



Questions and Answers Regarding the RFP for Career Services Expansion: Pandemic Workforce Network

Questions Regarding the RFP Due:
August 21, 2020 by 5:00 PM

Bid Due Date:
September 4, 2020 by 5:00 PM

Release of RFP:
August 3, 2020

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

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

Will the Career Navigator make their own appointments for the site?

The Career Navigator will work in partnership with the host site to create a mutually agreed upon appointment schedule with job seekers.

Will the Career Navigator bring their own laptop and internet access, or will the host site need to provide these amenities?

The Career Navigator will have their own laptop. Internet access is appreciated but not required.

Will the Career Navigator need access to a copier?

Access to a copier would be appreciated, if possible, but it is not required.

Will the Career Navigator need access to private space to conduct appointments with clients?

The Career Navigator will need a space suitable for private conversations with clients, but creative proposals to accomplish this will be considered, e.g. white noise machines that cover conversational tones, etc.

What are the reporting requirements for community-based organizations selected as host sites?

Community-based organizations selected as host sites must submit reports to Partner4Work detailing outreach activities such as the number and type of communications, number of clients reached, etc.

Is Partner4Work the employer of record for the Career Navigator, and will the employer of record provide a copy of its liability insurance and Workers' Compensation coverage to host sites?

Career Navigators will be provided by PA CareerLink Pittsburgh/Allegheny County. As a partner of the American Job Center network, PA CareerLink is composed of numerous workforce development agencies, each of whom would be able to provide standard proof of insurance, upon request.

Is there a preferred number of days per week for the Career Navigator to be on site?

No.

Can you provide a sample of the budget template and invoicing process to be utilized for this funding?

Please see the contract budget template, attached. Contracted agencies must submit monthly or bimonthly invoices to Partner4Work for actual costs incurred during the preceding month. If billing two times per month, costs for the 1st through the 15th must be billed by the 24th of the month and costs for the 16th through the 31st must be billed by the 10th of the following month. Contracted agencies will be reimbursed for expenses incurred upon receipt of a signed invoice, a supporting general ledger summary from their financial management system, and any contractually required monthly reports.

Will job seekers who work with the Career Navigator at host sites be considered PA CareerLink clients, or clients of the host site? Which entity will own and manage client data? Host sites should maintain their own records regarding services they provide to clients. Depending on the level of engagement with Career Navigators, job seekers enrolled at host sites may be officially enrolled in PA CareerLink services. Personal information disclosed through engagement in PA CareerLink services cannot be shared with host sites without job seeker informed consent.

Will resumes, cover letters, personal statements, and other documents that job seekers produce in collaboration with the Career Navigator be made accessible to the host site? It is up to the discretion of job seekers who enroll in PA CareerLink services to share information with the host site. Client documents produced through participation in PA CareerLink services are considered personal information and cannot be shared with host sites by PA CareerLink without job seeker informed consent.