



The Workforce Development Board for the Pittsburgh Area

Request for Bids

Post-Secondary Navigator

Bid Due:
August 8, 2017, 5 PM

Partner4Work
Formerly Three Rivers Workforce Investment Board
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
July 28, 2017

Partner4Work, formerly Three Rivers Workforce Investment Board (3RWIB), is excited to issue this Request for Bids (RFB) for a college navigator to help assist young adults age 14-24 currently enrolled in Partner4Work funded programs connect with post-secondary opportunities through June 30, 2019. A ten-month contract will be awarded through June 30, 2018, with an option to extend for an additional year.

How can you partner with us?

This funding must connect young adults enrolled in Partner4Work year-round in-school and out-of-school programs with post-secondary opportunities and public and private funding (e.g. Pell grants, private scholarships, other financial aid). Successful bidders will act as a liaison between young adults on the cusp of earning their GED or high school diploma and post-secondary educational institutions.

Successful bidders will not need to determine eligibility for Partner4Work funding, but should bring considerable knowledge of post-secondary offerings locally and deep connections with those programs. Programs will be expected to provide individual and group college and career counseling, assistance with the admissions and financial aid process, and regular communication with Partner4Work and its providers regarding participant progress. After admission, programs are expected to connect Partner4Work young adults with tutoring and other supportive services offered by the educational institution. Success in this program will be measured by increase in young adults connected with post-secondary options, financial aid secured for young adults, connections between systems, and other factors.

Who can apply?

Schools, school districts, and nonprofit organizations are eligible to apply.

How to Apply

Proposals must be submitted by **Tuesday, August 8, 2017 at 5:00 PM** to youth@partner4work.org. Emails should have the subject line "[Organization name] Post-Secondary Navigator proposal". Proposals should contain the following information:

- (1) **Cover Sheet (5 points)**
 - a. Name of organization
 - b. Primary contact name, address, phone number and email address
 - c. Proposed total budget
- (2) **Who are you? (25 points)**
 - a. What does your organization do? What do you pride yourselves on?
 - b. Do you have a history of connecting young adults with barriers to employment with post-secondary education? If so, what is it? If not, what makes you qualified to do this work?
 - c. What is your connection to post-secondary institutions in our region?
- (3) **What's your plan? (50 points)**
 - a. How will you connect with the programs serving young adults that we fund and the youth they serve? Partner4Work will make the initial connections, but the successful bidder will have a proactive plan for youth and partner engagement.

- b. To which post-secondary training providers will you connect young adults? Which occupational skills training programs will you focus on connecting youth to?
 - c. What services will you provide to the young adults to ensure successful post-secondary matriculation?
 - d. How will you measure success?
 - e. What is the staffing plan for this project?
- (4) **How much is this going to cost? (20 points)**
- a. Making a difference costs money. How much do you need? What will you spend it on?

Review Process

The Partner4Work Review Committee will review proposals based on the requirements outlined above.

Questions or Requests

We get federal money, so we have to follow federal rules. All questions or requests for additional information must be made in writing to youth@partner4work.org. Answers will be posted at www.partner4work.org for all the world to see. No questions will be answered after 12:00 pm on August 4, 2017.

Timeline:

August 8, 2017 5:00 PM:	Proposals due to Partner4Work. Late submissions will not be considered.
August 15, 2017:	Partner4Work Review Committee selects participating organizations.
August 15-September 1, 2017:	Contracting
September 1, 2017-June 30, 2018:	College navigator activities to be conducted and concluded.
July 1, 2018-June 30, 2019:	Optional extension at the discretion of Partner4Work.

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 waive informalities and minor irregularities in the proposals received.
- (4) This Request for Bids does not commit Partner4Work to award a contract.
- (5) 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.
- (6) Partner4Work retains 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.
- (7) No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
 - (8) 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.
 - (9) 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.
 - (10) 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.
 - (11) Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure.
 - (12) All funded programs are subject to monitoring and a third-party evaluation.