



# EARN and Work Ready

**RFP Bidders Conference**  
**Partner4Work, March 2021**



# Agenda

- **EARN and Work Ready program information**
- **Basic RFP information**
- **Proposal requirements**
- **Key concepts**
- **Questions**



# EARN and Work Ready

**PA Department of Human Services**

**EARN - Employment Advancement and Retention Network**

**TANF and SNAP employment and training programs**

**Designed to provide a range of services to meet individuals' needs, including access to education and training opportunities to move clients toward family economic stability.**

**Based on human-centered design and includes a combination of case management, coaching, licensed counseling, and peer-to-peer experiences to develop a career pathway through job placement and job retention goals for participants referred from CAO.**

**PADHS refers all participants**





# **EARN and Work Ready in Allegheny County**

**Three EARN and Work Ready centers run by three different contractors**

- **Downtown**
- **Wilkinsburg**
- **McKeesport**

**Average of 1,200 annual enrollments**

**45% Downtown and 55% evenly between Wilkinsburg and McKeesport**

**80% EARN and 20% Work Ready**

**Participant demographics**

**\*Major qualifications - COVID-19, DHS re-design, virtual services**



# RFP Overview

**Base contract award: July 1, 2021 – June 30, 2022 (PY21)**

- **Three subsequent option years**

**Up to \$3.5M for EARN (total) and \$1.1M for Work Ready (total)**

- **One or more qualified agencies**

## **RFP timeline**

- **Questions due: March 15, 2021 by 5:00 PM EDT**
- **Proposals due: March 24, 2021 by 5:00 PM EDT**
- **Proposal evaluation/discussion: April 2021**
- **Proposal selection/notification: Late April 2021**

**\*Must submit a proposal to provide both EARN and Work Ready services**



# Proposal Requirements

1. **Cover Sheet (template)**
2. **Executive Summary**
3. **Organization Overview**
4. **Program Narrative**
5. **Budgets (template)**
6. **Budget Narratives**
7. **Attachments - required vs. optional**

**\*Follow the *Proposal Process and Requirements* section closely**



# Proposal Review and Selection

## Initial review

- **Responsiveness and compliance**

## Evaluator scoring

- **According to RFP criteria**
- **Clarity, completeness and quality**
- **Ability and likelihood to effectively perform the work and meet standards and intended outcomes**

**May be requested to participate in presentations or discussions**

**Awards recommended to the Board**

**Contracts subject to successful negotiations**



# Key Concepts: Important References

## RFP

- **Statements of Work**
- **How to Apply**

## PADHS Program Manuals

- **EARN - TANF**
- **EARN - SNAP**
- **Work Ready**

## PADHS Cash Assistance Handbook

## PADHS SNAP Handbook





# Key Concepts: Important Stakeholders

## **PADHS**

- **Bureau of Employment Programs (BEP)**
- **County Assistance Office (CAO)**

**Allegheny County EARN and Work Ready - Multiple providers**

**TANF/SNAP employment and training providers**

**Human service providers**

**Pittsburgh EARN - City of Pittsburgh**

**Pittsburgh Work Ready - Pittsburgh Community Services, Inc. (PCSI)**



# Key Concepts: Program Integration and Separation

**EARN and Work Ready are separate E&T programs**

- **EARN is funded by TANF and SNAP**
- **Work Ready is funded by TANF (ETANF)**

**Applicants must submit a proposal to provide both EARN and Work Ready services, but recognize distinctions and follow applicable regulations**

**Applicants should consider appropriate ways to coordinate and leverage resources across programs**

# Key Concepts: Performance Standards

STANDARD	TANF Participants - EARN & Work Ready	SNAP Participants - EARN only
<b>Assessment</b>	Household assessment within 7 days of enrollment. Goal = 90% of all participants.	Household assessment within 7 days of enrollment. Goal = 90% of all participants.
<b>Individual Employment Plan</b>	IEP completed within 14 days of assessment. Goal = 85% of all participants.	IEP completed within 14 days of assessment. Goal = 85% of all participants.
<b>Counseling</b>	Meeting with licensed counselor or social worker within 14 days of enrollment. Goal = 80% of all participants.	Not applicable, but recommended
<b>Training and Credentialing</b>	Industry-recognized credential or transfer to educational provider. Goal 1 = 50% of participants within a related activity. Goal 2 = 25% of all participants.	Industry-recognized credential. Goal = 50% of all participants

# Key Concepts: Performance Standards

STANDARD	TANF Participants - EARN & Work Ready	SNAP Participants - EARN only
<b>Placement</b>	Employment of at least 80 hours in a 4 consecutive week period, paid at least \$2 above minimum wage. Goal 1 = 70% of all who gain employment. Goal 2 = 50% of all participants.	Employment of at least 20 hours per week (80 hours per month), paid at least \$2 above minimum wage. Goal = 50% of all participants
<b>Retention</b>	Unsubsidized employment that closes TANF for a period of 6 months and 12 months. Goal = 50% of all who gain employment.	Participants employed for 90 days. Goal = 50% of all participants
<b>Earned Income</b>	Participant income increases after Placement. Goal = 75% of participants who obtain Placement, measured at the 6 and 12-month marks of retention.	Not applicable, but recommended



# Key Concepts: Training and Credentialing

## Broad approach

- **Basic education**
- **Career readiness**
- **Vocational training**
- **Work-based training**

## Multiple tools for training and credentialing

- **In-house**
- **External, industry-recognized**
- **Work-based training**
  - On-the-Job Training (OJT)
  - Paid Work Experience



# Key Concepts: Counseling Services

**Access to licensed professional counselors, social workers, or therapists.**

**Must provide access to counseling services and outlets for discussion regarding any and all aspects of a participant's life, inclusive of mental, social, physical, emotional, and behavioral health aspects that may be beyond the scope of regular staff.**

**Required for TANF, recommended for SNAP**



# **Key Concepts: Additional Program Components**

**Incentives**

**Reverse referrals**

**Community service**

**Employer engagement**

**Contractor Partnership Program (CPP)**



# Key Concepts: Supplemental Program Components

**P4W contracts for the following separately**

**Successful applicants will be required to coordinate**

- **Transportation assistance**
- **TANF Training Vouchers**
- **Literacy services (Literacy Pittsburgh)**
- **Financial empowerment (City of Pittsburgh)**





# **Key Concepts: Administrative Considerations**

**Data and reporting expectations**

**Commonwealth Workforce Development System (CWDS)**

**Cost reimbursement contracts**

- **Your organization must have the financial capacity to pay all program costs up front**
- **No longer a performance payment component**

**\*COVID-19 planning and preparation**



# Key Concepts: Proposal Development

## Expected volume and needed capacity

- **Expected volume is difficult to predict; will depend on many factors**
- **Applicants must be able to serve at least several hundred per year**

## Location

- **Physical vs. virtual; need to strike a balance**
- **New vs. existing centers; P4W does not own leases**
  - New locations require justification
- **Welcome to submit proposals for one or more locations**

## Expected funding levels

## Contractor transition vs. incumbent outcome; start-up costs?

- **Separate transition contracts possible**

**\*Major qualifications - COVID-19, DHS re-design**



# Pre-Conference Questions

- **Profit allowable?**
- **Services provided out of CareerLink?**
- **Current cost per participant?**
- **Annual participant numbers?**
- **Timing of/reason for RFP?**
- **Separate locations require separate proposals?**
- **Separate locations require separate budgets?**
- **Required documentation if proposing a new program location?**



# Additional Questions

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