

Request for Proposals

For the period of November 1, 2020 to June 30, 2021

Training Eligibility Services:

Seeking provider to conduct eligibility, enrollment, and related services for individuals in Pittsburgh and Allegheny County pursuing industry-recognized training programs

Proposals Due:
October 27, 2020 EDT

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
September 28, 2020 EDT

Any agreement(s) resulting from this RFP may be funded through:

- WIOA National Dislocated Worker Grant Program, via Partner4Work as the grant recipient, provided by the US Department of Labor (USDOL). Federal Award Id. No. (FAIN): DW-32582-18-60-A-42. CFDA #: 17.277 – WIOA National Dislocated Worker Grants / WIA National Emergency Grants (NEGs). Project Title: Trade and Economic Transition National Dislocated Worker Grants. Total grant value: \$7,845,563.
- WIOA Adult, Youth, and Dislocated Worker grants provided by USDOL. CFDA # 17.258 (WIOA Adult), 17.278 (WIOA Dislocated Worker), and 17.259 (WIOA Youth).
- 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. CFDA #: 93.558.

Any organization awarded a contractual agreement resulting from this RFP must comply with all applicable regulations and the terms and conditions of the grant provided by USHHS or USDOL. Please note that the total grant value is dispersed to a variety of partner agencies.

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

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

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GENERAL INFORMATION

This section describes the purpose and context of this RFP, important details regarding the services and stakeholders related to this RFP, and characteristics of any agreements that may result from this RFP.

Purpose of this RFP

TRWIB, Inc. (dba "Partner4Work") is issuing this RFP to identify one or more qualified agencies to conduct eligibility, enrollment, and suitability determinations for individuals in Pittsburgh and Allegheny County seeking participation in industry-recognized training programs. The successful applicant(s) will not be providing training services directly, but will work with a network of career service and training providers approved by P4W to connect individuals to various public and private workforce development funding, via P4W, to support participation in training programs. P4W separately solicits and selects training providers to conduct industry-recognized training programs for participants, with whom the selected applicant must accept referrals from and coordinate with closely. Interested applicants must be highly familiar with and have experience applying the rules and regulations of the public workforce development system, including the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), and other, similar programs. Interested applicants must have expertise in using the Commonwealth Workforce Development System (CWDS). The period of performance for any agreements resulting from this RFP is expected to be November 1, 2020 to June 30, 2021, with the possibility for subsequent renewal at Partner4Work's discretion.

About Partner4Work

Partner4Work (P4W) is the Workforce Development Board (WDB) for Allegheny County and the City of Pittsburgh. We connect funding, expertise and opportunities to develop a thriving workforce in the Pittsburgh region. Nationally recognized for innovation, P4W delivers workforce development solutions to meet the current and future needs of businesses and job seekers by:

- Providing labor-market insights to help employers and policy-makers make informed decisions.
- Bridging the gap between job seekers and businesses in need of talent.
- Preparing young adults for their career paths.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, P4W offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, P4W is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

P4W helps provide adult and young job seekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. P4W opens the door to career opportunities.

Providing community organizations with resources to make an impact

P4W proudly partners with numerous organizations in Allegheny County and the City of Pittsburgh to provide opportunities for job seekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the WDB for Allegheny County and the City of Pittsburgh, P4W has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Allegheny County and the City of Pittsburgh.

Population to be Served

The selected applicant will serve residents of Allegheny County and the City of Pittsburgh, referred through a network of career service and training providers approved by Partner4Work. Referring agencies will represent a broad range of locations, age groups, specialty populations, and types of services delivered. As such, the successful applicant must have

demonstrated success in working with diverse populations and partners across various workforce development and human service programs.

Anticipated Award

Partner4Work (P4W) anticipates a total of \$80,000 available to support agreements resulting from this RFP, for the period beginning on November 1, 2020 and ending on June 30, 2021, with awards made to one or more successful applicants for the full range of services described in this RFP. P4W will consider annual renewal of the initial agreement(s) based on need, funding availability, and performance. P4W expects to blend funding from various public and private workforce development programs at its discretion to support any agreements resulting from this RFP. The specific sources and proportion of funding will depend on the eligibility and training suitability determinations made by the successful applicant, including but not limited to Temporary Assistance for Needy Families (TANF) - Youth, WIOA Adult and Dislocated Worker, National Dislocated Worker Grant, Community Service Block Grant, and other programs overseen by P4W and its affiliated partners.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. This means your organization must have the financial capacity to pay all program costs up front. P4W will require an invoice, proof of expenses, and required documentation to process a reimbursement. P4W will only reimburse the provider for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance,¹ WIOA and TANF regulations.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law, and in business for at least three years. 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. 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 (P4W) are ineligible to apply. See Appendix A for more information on administrative requirements for selected applicants.

Applicants must be current subrecipients of WIOA Adult and/or Dislocated Worker funding and have demonstrated experience in successful administration of high-quality workforce development services similar to those described in this RFP.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. P4W requires assurance that the selected applicant's performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If P4W determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

The selected applicant will work with a network of career service and training providers to connect individuals in Pittsburgh and Allegheny County with funding to support participation in industry-recognized training programs. The selected applicant must have the capacity to deliver the services described herein to at least 100 individuals annually.

¹ See OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

1. SERVICE DELIVERY

a. Referral

Individuals seeking participation in industry-recognized training programs will be referred to the selected applicant from a network of career service, human service, and training providers approved by P4W. The selected applicant will work closely with referral partners to maintain open communication, ensure a steady flow of referrals, and provide technical assistance regarding making effective referrals.

b. Eligibility & Suitability

Upon receiving a referral, the selected applicant will interview and assess individuals for eligibility and training suitability related to a range of workforce development programs and funding streams, including Temporary Assistance for Needy Families (TANF) - Youth, WIOA Adult and Dislocated Worker, National Dislocated Worker Grant, Community Service Block Grant, and other programs overseen by Partner4Work (P4W) and its affiliated partners. The selected applicant must understand the rules and regulations of various public workforce development programs to effectively make eligibility and suitability determinations. The selected applicant will work closely with P4W to understand funding availability, making eligibility and suitability determinations accordingly.

Determining training suitability involves establishing an individual's level of need and qualification related to participating in their desired training program, among other factors, including but not limited to considering alternative career approaches, likelihood of gainful employment upon completion, and alignment with an individual's established career pathway. The selected applicant must understand and apply the definitions and requirements of suitability specific to the workforce development funding streams made available by P4W. For individuals deemed not suitable or ready to participate in training, the selected applicant will make every effort to assist individuals in planning activities that could increase their suitability and readiness, including referral to programs serving youth and young adults funded by P4W.

The selected applicant will maintain decision making authority for all participant eligibility and suitability determinations related to the services described in this RFP.

c. Enrollment

Depending on an individual's enrollment status in workforce development programming upon referral, the selected applicant may need to enroll individuals in the program expected to support their training experience financially. As such, the selected applicant must understand and apply the process and requirements of enrollment for various workforce development programs overseen by P4W, including records management and data entry in required information systems.

d. Training Consultation

While engaging individuals seeking industry-recognized training programs, the selected applicant will act as an occupational training specialist and provide counseling and information on local training opportunities, related career pathways, and effective training preparation and participation practices. When needed and appropriate, the selected applicant will facilitate the training selection and application process with individuals. To perform quality training consultation services, the selected applicant must be familiar with local training providers, training programs, important trends, and other factors related to effective decision-making and training participation for interested individuals.

The selected applicant will develop, host, and maintain a publicly available calendar of training program start and end dates, in close collaboration with project stakeholders, including other agencies selected through this RFP. The calendar must include a comprehensive selection of training programs commonly pursued by participants or promoted by P4W and its partner agencies.

e. Career Services

The selected applicant will provide basic career services depending on the need, skills, and abilities of individuals referred. The decision to provide career services and type of career services provided should be specific to the individual and their desired training program and must be coordinated with the referring agency to reduce duplication of services. Basic career services may include but are not limited to:

- Training in soft skills such as punctuality, personal maintenance, and professional conduct;

- Provision of information and assistance regarding the labor market and unemployment compensation;
- Career planning using a career pathway approach, job searching, job coaching, and job matching services;
- Job placement and retention services.

f. Case Management & Supportive Services

The primary services delivered will be related to training eligibility, suitability, and consultation; however, the selected applicant will provide case management and supportive services to individuals, as needed, toward the goal of effective admission into and participation in their desired training program. Supportive services involve identification of and efforts to address barriers to training participation and employment. The level of support needed may depend on an individual’s existing connection with other career or human service agencies already providing such support. When appropriate to provide case management and supportive services, the selected applicant will engage individuals at a meaningful frequency, including helping to coordinate participation in training programs and maintaining close communication with training providers throughout the duration of training.

The selected applicant will employ effective strategies to address individuals’ barriers to training participation and employment or connect individuals with supportive services, as appropriate. To do so, the selected applicant must maintain an effective referral network of service agencies and provide information related to such services and assistance, including but not limited to child care, child support, medical assistance, the Supplemental Nutrition Assistance Program (SNAP), the Earned Income Tax Credit, Temporary Assistance for Needy Families (TANF), transportation, tax preparation, mental and behavioral health services, financial counseling, housing assistance and other supportive services, as appropriate.

g. Follow-up Services

The selected applicant will provide follow-up services for individuals who have completed their training program or gained employment. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; and referral to supportive services. Follow-up services must include more than just an attempted contact.

2. LOCATION/SPACE

The selected applicant will ensure all services are made available to individuals and partner agencies in a safe, convenient, and accessible location that promotes full participation in the program. The selected applicant must also ensure participants have reasonable access to services where they are. Depending on the status of COVID-19 guidelines governing in-person interaction and work-related safety, the selected applicant may have to provide all services to individuals virtually. Regardless of COVID-19 status, the selected applicant will strive to deliver services to individuals remotely to the maximum extent possible.

3. COVID-19

P4W is committed to ensuring programs are equipped and prepared to operate safely. In delivering the services described in this RFP, the selected applicant must follow all federal, state, and local regulations regarding health and safety, including but not limited to the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allegheny County Health Department. The selected applicant must establish and maintain a plan to address all operational and programmatic considerations related to COVID-19 or other outbreaks and emergencies, including providing adequate protective equipment and other preventative measures, having a plan for swift action for containment or mitigation, social distancing and limitations on large gatherings, specific protections for vulnerable populations, and any other considerations defined federal, state, and local regulations and P4W.

4. PARTNERSHIPS

Effective delivery of services requires the selected application to readily embrace collaboration with partner agencies. The selected applicant will work closely with P4W to coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by P4W. The selected applicant will ensure effective communication with and provide customer service to all agencies referring individuals seeking participation in industry-recognized training programs.

P4W separately solicits and selects training providers to conduct industry-recognized training programs for participants, with whom the selected applicant must accept referrals from and coordinate with closely. The RFP used to solicit and select training programs eligible to participate in the activities described herein can be found here: <https://www.partner4work.org/document/request-proposals-industry-recognized-training-pipeline/>

5. STAFF QUALIFICATION

The selected applicant must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by P4W. Staff are required to maintain current knowledge and expertise in the following:

- Career counseling and customer service best practices;
- Labor market information, including characteristics of supply (labor) and demand (employers);
- Initiatives, programs and services of P4W and the broader workforce development system;
- Availability of industry and employer-recognized training and educational programs and opportunities;
- Impact of trauma and poverty on job seekers and related interpersonal strategies;
- Local resources and services to assist individuals facing barriers to employment;
- Culturally competent service delivery.

6. PERFORMANCE INDICATORS & GOALS

P4W will utilize performance indicators that measure the selected applicant's ability to accept referrals from partners, make referrals to partners, complete eligibility determinations and program enrollments, and support successful completion of training programs. A selection of indicators that will apply to any agreements resulting from this RFP is included below. P4W will track the selected applicant's performance across these indicators and utilize the results to create baseline goals and make future funding decisions. P4W reserves the right to add any additional indicators or goals for the selected applicant.

- Number and success rate of referrals to and from the selected applicant
- Time from referral to eligibility/suitability determination and enrollment
- Percentage of enrolled individuals who begin and complete training
- Quality of and access to training program information
- Feedback from partner agencies and individual participants
- Quality and accuracy of data management and reporting

In addition to these indicators, P4W will assess the impact of the selected applicant's efforts on the broader goals of workforce development programs supporting the services procured by this RFP, which include job placement, job retention, and educational achievement.

Poor Performance: In the event the selected applicant's performance is unsatisfactory, P4W will work with the selected applicant to improve performance; however, especially in cases of chronic underperformance, P4W may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected applicant.

7. DATA MANAGEMENT & REPORTING

The selected applicant must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications. The selected applicant is required to provide P4W with timely reports and supporting documentation that clearly demonstrate program enrollment, participation, progress, outputs, and outcomes. P4W will work with the selected applicant to understand data management and reporting requirements, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of P4W.

The selected applicant will be required to use the Commonwealth Workforce Development System (CWDS) to track participant information and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing CWDS. P4W will

require the selected applicant to utilize other data management systems or reporting, in addition to CWDS. P4W will use data from CWDS, as well as data collected from other sources, to determine program compliance and evaluate performance of the selected applicant. The selected applicant will maintain internal protocols for uniformed and detailed case notes to ensure clear and consistent tracking and documentation. The selected applicant will participate in quality and compliance activities, as well as regular meetings and review of performance reports, and other written reports when requested.

8. RECORDS & DOCUMENTATION

The selected applicant must retain, secure and ensure the accuracy of all program files and records, in compliance with federal and state regulations and P4W's record retention requirements. Case files are the property of P4W and must be retained for seven years after P4W reports final expenditures to the funding source. The selected applicant must allow P4W and representatives of other regulatory authorities access to all program-related records, materials, staff, and participants.

The selected applicant is 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 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 may have access to this information only on a "need to know" basis. The selected applicant 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.

9. MONITORING & EVALUATION

P4W is responsible for all levels of program monitoring, compliance and evaluation for the services described in this RFP. The selected applicant will be required to keep good records and collect data that will help P4W comply with such requirements and sustain highly effective workforce development programming.

P4W will monitor, evaluate and provide guidance and direction to the selected applicant in the conduct of services. P4W has the responsibility to determine whether the selected applicant has spent funds in accordance with applicable laws and regulations, including federal audit requirements, and will monitor the activities of the selected applicant to ensure such requirements are met. P4W may require the selected applicant to take corrective action if deficiencies are found.

The selected applicant will permit P4W to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, and funding source guidelines, and the selected applicant agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. The selected applicant understands that all books and records pertaining to any agreement resulting from this RFP including payroll and attendance records of participating employees, are subject to inspection by P4W, federal or state agencies and others for auditing, monitoring or investigating activities pursuant to any agreement resulting from this RFP.

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by October 27, 2020 at 5:00 pm EDT to rfp@partner4Work.org. Emails must have the subject line "Training Eligibility Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 11-point, Calibri font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity and expertise needed to meet the required standards:

1. **Cover Sheet** – Use template provided. (See P4W webpage for this RFP)
2. **Executive Summary** – Include each of the following: (maximum 1 page)
 - a. Overview of the organization’s qualifications and alignment with the services sought by this RFP.
 - b. Concise description of the proposed program.
 - c. The total amount of funding requested.
3. **Organization Description** – Describe each of the following for your organization: (maximum 1 page)
 - a. Basic organizational description, including but not limited to year established, legal status, mission, principal programs and services, annual budget and number of full-time staff.
 - b. Past experience in managing programs similar to that described in this RFP, including related performance. P4W reserves the right to consider previous performance data from workforce development programs.
 - c. Administrative and fiscal capacity, including your organization’s ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce quality reports.
4. **Program Description** – Use this section to establish how you will meet all the standards, expectations, and desired outcomes found in this RFP, with attention to each of the following items: (maximum 4 pages)
 - a. Service delivery approach describing how you will meet the required service standards defined in section one of the Statement of Work. Your proposal should demonstrate the ideas, resources, and experience your organization will apply to effectively support individuals’ enrollment, participation, and completion of industry-recognized training. Be sure to address how you will manage the complication of working within multiple workforce development programs and funding streams.
 - b. Staffing plan for program-related, administrative and executive positions that will support the program, including titles, basic roles, responsibilities, and level of effort. P4W encourages applicants to ensure all staff members employed through any agreements resulting from this RFP receive a salary or wage of at least the P4W self-sufficiency wage.
 - c. Location of the program, including characteristics of the space, and how location and space will provide access and support effective service delivery to program participants. Include strategies to ensure participants may also be served remotely and in neighborhood-based locations. Also address the COVID-19 pandemic and contingency plans you will use if public health guidelines restrict in-person service delivery.
 - d. Partnership management approach describing how you will collaborate, coordinate and establish strong relationships with referring agencies and other important stakeholders defined in this RFP. Be sure to address how you will promote and facilitate referrals to and from the program.
 - e. Performance management approach describing how you will meet the performance standards required by this RFP. Be sure to address how you will track performance and regularly communicate status of required standards and goals. If you are a provider who has not met performance goals of any prior P4W contracts, address how you will ensure goals are met for this program.
 - f. Administrative approach describing how you will utilize the fiscal, informational, and technological capacity of your agency to carry-out the work described in this RFP, including the administrative requirements described in Appendix A. Be sure to also address your approach to information management and handling of client data and documentation.
 - g. Any other services, programs, or resources you will offer participants, if applicable, and any funds or resources you plan to leverage in support of your proposed program, if applicable.
5. **Budget** – Provide a budget including all program and administrative costs, using the required budget template provided (see P4W webpage for this RFP). All costs must be reasonable and 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. Effective budgets will enable the proposed program to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. See Appendix B for further guidance regarding the budget and budget narrative.

6. **Budget Narrative** (maximum 1 page) – Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated, and justifies the need for all costs in meeting contract requirements. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. See Appendix B for further guidance regarding the budget and budget narrative. If your proposal includes leveraged resources of your organization or another organization, use the budget narrative to describe the actual or estimated value of the leveraged resources.
7. **Attachments** – Letters from community agencies, businesses or other institutions attesting to your ability to serve customers, achieve deliverables, and meet performance goals similar to those required by this RFP.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by P4W for completeness and compliance with this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other P4W staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	30 points
4. Program Description	50 points
5 & 6. Budget & Budget Narrative	20 points
7. Attachments	May support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP:	September 28, 2020
Proposal due date:	October 27, 2020 by 5:00 PM EDT
Questions regarding this RFP due:	October 15, 2020 by 5:00 PM EDT
Answers to questions provided by P4W:	October 20, 2020 by 5:00 PM EDT
Selection of provider:	Late October 2020

Questions

All questions or requests for additional information must be made in writing to rfp@partner4work.org by 5:00 PM EDT on October 15, 2020. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after 5:00 PM EDT on October 15, 2020 will not be answered. P4W intends to post answers to questions submitted by interested parties no later than October 20, 2020 by 5:00 PM EDT.

Disclaimers

- This Request for Proposals (RFP) 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 RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- 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 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 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.
- 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/>.

Appendix A – Administrative 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 on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of 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.

Links to Relevant Fiscal and Program Policies and Regulations

[2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

[Pennsylvania Workforce System Policy 3-2015 Financial Management Policy](#)

[Pennsylvania Solicitation of Funds for Charitable Purposes Act](#)

[Workforce Innovation and Opportunity Act](#)

[US Dept of Labor Employment and Training Administration WIOA Related Advisories](#)

[Pennsylvania Dept of Labor and Industry Workforce System Directives](#)

Appendix B – Budget Narrative Instructions

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

Use the following guidance for preparing 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 time devoted to the project, the amount of each position's salary funded by the grant, 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 we are able to determine whether the costs are necessary, reasonable and allocable. List any item, such as stipends or incentives, 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. Participant support costs are defined below.

2 CFR 200.75 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, 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>.