



Request for Proposals

For the period of January 1, 2022 to June 30, 2023
With possibility for renewal contracts

Occupational Training Services In support of Partner4Work's **Industry-Recognized Training Pipeline (IRTP)**

Proposals Due:
November 15, 2021

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222

RFP Release Date:
October 15, 2021

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 RFP will be funded through public or private grants via Partner4Work as the grant recipient, including the following: WIOA Adult, Dislocated Worker, and Youth Programs - CFDA 17.258, 17.278, and 17.259; Temporary Assistance for Needy Families - CFDA 93.558; Community Service Block Grant - CFDA 93.569; Community Development Block Grant - CFDA 14.218; and Reentry Employment Opportunities - CFDA 17.270. Any entities receiving agreements from Partner4Work through this RFP must comply with all applicable regulations and the terms and conditions of these or other grants, as specified in agreements resulting from this RFP.

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GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

About Partner4Work

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 \$22 million in public and private workforce funds, Partner4Work 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.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, Partner4Work offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, Partner4Work is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

Partner4Work helps provide adult and young adult job seekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. Partner4Work opens the door to career opportunities.

Providing community organizations with resources to make an impact

Partner4Work proudly partners with more than 80 organizations in Pittsburgh and Allegheny County to provide opportunities for job seekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the Workforce Development Board (WDB) for Pittsburgh and Allegheny County, Partner4Work has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County. Partner4Work also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify occupational training programs that will provide pathways for Allegheny County job seekers to gain industry-recognized credentials and related employment. Successful applicants will propose quality training programs with proven connections to committed employers willing to provide opportunities for full time employment to participants who complete training. Proposed training must lead to employment in one of the following industry sectors and/or align with an occupation on the High Priority Occupation list¹ in Allegheny County:

1. Construction
2. Financial Services
3. Transportation/Logistics²
4. Manufacturing
5. Healthcare
6. Information Technology/STEM
7. Retail & Hospitality

¹ www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx

² Partner4Work will consider proposals for the transportation and logistics sectors, but is not actively seeking commercial driving training programs through this RFP.

Applicants do not need to provide general career or supportive services, but must be willing to work with partner agencies who do, including organizations affiliated with PA CareerLink®, who will determine participant eligibility for programs selected through this RFP.

See the Statement of Work below for a more detailed description of the work required by selected applicants.

Anticipated Awards

As a result of this RFP, Partner4Work expects to award multiple fixed price contracts that define costs per participant and in total, ranging from \$100,000 to \$300,000 in total value, with payments based on participant progress in training. Partner4Work intends to blend various funding sources, at its discretion, to support agreements resulting from this RFP. These various funding sources may have varying participant eligibility requirements. See the table below for an estimation of sources and amounts of funding available through this RFP. Partner4Work cannot guarantee the total amount paid to selected applicants, which will depend on eligibility of participants (see Statement of Work), progress of participants, availability of funds, and demand for applicants’ programming. All costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the contract/cost categories. Highly scored proposals will contain evidence of employer buy-in to programming and immediate or clear pathways to jobs paying family sustaining wages.³ Partner4Work reserves the right to vary or change the terms of any contract resulting from this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of Partner4Work. The proposal(s) most advantageous to Partner4Work in terms of quality and cost will be recommended for funding.

Funding Source	Projected Amount of Funding Available for the period of January 1, 2022 to June 30, 2023
Workforce Innovation and Opportunity Act (WIOA) <ul style="list-style-type: none"> ● WIOA Adult, Dislocated Worker, and Youth Programs ● WIOA Statewide Activities ● Reentry Employment Opportunities (REO) 	\$1,500,000
Temporary Assistance for Needy Families (TANF) <ul style="list-style-type: none"> ● Adult Employment & Training Programs ● Youth Employment & Training Programs 	\$1,000,000
Other funding sources <ul style="list-style-type: none"> ● Community Service Block Grant (CSBG) ● Community Development Block Grant (CDBG) 	\$300,000

Partner4Work may choose to make additional funding sources available through contracts resulting from this RFP, based on availability and allowability.

Populations to be Served

Partner4Work hopes to reach and support a broad range of populations through the training programs solicited by this RFP, including individuals with varying characteristics across age, income, background, employment history, residential location, and other factors. The various funds Partner4Work oversees often include population-specific eligibility criteria (e.g., young adults 16 to 24, Dislocated Workers, recipients of public assistance, residents of certain locations), as illustrated in the table of funding above. Interested and qualified applicants must describe the populations they wish to serve through their proposed training programs. Proposals to serve the general public and/or specific populations will be considered; however, awards will be based on alignment of applicants’ target populations with the requirements and availability of funding expected to support contracts resulting from this RFP. Please see the *How to Apply* section for further guidance on describing target populations in proposals.

³ <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

Program Dates

Initial agreements resulting from this RFP are estimated to begin on or around January 1, 2022 and extend until June 30, 2023. Partner4Work intends to renew awarded agreements beyond June 30, 2023 for up to two additional contract periods, as shown in the table below, with the second and third contract periods renewable at the discretion of Partner4Work, based on performance of the selected applicant and funds available. Partner4Work reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the third 12-month period.

Anticipated Program Dates and Contract Periods		
Contract period 1 (base)	January 1, 2022 – June 30, 2023	Base contract award
Contract period 2 (option)	July 1, 2023 – June 30, 2024	Renewable by Partner4Work
Contract period 3 (option)	July 1, 2024 – June 30, 2025	Renewable by Partner4Work

Payments

Payment will be made to selected applicants based on a fixed cost per participant basis. For each training cohort conducted, applicants will be eligible for two separate payments. At the start of the training program, applicants may invoice Partner4Work for 50% of the per participant cost, as defined in agreements resulting from this RFP, for each enrolled participant who begins the training program. Applicants will be eligible for the remaining 50% of the per participant cost upon each participant's completion of the training program or obtainment of an industry recognized credential, depending on the program. Applicants will not receive the second payment, in full or in part, for participants who do not finish the training program or obtain an industry recognized credential. A complete invoice submission must include an official record of commencement or completion of the program, the credential(s) obtained by the participant, and any other required elements defined by agreements resulting from this RFP. Selected applicants must also be up-to-date with all PA CareerLink® reporting and documentation requirements in order to receive payment.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law, and in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work (Partner4Work) are ineligible to apply.

Selected applicants will have demonstrated experience and expertise in the provision of high-quality occupational training services to the target populations described in this RFP. Programs should be grounded in the communities they serve, with staff focused on providing culturally competent services and a history of successfully operating occupational training programs.

Although providers of occupational training should be the lead applicants in proposals responding to this RFP, applicants must demonstrate arrangements with employers committed to hiring or providing guaranteed interviews for participants upon completion of the proposed program. Preference will be given to applicants who can demonstrate guaranteed hiring for participants who complete the proposed program.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. Partner4Work requires assurance that the selected applicant's performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If Partner4Work determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or

technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

The following Statement of Work presents a description of the programmatic and administrative requirements applicable to any contract resulting from this RFP. The selected applicant, referred to as “CONTRACTOR” below, will be required to comply with all standards described herein.

1. Summary

CONTRACTOR will implement a comprehensive workforce training program that prepares participants for careers in the [APPLICABLE SECTOR], known as [PROGRAM TITLE], referred to herein as “PROGRAM”, driven by the needs of employers and availability of quality career opportunities. PROGRAM must align with the principles and requirements of WIOA and the PARTNER4WORK vision of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of jobseekers, helping businesses thrive and creating viable career pathways for residents of Pittsburgh and Allegheny County.

CONTRACTOR will work closely with and coordinate efforts with PA CareerLink® as described in this Statement of Work. CONTRACTOR will designate a single point of contact to coordinate communication, information-sharing, and reporting efforts with PA CareerLink®.

CONTRACTOR will actively participate with PARTNER4WORK in shaping and informing the local workforce development system. As such, CONTRACTOR will maintain current knowledge of and expertise in:

- Federal, state, and local policies, including WIOA and its implementing guidance;
- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies and related resources; and
- Local labor market information, including workforce and employer dynamics.

2. Recruitment and Enrollment

CONTRACTOR will conduct regular and broad outreach, communication and recruitment activities to inform potential participants, employers and other stakeholders of PROGRAM, to ensure a steady pipeline of customers utilizing PROGRAM.

CONTRACTOR will coordinate with PA CareerLink® and PARTNER4WORK to recruit participants for PROGRAM, including, when possible, recruiting high priority participants identified by PARTNER4WORK. While PA CareerLink® and PARTNER4WORK will assist with recruitment, CONTRACTOR is ultimately responsible for recruitment.

Final eligibility and suitability determinations for all participants of PROGRAM will be made by staff members of PA CareerLink®, or other entities designated by PARTNER4WORK. CONTRACTOR will work with PA CareerLink® to facilitate the eligibility and enrollment process for all potential participants, which includes verifying eligibility for Workforce Innovation and Opportunity Act (WIOA) services, or other programs included in this Agreement, and establishing participants’ suitability to engage in occupational training. PA CareerLink® may choose to conduct eligibility and enrollment activities with potential participants in a group or individual format, through in-person or remote platforms. CONTRACTOR will make every effort to ensure arrangements are made with PA CareerLink® to conduct eligibility and suitability activities no later than ten (10) business days before PROGRAM start date for all potential participants. If CONTRACTOR does not make such arrangements, PA CareerLink® may not have adequate time to determine eligibility and suitability for potential participants.

PA CareerLink® will define all pre-enrollment steps, forms, and eligibility documentation required of CONTRACTOR and potential participants, which must be completed or collected within the timeframes defined by PA CareerLink® before PA CareerLink® conducts eligibility and suitability activities with potential participants. If CONTRACTOR does not strictly abide by such requirements, PA CareerLink® may not be able to effectively determine eligibility and suitability for potential participants.

PARTNER4WORK may include a variety of funding sources and programs in this Agreement, each having distinct eligibility criteria and requirements, including the following: WIOA Adult, Dislocated Worker, and Youth Programs; Temporary Assistance for Needy Families; Community Service Block Grant; Community Development Block Grant; and Reentry Employment Opportunities. CONTRACTOR will work closely with PA CareerLink®, or other entities designated by PARTNER4WORK, to understand varying eligibility criteria and requirements, and make every attempt to ensure potential participants meet them.

3. Training Program

CONTRACTOR will deliver PROGRAM for up to [# OF PARTICIPANTS], according to the following programmatic division: [DESCRIPTION OF AWARDED FUNDING].

Program Description: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

Skills & Competencies: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

Additional Information: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

4. Employment Opportunities

CONTRACTOR will ensure PROGRAM is well aligned with quality job opportunities that provide family sustaining wages to participants. See PARTNER4WORK's Self Sufficiency Policy.⁴ CONTRACTOR will continuously engage with potential employers to secure job orders and commitments for PROGRAM participants. CONTRACTOR will work closely to match PROGRAM participants with job opportunities developed by PA CareerLink® and PARTNER4WORK; however, job placement and retention are primarily CONTRACTOR's responsibility.

5. PA CareerLink® Services

All participants of PROGRAM will be enrolled in PA CareerLink® services, and as such, will have access to career services, supportive services, job placement assistance, follow up services, and other resources provided by PA CareerLink® staff. CONTRACTOR will make every attempt to coordinate delivery of PROGRAM with PA CareerLink® to ensure all participants can take full advantage of PA CareerLink® services.

For all participants of PA CareerLink® programming, PA CareerLink® staff are required to record client-level information regarding enrollment, participation, progress, and completion in the Commonwealth Workforce Development System (CWDS). PA CareerLink® will define information-sharing requirements and related deadlines that CONTRACTOR must follow to assist in meeting CWDS requirements.

6. Remote Service Delivery

PARTNER4WORK is committed to increasing access for jobseekers and bringing services and resources to locations beyond traditional service centers. As such, CONTRACTOR will work closely with PARTNER4WORK to determine strategies for providing PROGRAM information and access in neighborhood locations and through virtual mediums. In response to the COVID-19 pandemic, CONTRACTOR must be capable of offering PROGRAM to customers virtually, to the maximum extent possible, dependent on the status of guidelines governing in-person interaction and work-related safety.

⁴ <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

7. COVID-19 and Response Planning

PARTNER4WORK is committed to ensuring programs are equipped and prepared to operate safely. In delivering PROGRAM, CONTRACTOR must follow all federal, state, and local regulations regarding health and safety, including but not limited to the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allegheny County Health Department. CONTRACTOR must establish and maintain a plan to address all operational and programmatic considerations related to COVID-19 or other outbreaks and emergencies, including providing adequate protective equipment and other preventative measures, having a plan for swift action for containment or mitigation, social distancing and limitations on large gatherings, specific protections for vulnerable populations, and any other considerations defined federal, state, and local regulations and PARTNER4WORK.

8. Partner Collaboration

CONTRACTOR will work closely with PARTNER4WORK to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by PARTNER4WORK. Such initiatives include but are not limited to PA CareerLink® and PARTNER4WORK programs funded by WIOA, TANF, and other public and private funds.

9. Staff

CONTRACTOR must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by PARTNER4WORK. CONTRACTOR will ensure all staff adhere to the highest level of professional conduct, demonstrating professionalism and responsiveness at every level of interaction with customers, PARTNER4WORK staff and other stakeholders.

10. Performance

PARTNER4WORK will evaluate CONTRACTOR based on ability to effectively meet the requirements of this Agreement and deliver positive outcomes for participants of PROGRAM, including successful completion of PROGRAM, measurable skill gains, obtainment of industry-recognized credentials, placement in jobs that pay family sustaining wages, job retention and other measures related to program output. [specific enrollment and performance goals to be included in contracts awarded through this RFP]

In the event CONTRACTOR is unable to meet the requirements of this Agreement or produce positive results for participants of PROGRAM, PARTNER4WORK will work with CONTRACTOR to improve performance; however, especially in cases of chronic underperformance, PARTNER4WORK may implement corrective measures or terminate this Agreement upon notice to CONTRACTOR.

11. Data Management and Reporting

CONTRACTOR must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications. CONTRACTOR is required to provide PARTNER4WORK and PA CareerLink® with timely reports and supporting documentation to validate performance outcomes and demonstrate program enrollment, participation, progress, and completion. PARTNER4WORK will work with CONTRACTOR to understand reporting requirements and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of PARTNER4WORK.

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing

and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by November 15, 2021 at 5:00pm EST to RFP@partner4work.org. Emails must have the subject line "IRTP Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 11-point, Calibri font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

1. **Cover Sheet** – Use template provided. (See Partner4Work webpage for this RFP)
2. **Executive Summary** – Include each of the following: (maximum 2 pages)
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. Concise description of the proposed program.
 - c. The per participant cost and total amount of funding requested.
3. **Organization Description** – Describe each of the following for your organization: (maximum 2 pages)
 - a. Basic organizational description, including but not limited to year established, legal status, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in managing quality training programs, especially those similar to the programs sought by this procurement, including related performance outcomes. Provide contact information for at least two past or current funders (other than Partner4Work) who can directly attest to the work you describe and verify your ability to serve customers, achieve deliverables and meet performance goals similar to those required by this RFP. Partner4Work reserves the right to consider any previous performance data from workforce development programs.
 - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.
4. **Training Program Description** – Describe each of the following: (maximum 6 pages)

Major components of your proposed program, according to the requirements described in this RFP. Applicants should directly respond to each of the sections below; however, strong responses will clearly demonstrate how the applicant will effectively meet all the standards, expectations and desired outcomes found in this RFP.

 - a. Training model, detailing the program's structure and key characteristics, including any prerequisites, curriculum, supportive services, timeline, credentials earned, and any other factors needed for an adequate understanding of the proposed program.
 - b. Performance goals of the proposed program during the period of performance described in this RFP, including specific targets for enrollment, skills gained, credentials attained, program completion, job placements, wages, and job retention. Applicants must clearly quantify all proposed performance goals.
 - c. Occupations aligning with the program, including specific job titles targeted through completion of the program. Address availability of job openings, occupational outlook, and any other factors establishing quality of the occupations aligned with the program.
 - d. Job placement arrangements demonstrating how participants of the program will obtain quality employment upon completion. Preference will be given to proposals that include evidence of employer commitment to hire individuals who complete the program, which can be demonstrated with employer MOUs or letters of support. Further preference will be given to applicants who can guarantee employment for individuals who successfully complete the program. Quality of job placement, in terms of wages, benefits, stability, advancement potential, and other factors will also be considered. Proposals submitted without employer support will not be considered.
 - e. Past performance specific to the proposed training program, including verified data related to program participation, credential attainment, program completion, job placement, wages, and job retention. If

you are a provider who has not met performance goals of any prior Partner4Work contracts, address how you will ensure goals are met for this program.

- f. Populations to be served by your proposed program, in terms of age, income, background, employment history, residential location, and any other relevant factors. Proposals to serve the general public and/or specific populations will be considered; however, awards will be based on alignment of applicants' target populations with the requirements and availability of funding expected to support contracts resulting from this RFP. Applicants should highlight target population categories relevant to the funding sources described in this RFP, including but not limited to WIOA Adult, Dislocated Worker, and Youth Programs; Temporary Assistance for Needy Families; Community Service Block Grant; Community Development Block Grant; and Reentry Employment Opportunities..
 - g. Recruitment strategies to ensure the proposed program has an adequate pipeline of prospective participants. Include how you will ensure prospective participants are suitable and likely to be successful in the proposed program. Although PA CareerLink® will promote and recruit for training programs awarded contracts through this RFP, it will be the responsibility of successful applicants to reach the enrollment and performance goals included in awarded contracts.
 - h. Location of the program, including characteristics of the space, and how location and space will provide access and support effective participation. Preference will be given to proposals that demonstrate effective strategies for delivering programs remotely or in neighborhood-based locations, and for proposals providing location flexibility.
 - i. Staffing plan for key positions supporting your proposed program, including titles, basic roles, responsibilities, and level of effort. Be sure to address how you will accomplish the following: employ professional staff with the knowledge and expertise in the Statement of Work; ensure a high level of staff performance, competency and quality customer service. Partner4Work encourages applicants to ensure all staff members employed through any agreements resulting from this RFP receive a salary or wage of at least the Partner4Work self-sufficiency wage.⁵
 - j. Any other factors Partner4Work should consider in evaluating the strength of the proposed program, including but not limited to additional services or resources available to participants, key partnerships providing value to the proposed program, or technologies enhancing the proposed program.
5. **Program Costs** – Provide a per participant cost rate for the proposed program, a breakdown of the cost components thereof, and a narrative describing the purpose of each cost component. In your narrative, explain how costs were developed and justify the need for proposed costs in meeting contract requirements. A strong narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective cost rates will enable the proposed program to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding source in conjunction with the Uniform Guidance to identify disallowed costs associated with this grant. See the above sections on *Anticipated Awards and Payments* for further information related to program costs.
6. **Attachments** - Required attachments include contact information for at least two past or current funders (see *Organization Description*) and MOUs or letters of support from committed employers (see *Training Program Description, Job Placement*). You may choose to include other attachments with your proposal; however, all attachments must specifically relate to your proposed program. Examples include letters of support from important partners, a timeline or flowchart for the proposed program, or a table illustrating past performance for the proposed program. Proposal readers may consider optional attachments in evaluating the proposed program, to the extent they strengthen the content of your proposal, as described herein. Attachments containing general information not directly relevant to the proposed program will not be considered. Attachments will not count toward the page limitations established in the above sections.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance with this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the

⁵ <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work, deliver the proposed program, and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other Partner4Work staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Program Description	60 points
5. Program Costs	20 points
6. Attachments	Used to support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP:	October 15, 2021
Bidder’s conference:	October 28, 2021 at 10:00am EDT
Questions regarding this RFP due:	November 5, 2021 at 5:00pm EDT
Proposal due date:	November 15, 2021 at 5:00pm EST
Notification to bidders:	December 2021

Questions

All questions or requests for additional information must be made in writing to RFP@partner4work.org by November 5, 2021 at 5:00pm EST. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after November 5, 2021 at 5:00pm EST will not be answered.

Bidder’s Conference

Partner4Work will conduct a bidder’s conference on October 28, 2021 from 10:00am to 11:00am EDT. All interested applicants are highly encouraged to attend the bidder’s conference. The conference will be conducted virtually and attendees must register no later than 5:00pm EDT on October 22, 2021 by emailing RFP@partner4work.org and including organizational name and name(s) of attendee(s). Conference details and instructions will be sent to attendees upon registration. During the conference, Partner4Work staff will review the requirements of the RFP and proposal content. Questions may be posed during the bidder’s conference, but complete answers may not be available until a question/answer document is released following the conference. Interested applicants are encouraged to submit questions in advance of the bidder’s conference in writing to RFP@partner4work.org by 5:00pm EDT on October 22, 2021. Interested applicants should view the bidder’s conference and resulting question/answer document as vital opportunities to obtain guidance on the scope and nature of the work required in this RFP or to ask technical questions concerning this solicitation.

Disclaimers

- This Request for Proposals (RFP) 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 RFP and/or consider the funding of proposals not initially funded under this RFP 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 RFP 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 RFPs 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 RFPs.
- 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 RFP.
- 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 Proposals 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 [DUNS Number](#): _____

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 (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit
- Certificate of Worker's Compensation Insurance
- 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.
- By submitting your proposal you acknowledge and agree to abide by the payment provisions described in this RFP, which will apply to any agreements resulting from this RFP.