

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Request for Proposals

**Business-Education Partnership:
Building a Pipeline Through Early Exposure and Career Exploration**

Proposals Due:
August 17, 2018
5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
July 23, 2018

Purpose of this RFP

Partner4Work is pleased to issue this Request for Proposals (RFP) for the Business-Education Partnership: Building a Pipeline Through Early Exposure and Career Exploration grant. Lead applicants must either be Career and Tech Centers (CTCs), intermediate units, or other intermediaries serving students in Pittsburgh or Allegheny County. Programming will begin in August 2018 and must end by June 30th, 2019.

Why focus on Career and Technical Education?

As middle skill job growth and replacement needs outpace the supply of qualified workers, the preparation afforded by career and technical education while in high school pays substantial dividends for the region. With this grant, Partner4Work looks to build upon past successes through Career Fairs and Career Symposia to increase early career exploration for current Career and Technical Education (CTE) students and younger students throughout Pittsburgh and Allegheny County.

This program year, Partner4Work is also looking to take the next step forward, creating partnerships that effectively link area businesses with schools and expanding upon District 339 plans for the best effect of youth and businesses in the region.

We are seeking proposals for two types of models. Proposals may include one or both of the following models:

1. *Services to Students: Career Fairs and Symposia*

Proposals should include plans for Career Fairs or Symposia for current CTE students and/or youth in elementary, middle, and high school. These Career Symposia should include participation from current CTC students, working professionals, and representatives from post-secondary institutions, including community colleges and training providers to demonstrate the wide range of career options available to achieve success. Symposia will be industry focused and will allow for interaction between students and professionals throughout the day, through keynotes, panel discussions, and one on one interaction.

This program year Partner4Work is looking for growth. Proposals should include plans to partner with other CTCs and other educational organizations to better reach students, reduce administrative costs, and leverage additional business connections. This work should create and expand upon school to work linkages for area businesses and schools and identify ways to leverage and expand upon District 339 plans. The successful bidder will leverage external funding as a match for programming.

2. *Services to Schools: Build Career Resources for Schools*

District 339 plans represent great opportunity for career readiness. To ensure that these plans are implemented to the best effect for youth and that business outreach is coordinated where possible, Partner4Work seeks a coordinator for school-

business connection. The successful bidder will leverage external funding as a match for programming

Throughout the program year, the successful bidder will build connections with schools and businesses and implement a plan to:

- Connect businesses with schools throughout Allegheny County through outreach, the creation of internships, mentoring opportunities, and other opportunities for youth from K-12.
- Shape and market school to work opportunities.
- Develop resources to support school districts working toward the Career Readiness Indicator.

Target Population to be Served:

Career Fair programs must serve youth living in the City of Pittsburgh or Allegheny County that are currently enrolled in school. For programs procured through this RFP, participants are not required to document family income or eligibility to work in the US, but programs will need to report on total numbers of youth impacted through the funds. Partner4Work will prioritize funding proposals targeted to serve young adults with barriers to employment. Career Resource programs should serve multiple school districts throughout Allegheny County.

Successful bidders will prioritize schools with a high percentage of students eligible for free and reduced lunch.

Timeline:

Issuance of RFP:	July 23, 2018
Proposal Due Date:	August 17, 2018
Review and Selection of Proposals:	August 17, 2018 to August 24, 2018
Contract Start:	August 31, 2018
Program Completion:	June 30, 2019

Anticipated Award

Partner4Work plans to award approximately \$40,000 for the period of August 2018 to June 30, 2019. We anticipate funding more than one contract, but reserve the right to fund one or no contracts.

Performance Standards

We expect that at least 1,500 students will be served through the programs procured through this RFP. We look to you to propose additional performance standards in your application, including the number of students and/or school districts you would plan on serving, businesses engaged, and other outcomes.

Who can apply?

Lead applicants must be a Career and Tech Center based in the City of Pittsburgh or Allegheny County, an Intermediate Unit, or other educational intermediary. Partnerships should include education providers and businesses where possible.

Program Management and Compliance

We count on our providers to deliver quality services, keep good records, and collect data that will help us continue to grow this initiative. Partner4Work is responsible for all levels of program monitoring, evaluation, and reporting on funded activities. Funded providers are required to determine eligibility of program participants, collect and report on demographic and other data, and provide Partner4Work with timely reports and supporting documentation that clearly demonstrate participant enrollment, participation, progress, outputs, and outcomes. Partner4Work will work closely with the funded provider to understand reporting requirements and program procedures.

This program will be a cost reimbursement program. This means that your organization must have the financial capacity to pay all program costs up front. We'll require an invoice, proof of expenses, and required documentation in order to process a reimbursement. Partner4Work will only reimburse providers 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 and WIOA regulations.

How to Apply: Proposals must clearly demonstrate the respondent's ability to provide the requested services. *Proposing organizations may submit for either or both program models. Proposals should be clearly marked with the type of program proposed and should clearly delineate between models.* In order to simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

- (1) **Cover Sheet (5 points): Use attached form**
- (2) **Organization Description (5 points)**
 - a. Proposals should be clearly marked with the type of
 - b. If a CTC is the lead applicant: the programs of study (POS) offered by the school, including enrollments in each for each of the last three years.
 - c. For CTCs, IUs, or educational intermediaries: The school districts served by the organization; including those with the strongest working relationships and evidence of that work.
 - d. Administrative capacity, including but not limited to your organization's ability to produce timely and accurate program reports, and provide fiscal support and oversight.
- (3) **Program Description (50 points).**

Describe each of the following for your proposed program:

- a. Proposed program model, including the population(s) you plan to serve and how you will meet the program requirements described in this RFP. Be clear on partners, their roles, and expertise. Be sure to address how you will:
 - i. **Services to Students: Career Fairs and Symposia**
 - 1. Recruit school and business partners.
 - 2. Create Career Fairs or Symposia that are meaningful and create lasting impact, or create a school to work pipeline.
 - 3. Partner with other organizations to better reach students, reduce administrative costs, and leverage additional business connections.
 - ii. **Services to schools: Career Resources for Schools**
 - 1. Recruit schools and business partners to make partners
 - 2. Plan to create internships, mentoring opportunities, and other opportunities for youth from K-12.
 - 3. Develop resources to support school districts working toward the Career Readiness Indicator.
 - 4. Shape and market school to work opportunities.
- b. Performance goals, including targets for numbers of schools, students, and businesses served, and optional performance standards, if applicable. If you are a provider who has not met performance goals of any prior Partner4Work contracts, address how you will ensure goals are met for your proposed program. Also, be sure to describe how you will collect and track data related to these performance goals.
- c. Timeline illustrating the major activities and services of the proposed program. All activities must be completed by June 30, 2019.
- d. Staffing plan for both program-related and administrative positions, including basic roles, responsibilities, and level of effort.
- e. Any other services, programs, or resources you will offer participants,

(4) **Budget (15 points)**

- a. Budget for all program related and administrative costs. All costs must be allowable according to applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations. No more than 10% of budget can be spent on admin expenses.
- b. Narrative that justifies the budget and describes the purpose and calculation of each line item.
- c. Budget justification should include leveraged funds and explanation whether they are pending or committed. Priority will be given to proposers with leveraged funds.

(5) **Attachments (25)**

- a. Letters from community agencies, businesses or other institutions demonstrating support or commitment.

- b. Memorandums of Understanding (MOUs) with businesses, PSE institutions, or other employers.

Submission Process: Proposals must be received by Partner4Work no later than 5:00 P.M., Friday, August 17, 2018. Please submit the proposal in a pdf document via email with the subject line marked “(Name of Organization) - Proposal for Business-Education Partnership Experience” to youth@partner4work.org.

Late proposals will not be accepted.

Questions: All questions or requests for additional information must be made in writing to youth@partner4work.org. Oral questions will not be accepted. Responses will be publicly posted on the Partner4Work website at <https://www.partner4work.org>.

Provisions & Disclaimers:

1. All solicitations are contingent upon availability of funds.
2. Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. Partner4Work, reserves the right to delay, amend, reissue or cancel, all or any part of this Request for Bids at any time without prior notices.
4. Partner4Work reserves the right to modify the Request for Bids process and timeline.
5. Partner4Work reserves the right to waive informalities and minor irregularities in proposals received.
6. This Request for Proposals does not commit Partner4Work to award a contract.
7. Partner4Work may select a firm based on its proposal received, without discussion of the proposal.
8. Partner4Work retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits before a contract award.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
11. 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.

12. The submission of the proposal warrants that the costs quoted for services in response to the Request for Bids are not in excess of those that would be charged to any other individual for the same services performed by the bidder.

13. Applicants are advised that most documents in Partner4Work's possession are considered subject to disclosure.

14. Partner4Work will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals. By submitting a proposal, interested individuals or firms grant Partner4Work the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.

Attachment A: Proposal Cover Sheet

A. Contact Information

Organization Name: [Click here to enter text.](#)
 Address: [Click here to enter text.](#)
 City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: xxxxx
 Principal Contact Person: [Click here to enter text.](#) Title: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Fiscal Contact Person: [Click here to enter text.](#) Title: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Executive Director: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Has your organization partnered with Partner4Work before? Yes: No:

Type of program proposed? Services to Students
 Services to Schools

B. Legal Information

Is your organization incorporated? Yes: No:
 Type of organization: For-profit Non-Profit:
 Federal Employer Identification Number (FEIN): [Click here to enter text.](#)
 If not incorporated, name the legal entity that will act as a fiscal and administrative agent:
 Organization Name: [Click here to enter text.](#) Contact Person: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)

C. Short Executive Summary *(this information may be published if program is funded – max 100 words)*

[Click here to enter text.](#)

D. Leveraged Funds Please list all other sources of funding that will support your proposed summer youth employment program.

Funder	Amount	Are funds secured or pending?
Total Leveraged Funds:		

Our organization understands that Partner4Work operates on a reimbursement model and we are prepared to front all costs related to this program. Initial: _____