

Request for Quotes

For the period of November 1, 2018 – September 30, 2020

Approved Training Programs For the **STRIVE Employment Program** for Justice-Involved Young Adults

Bids Due:

November 16, 2018 at 5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFQ Release Date:

November 5, 2018

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

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

Partner4Work's STRIVE Program is funded by a Reentry Employment Opportunities (REO) grant provided by the US Department of Labor (USDOL), the total value of which is \$1,499,963. Federal Award Id. No. (FAIN): YF-32171-18-60-A-42. CFDA #: 17.270- Reintegration of Ex-Offenders. Any services purchased through agreements resulting from this RFP will be fully funded by Partner4Work through the REO grant provided by USDOL. Successful applicants must comply with all applicable regulations and the terms and conditions of the REO grant provided by USDOL.

Purpose of this RFQ

Partner4Work (P4W) has issued this Request for Quotes (RFQ) to identify vocational training programs that can be made available to participants of the STRIVE Employment Program for justice-involved young adults (STRIVE) during the period of November 1, 2018 – September 30, 2020. We are seeking vocational training, pre-apprenticeship and apprenticeship programs that align with career pathways in in-demand occupations and provide industry-recognized credentials. Through this RFQ, P4W intends to secure pricing agreements with multiple providers whose training programs will be included on the STRIVE Approved Training Programs List. STRIVE participants will be referred to these programs according to participants' choice, readiness and aptitude.

Desired Impact

The STRIVE program is funded by a Reentry Employment Opportunities (REO) grant from the US Department of Labor (DOL), Employment and Training Administration (ETA). STRIVE aims to enhance reentry strategies for young adults, ages 18 to 24, who have been involved in the juvenile or adult justice system. Comprehensive case management and supportive services will be delivered in tandem with career services to 188 young adults, including facilitating access to vocational training, education and transitional employment to increase job skills and readiness. A primary goal of STRIVE is to help participants gain unsubsidized, career-track employment that affords self-sustaining income. The gains of STRIVE participants will result in long-term community benefits of higher employment, lower recidivism, and increased public safety.

How can you partner with us?

P4W is the primary grantee of the DOL grant funding the services sought by this RFQ. P4W has selected Auberle to be the primary provider of case management, supportive services, and career services for the STRIVE program. As such, Auberle is a subrecipient of the DOL grant, working in close coordination with P4W to implement the STRIVE program. P4W will act as the fiscal and administrative agent of the grant, as well as the lead planner and administrator of programs and services. The vocational training, pre-apprenticeship, and apprenticeship programs selected through this RFQ will be included on the STRIVE Approved Training Programs List from which STRIVE participants may choose to attend, in consultation and coordination with their assigned Auberle case manager. Training providers may submit quotes in response to this RFQ that include multiple training programs. P4W may release subsequent RFQs for training providers throughout the program.

Program Dates

Programs on the STRIVE Approved Training Programs List will be available to STRIVE participants from November 1, 2018 to September 30, 2020. Agreements resulting from this RFQ will be valid for one 23-month period, contingent upon performance and availability of funding, at the discretion of P4W.

Anticipated Award

P4W plans to select multiple vocational training providers to enter into IDIQ-type agreements (indefinite delivery/indefinite quantity) that establish per participant program prices. P4W does not guarantee any number of enrollments in the training providers' program(s). The value of funds paid to approved training providers will depend on the level of interest and participation in approved training programs by STRIVE participants.¹ The preferred maximum value of training funds per participant is \$5,000, but proposals to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary.

Who can apply?

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or union, apprenticeship and pre-apprenticeship organizations, and government institutions are welcome to apply.

¹ Agreements resulting from this RFP will not include minimum ordering values or guarantees.

Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the quote must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

Program Requirements

STRIVE training providers must have demonstrated experience and expertise in the provision of high-quality vocational training, apprenticeship, and/or pre-apprenticeship programming in Allegheny County. Those with experience in serving justice-involved young adults are preferred but not required. Successful bidders will propose established training programs that are employer-driven, provide industry-recognized credentials, and align with career pathways in in-demand occupations where individuals with a criminal history are able to advance. Successful bidders will demonstrate established relationships with industry employers through the provision of letters of support from employers.

Training providers will accept STRIVE participant referrals from Auberle and accommodate STRIVE staff and participants' onsite visits and exploration of training programs prior to enrollment. Training providers will enroll and orient eligible participants and maintain contact with STRIVE staff during training. Training providers will submit weekly participant attendance reports to STRIVE staff so Auberle may issue training stipends to participants.

STRIVE staff will provide regular contact and support to both the organization providing the training and the participant to address concerns and ensure a successful experience. STRIVE staff will work with participants to find unsubsidized employment that provides a sustainable income. If there is indication that a participant is not performing to training provider standards, STRIVE staff will meet with the participant to help improve their performance, which may be related to issues outside of training. Approved training providers must regularly report participant attendance, updates and issues to STRIVE staff.

PA Eligible Training Provider List

Inclusion on the PA Eligible Training Provider List (ETPL) is not required to submit a quote in response to this RFQ. Interested training providers whose programs are included on the ETPL are highly encouraged to apply for the STRIVE Approved Training Programs List. Inclusion on the STRIVE Approved Training Programs List will streamline and increase access to approved programs for participants.

Payment

Payment will be issued to approved training providers on a per participant basis according to the terms and conditions of the agreements resulting from this RFQ. Payment will be issued upon a participant's completion of the training program. If a participant does not complete the training program, payment will be issued according to the participant's progress in the training program. P4W will consider an alternative payment structure if proposed by the provider. Approved providers must submit invoices that are certified true and correct by the authorized signer. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance² and WIOA regulations. Approved providers must be current with required program reporting that agrees with invoices in order to receive payment.

² See the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

How to Apply

Interested and qualified parties must submit quotes by Friday, November 16, 2018 at 5:00 pm to STRIVE@partner4work.org. Late or incomplete quotes will not be considered. Emails should have the subject line “[Organization name] STRIVE Training Provider Quote.” Quotes must be submitted in PDF format. The quote must contain all the following content:

1. **Cover Sheet** – Use template provided. Attach certificate of insurance and a copy of the organization’s most recent audit.
2. **Organization Description** (limit to one page) – Describe each of the following for your organization:
 - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.
 - b. Past experience in managing vocational training, apprenticeship, and/or pre-apprenticeship programs, and effectively serving justice-involved young adults, including related outcome data.
3. **Program Description** (limit to three pages) – Describe the following for each proposed training program:
 - a. Major components of your proposed training program.
 - i. Location of the program training site(s).
 - ii. Program model, including your approach and arrangements for effectively delivering the following services.
 1. Enrollment and orientation of participants.
 2. Vocational training curriculum to be used and certifying body.
 3. Credential(s) offered that are industry and employer-recognized.
 4. Career services, if applicable, focused on preparing participants for work and securing training-related employment that provides living wages.
 - b. Performance outcomes for the previous two years of program implementation, if applicable, including total enrollment, credential attainment, job placement, training-related job placement, and employment retention.
 - c. Training schedule identifying class dates and times.
 - d. Any other services, programs, or resources you offer participants, if applicable.
4. **Program Costs** – Provide the following:
 - a. The per participant cost for each proposed training program. The preferred maximum value of training funds per participant is \$5,000, but proposals to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary. Tuition cannot be more than the amount charged to the general public.
 - b. A brief narrative describing the proposed program cost, including all program-related and administrative costs items. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.
5. **Attachments**
 - a. Letters from employers, community agencies, or other institutions demonstrating support for the training program(s).

Review and Selection Process

P4W will review quotes according to the required content described in the How to Apply section with attention to clarity, completeness and quality. Successful bidders will be invited to enter into a vendor agreement with P4W for the program(s) described in the quote. Such agreements will be issued on an indefinite delivery/indefinite quantity (IDIQ) basis.

Review Timeline (all dates are subject to change):

Release of RFQ:	November 5, 2018
Questions regarding this RFQ due:	November 9, 2018 by 5:00 PM
Bid due date:	November 16, 2018 by 5:00 PM
Selection of providers:	Mid-November 2018

Questions or Requests

All questions or requests for additional information must be made in writing to STRIVE@partner4work.org by November 9, 2018 by 5:00 PM. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after November 9, 2018 at 5:00 PM will not be answered.

Disclaimers

- This Request for Quotes (RFQ) does not commit Partner4Work to award any contract or agreement.
- Partner4Work may select a firm based on its initial quote received, without discussion of the quote. Accordingly, each quote 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 applicants it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- Partner4Work reserves the right to fund portions of a bid, or to reject any and all bids in whole or in part. Rejection of a portion of a bid does not necessarily negate the entire bid.
- No costs will be paid to cover the expense of preparing a bid 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 bid 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 bid warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Bidders 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.