



Request for Proposals

For the period April 1, 2021 – August 31, 2021
**Learn & Earn Summer Youth
Employment Program**

Proposals Due:
February 12, 2021 at 12:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222
rfp@partner4work.org

RFP Release Date:
January 20, 2021

Partner4Work's Learn & Earn is partially funded by Temporary Assistance for Needy Families Youth Development Funding provided by the US Department of Health & Human Services (USHHS) via the Pennsylvania Department of Labor and Industry (PA L&I). CFDA #: 93.558. Any agreements resulting from this RFP may be funded by Partner4Work through the TANF grant provided by USHHS and PA L&I. The subrecipient must comply with all applicable regulations and the terms and conditions of the TANF grant.

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

Auxiliary aids and services are available upon request to persons with disabilities.

OVERVIEW

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 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.

Partner4Work serves as the administrative/implementation partner for Learn & Earn. Contracts awarded through this procurement will be between successful bidders and Partner4Work.

Purpose of this RFP

Partner4Work (P4W), in partnership with Allegheny County and the City of Pittsburgh, is pleased to issue this Request for Proposals (RFP) for the Learn & Earn Summer Youth Employment Program. In it, we seek a provider for the following opportunity:

Corporate Internship Provider (One contract to be awarded): Employ, train and match Learn & Earn corporate interns ages 18-24 with meaningful summer internship experiences.

A contract will be awarded for a single term beginning April 1, 2021 and concluding August 31, 2021. At its discretion and given the availability of funds, Partner4Work may choose to exercise up to three additional option years of funding for successful programs. Those that responded to this RFP when it was released in October need not respond again.

Why do summer jobs matter?

Young adults learn to work by working. Soft skills, career exploration, leadership development, and income are among the many short-term benefits offered by summer youth employment programs. Research indicates that these programs can have far-reaching long-term outcomes as well, even decreasing the likelihood of incarceration and mortality.¹ P4W is proud to partner with Allegheny County and the City of Pittsburgh to deliver Learn & Earn, the leading summer youth employment program in Allegheny County.

Covid-19 and Learn & Earn

The Covid-19 pandemic brought public health, community, and employment challenges. Key industries like retail and hospitality, which employ large numbers of young people have permanently lost jobs. Nationally, unemployment among young people ages 16-19 and 20-24 almost tripled during the pandemic shutdown.² Studies demonstrate that young people who

¹ <https://www.politico.com/magazine/story/2017/09/21/summer-jobs-program-cities-policy-analysis-215632>

² <https://www.mathematica.org/commentary/trends-in-youth-unemployment-during-covid-19>

graduate from high school or college during a recession face a tougher time connecting with the labor market. Summer jobs, and programs like Learn & Earn, which build opportunity networks, can help mitigate some of these effects.

The Governor's stay-at-home order began in Pennsylvania the same day that the Learn & Earn application launched in 2020. Together, Allegheny County, The City of Pittsburgh, Partner4Work, program funders, and Learn & Earn providers built a brand-new program focused on keeping young people safe, allowing for virtual work experience, and ensuring that programming delivered more than just a paycheck in the summer of 2020. Providers were able to offer creative solutions to the challenges of social distancing by providing project-based work experience, virtual career exploration, online coursework, and in-person work that could be done safely. Despite its challenges, 2020 provided an opportunity for flexibility, innovation, and creativity that built strong programs responsive to the needs of youth.

Without knowing what the future holds in terms of the pandemic, we plan to be ready to operate the Learn & Earn Corporate Internship Program again in whatever context 2021 brings. We plan to continue to offer in-person and virtual work experience and training as long as it can be done safely.

Some key innovations from 2020 that we plan to expand in 2021 and beyond include providing virtual work experience, training and project-based work, broadening career exploration, and establishing clearer pathways for corporate interns.

How can you partner with us?

We are looking for an organizational partner who is interested in building and growing a summer internship experience that can provide relevant work experience with the potential of future employment for young adults. We want to partner with organizations that have expertise to run a comprehensive internship experience, and also have the capacity to engage meaningfully and strategically with employers.

Corporate interns are placed in positions in our high-priority sectors of: Construction, Financial Services, Transportation & Logistics, Public Sector, Education, Manufacturing, Retail & Hospitality, Information Technology, and Healthcare. The corporate internship provider will work with Partner4Work to recruit corporate host partners and support a cohort of young adults throughout the summer program, including intake, onboarding, orientation, professional development, and work experience.

Who can apply?

Eligible applicants include non-profit organizations, private sector entities, community colleges, trade associations or unions, and pre-apprenticeship programs. 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.** Eligible applicants must be registered in the System for Award Management (www.SAM.gov) in order

to receive federal funds. 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 are ineligible to apply. See [Appendix C: Overview of Administrative and Budget Requirements](#) for more information on the Administrative Requirements for successful bidders. Successful applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP.

Corporate Intern Provider Overview

Target Audience

Corporate Interns are Learn & Earn participants who are Allegheny County and/or City of Pittsburgh residents who are 18, and no older than 24, as of June 7, 2021. Most will likely be young adults on a summer break from a 2 or 4 year school, with some being young adults that are participants in out-of-school youth (OSY) programs year-round.

The Corporate Internship Program is a highly selective capstone experience for 55-65 young adults. Interns are placed in professional internships in corporations who commit to contributing a fee of at least \$3,000 per intern hosting. Candidates for the Corporate Internship submit a resume through the Learn and Earn online application and will interview with Partner4Work and your staff before being referred to a corporate placement for a second interview and selection. Candidates for the program are selected on the basis of past work experience, leadership, maturity, commitment, and career goals. Corporate interns commit to an 8 week internship program that includes attendance to a weekly professional development training. Interns will earn a wage of \$10.35/hour for engagement in the professional development training and the work experience.

Partner4Work will work closely with you to recruit Corporate Hosts for the interns that match their areas of study or career goals. For the corporate interns who are not enrolled in school, Partner4Work will work in partnership with a successful bidder to connect them to a summer experience that will likely result in a full or part time job at the conclusion of the summer program.

Program Dates (all dates are subject to change)

| | |
|--|--|
| Intern Application Period: | January 19, 2021 – April 2, 2021 |
| Internship Interviews and Selection: | March-May, 2021 |
| Corporate Host and Supervisor Orientation: | May 12, 2021 |
| Intern Orientation: | June 7-11, 2021 |
| Intern Work Experience: | June 14-August 6, 2021 (Except for July 4 th holiday) |

Corporate Host and Supervisor Training

We expect to hold program orientation and Supervisor Training on May 12, 2021. This training is open to all Corporate Host Partners and internship supervisors.

Corporate Internship Provider Program Components

Similar to the General Learn & Earn program, the three main program components are program management and compliance, work experience and professional development. The roles of a corporate intern provider are described below within each category.

Program Management and Compliance

We count on our providers to keep youth safe, keep good records, and collect data that will help us continue to grow the program and maintain good community partnerships.

- **Intern Selection:** We anticipate 55-65 young adults will be invited to participate in the corporate internship program from a large pool of applicants. You'll participate in the selection and interview process for corporate interns.
- **Intern Case Management:** You'll collaborate with Partner4Work to match interns with experiences that match their career goals. Based on interns' goals, you will connect them to additional services or next steps, as appropriate, to ensure that all interns are transitioned into an opportunity for growth after the program. As the case manager, you will also be responsible for issuing weekly bus passes, if needed, as well as providing other support young people may need to be able to participate in the program.
- **Enrollment:** You'll be responsible for ensuring participants complete all required paperwork including but not limited to: I-9, W-4, Equal Opportunity Employment form, grievance policy, emergency contact information, and Learn & Earn photo release.
- **Supervision:** You'll work with the Corporation to designate at least two adults who will supervise youth at each host partner site (one primary supervisor and one alternate supervisor). Supervisors need to be familiar with Learn & Earn program goals, policies, and procedures.
- **Online Database:** You'll use the Learn & Earn online database to record intern host partner placement assignments, youth attendance and earnings, and other required documents. Partner4Work will train successful bidders on the online database prior to the start of the program.
- **Employer of Record:** You will serve as the employer of record for all participants. You'll collect participant timesheets and will directly manage payroll for participants, including all applicable tax withholdings and purchase of bus passes.
- **Evaluation:** You'll make sure that participants, provider staff, and host partner staff complete all required program surveys.

Work Experience and Professional Development

- **Corporate Host Partners:** We will work together to recruit corporate host partners, establish job descriptions and obtain worksite agreements. You will also be a collaborative partner in recommending interns to be interviewed by corporate hosts and troubleshooting any issues that may arise during the internship.
- **Professional Development:** Help young adults grow and overcome barriers by connecting them to mentors, job shadowing opportunities, and supportive services if needed. Expand their professional networks, by exposing them to decision makers at several levels of the business.
- **Training:** Work with Partner4Work to design and lead the implementation of at least 24 hours of professional development training. Training should help participants gain skills in each of the following required areas:
 - Career readiness skills aligned with the Department of Education’s Career Ready PA initiative;
 - Resume building and interviewing skills;
 - Equity, diversity, and inclusion training;
 - Contributing to a respectful workplace (including building respect and professionalism, and preventing workplace harassment, bullying, and violence)
 - Financial literacy and entrepreneurship.
 - Other skills that set the intern up for professional success

Corporate Intern Provider Performance and Budget

Learn & Earn Corporate Internship Performance Standards

We want youth to get the most out of their summer job, which means completing a robust training program and maintaining high levels of participation. Partner4Work measures performance for all providers using the following standards.

| | |
|--------------------------------------|--|
| Retention | At least 90% of participants will complete the 8-week program. |
| Attendance | Youth will work at least 90% of possible work hours collectively. |
| Work Readiness | At least 90% of participants will complete at least 24 hours of professional development training. |
| Partnerships for Full/Part-time Jobs | 75% of OSY interns not enrolled in post-secondary education will successfully transition to working full or part-time jobs with established partners post the program. |
| Other employment connections | 100% of interns who need other connections to employment resources i.e. PA CareerLink, Year Round Services are referred to those services. |

Program Costs and Budget Considerations

Please note: Learn & Earn is a cost reimbursement program. **This means your organization must have the financial capacity to pay all program costs up front.** We'll require an invoice, proof of expenses, and required documentation in order to process a reimbursement. Partner4Work will only reimburse the provider for actual expenses incurred. The reimbursement timeline and a list of allowable expenses will be finalized during the contract negotiation.

The **maximum reimbursable cost per Corporate Intern is \$4,083.00.** The cost-per-participant includes transportation (i.e. eight weeks of bus passes and applicable wage taxes). Expenses must follow the categories outlined in the cost-per-participant breakdown in Appendix B.

Cost Per Participant

| Learn & Earn Corporate Internship Cost Per Participant | |
|--|----------------|
| Budget Item | Max. Cost |
| Participant Wages (pre-tax) (1) | \$2,587.50 |
| FICA (2) | \$220.00 |
| Participant Transportation (3) | \$200 |
| Program and Admin Costs (4) | \$1,075.50 |
| Total Cost Per Participant | \$4,083 |

- (1) This line item represents actual Participant Work Experience and Professional Development only. This budgeted line item cannot be modified for other expenses. It is calculated as \$10.35 per hour for 250 hours.
- (2) This line item represents the Payroll taxes associated with item (7) above. This budgeted line item cannot be modified for other expenses.
- (3) This line item represents the cost associated with 8-weeks of bus passes for use during the program. This budgeted line item cannot be modified for other expenses. Transportation applies to both in person and virtual work; if work is fully virtual, this cost may be applied to a technology solution for youth.
- (4) This line item represents all other program and administrative costs associated with the Learn & Earn program. Program costs may include materials that youth need in order to participate in the program or digital programs you intend to implement as part of your program offerings. These expenses can include organizational program and administrative costs, as well as any indirect costs. Indirect costs charged to the grant under this line item must be consistent with the organizations Indirect Cost Allocation and Uniform Guidance. All costs charged to this category must be supported with appropriate supporting documentation. Administrative costs cannot exceed 10%. This applies for both in-person and virtual work.

How to Apply

Submit your proposal by February 12, 2021 at 12:00 pm to rfp@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Learn & Earn Corporate Internship Provider Proposal. Your proposal should not exceed 16 pages in all including all appendices. Appendix templates are linked below. Proposals should be single spaced, with 1 inch margins and must contain all of the following:

1. **Cover Sheet** – Complete [Appendix A](#)
2. **Proposal Narrative**- Please respond to each subheading (a-e) below by answering the questions in a narrative format. Narrative should not exceed 8 pages
 - a. Organization Description
 - What is your organization’s mission?
 - What programs and services do you offer?
 - What is the extent of your experience in workforce and youth development?
 - In what ways would a corporate internship program build on your existing programs or organizational strengths?
 - b. Program Management and Compliance
 - What is your organization’s staffing plan for this program?
 - What are the names and titles of those that are responsible for the administration of the program?
 - How many staff members are dedicated to overseeing youth directly and provide case management? Please specify if they will be permanent or temporary staff.
 - How do you intend to ensure that all employment paperwork is completed before young people begin their work experience and youth timesheets are accurate?
 - Whose responsibility will it be to update the Partner4Work’s online database regularly to accurately record youth placements status, corporate host information and other documentation?
 - How will you meet performance standards for the Learn & Earn program? If you were a past provider and you did not meet performance standards, what is your plan for ensuring that standards are met in 2021?
 - For those of you that are returning applicants, how will you improve your program or what practices will you implement for expansion?
 - c. Professional Development
 - What will your professional development Training look like? Identify the curriculum and training schedule to be used, if already known.
 - In what ways will your training engage diverse learners and appeal to multiple learning styles?
 - How will training be delivered; will it be virtual, in-person or both?

- If young people will be able to access virtual training or professional development, how will you ensure they have the technology and access needed?
 - What specific professional development topics do you feel you are most equipped to address?
 - What additional partners, if any, will be supporting the program in other ways, such as training or mentoring.
- d. Work Experience
- What businesses do you have relationships with that could potentially be leveraged to host interns? Please indicate which businesses are currently confirmed and which are pending?
 - What will be your methods of determining which youth to assign to which worksites?
 - Do you anticipate purchasing any digital programs to be used by youth this summer? If so, please describe.
 - To what extent do you plan to offer opportunities for young people to work virtually? If so, how do you intend to ensure that youth have the technology and access they need to participate?
- e. Covid19 Planning
- Without knowing for certain what the future holds, what are your plans for providing training for the participants should we still be advised to practice social distancing, work remotely and/or convene in only small groups?
 - What capacity do you already have as an organization that would enable you to make quick programmatic shifts to virtual training and work experiences to ensure the safety of youth and staff, if needed?

4. Budget – Complete [Appendix B](#) using the appropriate cost-per-participant guidelines in the Cost Per Participant section above. Providers will not be reimbursed for expenses incurred over budget line items. Budgets should include all projected program costs.

5. Budget Narrative- Please respond to the following prompts that correspond to the headings in the budget appendix. Should not exceed 2 pages

- a. Proposed Budget: Describe the costs you plan to incur that would fall into the program and admin line item of your proposed budget.
- b. Program Budget (Learn & Earn share): Participant wages, taxes and transportation should be fully covered through a contract with Partner4Work if wages are maintained at \$10.35/hr for corporate interns. If the program and admin costs you anticipate incurring exceed the funds that would be available through a contract with Partner4Work, please explain.
- c. Leveraged Funds: If the full program costs exceed what would be available through a contract, please list the sources of additional funds that will be used to support the program. Include amounts for each source and whether the funds are secured or will be proposed.

- d. Describe your methods for ensuring adequate cash flow through the process of incurring costs, paying intern wages, invoicing Partner4Work and receiving reimbursements.

6. Letters of Support – Please provide at least two letters of support from partners you will be engaging for the 2021 program year.

Disclaimers

- This Request for Proposals 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 retains 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.
- 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 the 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.
- 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.
- 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/>

Review and Selection Process

The Learn & Earn Review Committee will score proposals based on the requirements outlined above. The number of proposals selected will depend on the availability of funding. Successful

bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources.

Review Timeline:

| | |
|--------------------------------|--------------------------------|
| Release of RFP: | January 20, 2021 |
| Questions due to Partner4Work: | February 3, 2021 by 5:00 PM |
| Proposal Due Date: | February 12 , 2021 by 12:00 PM |
| Selection of Provider: | Early March 2021 |

Questions or Requests

All questions or requests for additional information must be made in writing to rfp@partner4work.org by February 3, 2021 by 5:00 PM. Answers will be posted publicly at www.partner4work.org. Bidders are encouraged to check the website frequently for updates. Questions received after February 3, 2021 by 5:00 PM will not be answered.

[Appendix A: Learn & Earn 2021 Proposal Cover Sheet](#)

Please indicate at the top of the cover sheet that you are applying for the role of:

Corporate Internship Provider

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 or School District:

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

Please provide your current [DUNS Number](#): Click or tap here to enter text.

Please provide your current [CAGE Code](#): Click or tap here to enter text.

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)
- Completed [Pre-award Assessment](#)
- Most recent financial audit

- Certificate of Liability Insurance
- Certificate of Worker’s Compensation Insurance
- W9

D. Additional Requirements

- Program Narrative
- Budget- Appendix B
- Budget Narrative
- 2 Letters of Support
- 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

[Appendix B: Learn & Earn 2021 Budget](#)

Full Program Budget:

It is possible that the funds available through a potential contract for Learn and Earn Corporate Internship Program may not cover the entire cost of the program. Please fill in the chart below to compare the total costs of administering the program to how much would be covered by the funds available from Partner4Work. Please calculate your costs based on the 65 intern slots the program will fill.

| Learn & Earn Budget Line Items | Total Anticipated Cost of Program | Proposed Budget via Partner4Work | Costs to be Paid for by Other Means (Indicate Anticipated-Proposed) |
|---|--|---|--|
| Participant Wages (pre-tax) | | | |
| FICA/Taxes | | | |
| Participant Transportation | | | |
| Program and Admin Costs | | | |
| TOTAL | | | |

Please mark each and initial at the bottom:

Our organization understands that this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

Our organization understands that the total amount of funds available for reimbursement will be based on the actual number of participants placed at our organization who work at least 1 hour.

Our organization agrees to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation

Initial: _____

Appendix C: Overview of Administrative and Budget Requirements

Overview of Administrative Requirements

At a minimum, all subrecipient organizations must meet the Standards for Financial and Program Management found at 2 CFR 200 in the OMB Uniform Guidance, as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams

Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e. Partner4Work).

2. Fiscal reporting on an accrual basis

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial Reporting and 200.328 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports based on an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish and accrual accounting system and must allow the subrecipient to develop accrual data for its reports based on an analysis of the documentation on hand.

3. Maintaining documentation supporting all spending and assets

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Maintaining internal controls that ensure compliance with all funding regulations

Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303 Internal controls.

5. Producing a budget to actual report

Comparison of expenditures with budget amounts for each Federal award.

6. Processing payments on a reimbursement basis

Written procedures to implement the requirements of § 200.305 Payment.

7. Budgeting and spending funds in allowable cost categories (i.e. direct, indirect, program, and admin costs)

Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.

Record Retention

The selected applicant(s) must retain, secure and ensure the accuracy of all program files and records, whether related to job seekers, businesses or general operations, in compliance with WIOA and/or TANF requirements, related federal and state regulations, and Partner4Work's record retention requirements. Case files are the property of Partner4Work and must contain a variety of documentation including, but not limited to: program eligibility, suitability, and assessment data; Individual Service Strategies (ISSs); regular customer contacts and updates; progress reports, time and attendance sheets (training services); and case notes. Files must be retained for seven years after Partner4Work reports final expenditures to the funding source. The selected applicant(s) must allow Partner4Work and representatives of other regulatory authorities access to all WIOA and/or TANF records, program materials, staff, and participants.

Personally Identifiable Information Compliance

The selected applicant(s) are responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and P4W policies. Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. The selected applicant(s) acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected applicant(s) may have access to this information only on a "need to know" basis. The selected applicant(s) must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

Budget Narrative Instructions

The budget narrative must provide a description of costs associated with each line item in the budget template. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

In addition to a description of costs included in each line item on the budget template, please include the following in the budget narrative:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time and salary devoted to the project, and the total personnel cost for the period of performance.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Other: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items

not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost.

2 CFR 200.75 Participant Support Cost means direct costs for items such as travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: <https://www.dol.gov/oasam/boc/dcd/index.htm>