County.
- B. Employer Engagement Services: Describe your proposal for effectively delivering strategic employer engagement services to employers in Allegheny County.
- C. Industry Expertise: describe the industry expert network you bring to the table, including industries represented, time in industry, and specific business connections.

5. Budget Total budget may not exceed \$80,000 for initial nine-month contract.

- A. Budget for all program-related and administrative costs. All costs must be reasonable, allowable, allocable, and necessary according to applicable federal, state, and local regulations, including but not limited to the Uniform Guidance. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable, and prudent, avoiding unnecessary or unusual expenditures.
- B. A narrative that justifies the budget and describes the purpose and calculation of each line item. The extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process.

Review and Selection Process

A quote review committee will review and score quotes according to the required content described in the How to Apply section with attention to clarity, completeness, and quality. The maximum points any quote can receive are 100 based on the following criteria:

Proposal Review Scoring Rubric
Cover Sheet Required, but not scored
Executive Summary Required, but not scored
Capabilities Overview: 30 Program
Project Description: 50
Budget: 20
Total Points: 100

Review Timeline

- Release of Request for Quotes January 26, 2023
- Due Date for RFQ related questions February 15, 2023
- Reply/Answers release date February 21, 2023
- Quotes/Bids Due 11:59 PM EDT February 27, 2023
- Selection March 1, 2023
- Contract Start Date March 1, 2023

Questions

Questions or requests for additional information must be made in writing to rfp@partner4work.org. Answers will be posted at www.partner4work.org to make them available to the public to ensure a fair and transparent process.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Quotes (RFQ) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFQ and/or consider the funding of proposals not initially funded under this RFQ at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFQ are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFQs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFQs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFQ.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

APPENDIX A
Request for Quotes Cover Sheet

Lead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [Unique Entity ID](#) : _____

Please provide your current [CAGE Code](#): _____

C. Requirements / Documents *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant.*

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit*(if applicable)*
- Certificate of Worker's Compensation Insurance*(if applicable)*
- W9

D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made