

## **Request for Quotes:**

**Occupational Training: Construction and Building Skills**  
**In support of the Pittsburgh Airport Terminal Modernization Project (TMP)**

**Quotes Due: January 5, 2024 by 11:59 PM ET**

**Partner4Work  
650 Smithfield Street, Suite 2400  
Pittsburgh, PA 15222**

**Date Released:  
December 22, 2023**

**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 RFQ will be funded 100% through WIOA Federal Funding up to \$140,000 via Partner4Work as the grant recipient and 0% through Non-Federal Funding up to \$0.

## 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 (hereafter “P4W”) delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure the current and future needs of employers, job seekers, and underemployed workers are met. <https://www.partner4work.org>

## What is PA CareerLink®?

PA CareerLink® is a proud partner of the American Job Center network, designed to provide a full range of assistance to job seekers under one roof, including training referrals, career counseling, job listings, and similar employment-related services. PA CareerLink® transforms the landscape of how job seekers find family-sustaining jobs and how employers find the skilled candidates that they need by providing user-friendly, premiere workforce development, career, and training services throughout Pennsylvania. <https://www.pacareerlink.pa.gov> and <https://www.careerlinkpittsburgh.com/>

## Purpose of this RFQ & Scope of Services

The purpose of this Request for Quotes (RFQ) is to identify a qualified entity to deliver an occupational training program focused on building, construction, skilled labor, and related areas of work. The selected applicant will deliver one cohort of the training to support the Pittsburgh Airport Terminal Modernization Project (TMP), in close coordination with P4W, PA CareerLink®, and the Allegheny County Airport Authority (ACAA). The selected applicant must be flexible and responsive to the needs of P4W and ACAA, potentially adjusting the proposed program accordingly.

Period of Performance. The training cohort will likely begin in February 2024 and should conclude in March or April 2024, depending on the program model proposed by the successful applicant and subsequent discussions with P4W and ACAA. A short-term training program is sought that can be delivered in a timeframe of four to eight weeks.

Participants. The training cohort will include 15 to 20 participants. Recruitment of participants will be jointly conducted by the selected applicant, PA CareerLink®, P4W and ACAA; however, the selected applicant will be ultimately responsible for recruitment.

Place of Training. The selected applicant will deliver the proposed program on the site of the Pittsburgh Airport Terminal Modernization Project (TMP). Space will be provided to the selected applicant to deliver the proposed program, including a combination of classroom-type space and on-the-job accommodation for participants to actively observe TMP development. Specific materials and equipment needed to implement the proposed program must be provided by the selected applicant.

Pre-Apprenticeship. The proposed program must be a registered pre-apprenticeship or possess the key characteristics of a registered pre-apprenticeship, including proven connections with apprenticeships and union opportunities, and obtainment of industry-recognized credentials.

Placement. The proposed program must be well aligned with quality job opportunities that provide family-sustaining wages to participants. Preference will be given to proposals that include evidence of employer commitments or guarantees to hire individuals who complete the program.

Supportive Services. The selected applicant must provide or facilitate access to supportive services and resources to help

enable trainees to effectively participate in training. If the proposed program includes stipends or certification fees, the selected provider must include related costs in proposed pricing. ACAA may make onsite childcare available to participants, which is a cost that should not be included in proposed pricing.

PA CareerLink®. Staff of PA CareerLink® Pittsburgh will conduct eligibility and suitability determinations for all participants of the training cohort. The successful applicant must coordinate closely with PA CareerLink® to facilitate the eligibility and suitability process effectively.

Data Management and Reporting. The selected applicant will be required to track and produce data related to trainee enrollment, participation, compliance, progress, outputs and outcomes. P4W will work with the selected applicant to determine the frequency and specific deadlines for sharing such data.

### **Anticipated Award, Budget, and Payments**

P4W expects to award one contract for the training cohort that defines a cost per participant and in total, ranging from \$90,000 to \$140,000 in total value to train 15 to 20 individuals, with payments based on participant progress in training.

Payment will be made to the selected applicant based on a fixed cost per participant basis, made available through two separate payments. At the start of the training program, the applicant may invoice for 50% of the per participant cost for each enrolled participant who begins the training program. The applicant 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.

### **How to Apply**

Interested and qualified applicants must submit their quotes in the format as specified below by January 5, 2024, at 11:59 PM ET to [rfp@partner4work.org](mailto:rfp@partner4work.org).

**1. Cover Sheet** - See Exhibit A.

**2. Executive Summary** (1-page maximum). Overview of the organization's qualifications and alignment with the services sought by this RFQ. Concise description of the proposed program. The per participant cost and total amount of funding requested.

**3. Proposed Training Program** (2-page maximum). Major components of your proposed program, including training structure, any prerequisites, curriculum, supportive services, timeline, credentials earned, and any other factors needed for an adequate understanding of the proposed program. Occupations and specific jobs aligning with the program and available to graduates of the program. Past performance specific to the proposed training program, including data related to program participation, completion, job placement, and wages. Staffing plan for key positions supporting your proposed program, including titles, basic roles, responsibilities, and level of effort.

**4. Program Costs** (2-page maximum). 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. 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.

## Review and Selection Process

A quote review committee will review and score quotes according to the required content described in the How to Apply section with attention to clarity, completeness, and quality.

## Review Timeline

- Release of Request for Quotes: December 22, 2023
- Quotes/Bids Due: January 5, 2024, 11:59 PM ET
- Selection: January 2024
- Contract Start Date: January 2024

## Questions

Questions or requests for additional information must be made in writing to [rfp@partner4work.org](mailto:rfp@partner4work.org).

## Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Quotes (RFQ) 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 RFQ and/or consider the funding of proposals not initially funded under this RFQ at a later date.
- No costs will be paid for 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 RFQ 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 RFQs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to bidders under this or subsequent RFQs.
- All programs and activities are designated as equal-opportunity. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFQ.
- 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 Quotes 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 [Unique Entity ID](#) : \_\_\_\_\_

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.

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit(*if applicable*)
- Certificate of Worker's Compensation Insurance(*if applicable*)
- 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