

Request for Proposals

For the period of April 1, 2019 – September 30, 2020

GenRegen

National Dislocated Worker Grant Trade and Economic Transition

Proposals Due:

March 8, 2019

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:

February 8, 2019

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

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

Any agreement resulting from this RFP will be funded through the 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. 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 USDOL.

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GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

About Partner4Work

Partner4Work (P4W) is the Workforce Development Board (WDB) for Pittsburgh and Allegheny County. 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. Through collaboration with 100+ partners, P4W connects more than 60,000 adults and more than 8,000 young adults to training and employment opportunities each year. We help employers, job seekers, public agencies and policymakers 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 more than 80 organizations in Pittsburgh and Allegheny County 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 Pittsburgh and Allegheny County, P4W has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County.

Purpose of this RFP

Partner4Work (P4W) has been awarded a regional Trade and Economic Transition National Dislocated Worker Grant (DWG) from the U.S. Department of Labor (USDOL) referred to as GenRegen. P4W is issuing this Request for Proposals (RFP) to identify a primary provider of recruitment, enrollment, career services and case management for 113 dislocated workers in Pittsburgh and Allegheny County. Specifically, the focus will be on those who have been recently dislocated, mature dislocated workers (55+), dislocated workers with less than a

high school diploma, and underemployed workers previously dislocated because of automation. The period of performance is expected to be April 1, 2018 through September 30, 2020.

We are seeking an organization that has experience in serving dislocated workers and can implement primary service delivery of the GenRegen Program in an accessible location, providing recruitment, enrollment, high-quality case management, supportive services, and career services. The selected provider will also coordinate participation in and administration of registered apprenticeships, training programs, and on-the-job training opportunities as determined by P4W.

Overview: WIOA Trade and Economic Transition National Dislocated Worker Grant (DWG)

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers and other stakeholders in the United States, primarily administered by the U.S. Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Please visit the USDOL website at www.doleta.gov/WIOA/Overview.cfm for a more thorough overview of WIOA. All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of WIOA and all its implementing guidelines; the selected applicant(s) must follow and comply with all rules and regulations therein. Section 170 of WIOA authorizes funding for Trade and Economic Transition National Dislocated Worker Grants (DWG), which provide grantees with the opportunity to “help address dislocations that can be traced to broader workforce needs or economic changes that could reach across multiple sectors.” For more information about DWGs, please refer to Training and Employment Guidance Letter (TEGL) No. 2-18 at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2-18_acc.pdf. All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of TEGL No. 2-18.

Population to be Served

The GenRegen Program will serve residents of the City of Pittsburgh and Allegheny County. An individual is eligible to participate in the GenRegen Program if that individual on the date of enrollment (the date of enrollment is when the individual has gone through the application process, been accepted, and confirmed participation):

- meets Dislocated Worker eligibility as defined by WIOA Sec. 3 (15);
- is dislocated from either the manufacturing, financial services, and /or retail sectors;
- is interested in being transitioned to positions within the sectors of health care, transportation & logistics, information technology, financial services and advanced manufacturing.

Program Dates

The selected applicant will begin delivering the full range of services as described below on April 1, 2019 and continue for 18 months ending on September 30, 2020.

Anticipated Award

P4W plans to award up to \$250,000 to one organization for delivery of recruitment, enrollment, career services,

case management and supportive services for the contracted period of performance. In addition, the successful applicant will coordinate involvement of GenRegen participants in training and apprenticeship programs, as determined by P4W. The expected amount of funds available for training and apprenticeship programs is \$250,000 and are in addition to the funds for recruitment, enrollment, career services, case management and supportive services. The successful applicant will work closely with P4W staff to determine which clients will require training and engagement in apprenticeships. P4W will make final determinations and will contract for training separately. It is expected that not every participant will require training.

Workforce Development Areas

P4W is a workforce development board that oversees two workforce development areas (WDA)—Pittsburgh and Allegheny County. Each WDA is supported by separate WIOA funding streams, which P4W and its network of contracted providers must allocate to residents of each WDA appropriately. Their residency must be tracked so costs can be allocated to the proper funding stream. These divisions create two separate funding categories that the successful applicant may be required to track throughout the program: City of Pittsburgh and Allegheny County.

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 Guidance¹ and WIOA regulations.

How can you partner with us?

P4W is the primary grantee of the DWG that will fund the services for the GenRegen program sought by this RFP. The provider selected through this RFP will be a subrecipient of the DWG, through P4W, working in close coordination with P4W to implement the 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 organization selected through this RFP will be the primary provider of recruitment, enrollment, case management, supportive services and career services for the Pittsburgh and Allegheny County GenRegen program. Implementation of the program will require demonstrated programmatic capacity and expertise to deliver case management, supportive services and career services. It will also require strong administrative capacity to ensure all fiscal requirements of the Agreement resulting from this RFP are met. P4W encourages applicants to think strategically and innovatively about a service delivery model that best meets the needs of participant and will lead to long-term success.

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

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

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.

A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified. In this scenario, P4W will contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant/fiscal agent will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent.

Selected applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP. Programs should be grounded in the communities they serve, with staff focused on providing culturally competent services and a history of successful workforce development programming.

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)'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 and one-stop center operations. 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(s) 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 implement an innovative and proven workforce development model that aligns with the goals of the GenRegen Program to serve dislocated workers in Pittsburgh and Allegheny County. The proposed model must align with the principles and requirements of the Workforce Innovation and Opportunity Act (WIOA), Training and Employment Guidance Letter (TEGL) No. 2-18, and the Partner4Work (P4W) vision of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of job seekers, helping businesses thrive and creating viable career pathways in the 21st century for residents of Pittsburgh and Allegheny County.

1. Recruitment and Outreach

The successful applicant will work closely with P4W to conduct strategic outreach and recruitment of participants, customized to effectively reach the target population, including developing and maintaining quality relationships with referring partner agencies and community organizations. All such efforts will be guided by

and coordinated with P4W. The successful applicant will also accept referrals from key stakeholders of the GenRegen program, including but not limited to the state’s Rapid Response Team and PA CareerLink®.

2. Location/Space

Applicants will describe where services will be offered and how they will be made accessible to a diverse participant base. The successful model will be one that is flexible and helps serve participants where they are.

3. Eligibility and Enrollment

The selected applicant must follow WIOA guidelines and P4W policies in making eligibility determinations and enrolling job seekers in the GenRegen Program. As noted previously, for an individual to be eligible and enroll in the GenRegen Program, the participant must:

- meet Dislocated Worker eligibility as defined by WIOA Sec. 3 (15);
- provide proof of eligibility in accordance with P4W’s Eligibility Policy;
- be dislocated from either the manufacturing, financial services, and /or retail sectors; and
- be interested in transitioning to the health care, transportation & logistics, information technology, financial services and/or advanced manufacturing sectors.

The following table outlines the expected enrollment timeline for the successful applicant.

Enrollment and Exit Timeline	
60 participants cumulatively enrolled	By 11/30/2019
113 participants cumulatively enrolled	By 6/30/2020
All participants placed and exited from the program	By September 30, 2020

4. Case Management and Career Services

The selected applicant will deliver high quality career services that create opportunities for economic and career success, and connect jobseekers with employer-driven job placement, registered apprenticeship, and training options. The selected applicant will engage participants at a meaningful frequency, driven by participants’ needs and career goals, as well as the scope and objectives of the program. The selected applicant will document such engagement appropriately in participant case files.

The selected applicant will deliver career services as detailed in TEGl No. 19-16. This includes but is not limited to:

1. ensuring a professional level of customer service and positive interaction for all participants;
2. soft skills such as punctuality, personal maintenance skills, and professional conduct;
3. in-depth interviewing and evaluation to identify employment barriers and development of individual employment plans;
4. comprehensive and specialized assessments of skill levels and service needs;
5. provision of information and assistance regarding the labor market, available training programs, unemployment compensation and supportive services;

6. career planning (that includes a career pathway approach), job searching, job coaching, and job matching services;
7. development of an individual employment plan (IEP) to identify appropriate career pathways, employment goals, related objectives, and combination of services for the participant to achieve goals;
8. ensuring an optimal level and frequency of meaningful engagement with job seekers;

In addition, the selected applicant may have access to career matching tools in partnership with P4W. These tools will help to assist participants in determining the career path for their individual skill sets, experiences, competencies, and interests. The possible tools will focus on the skills (hard and soft) and experiences that qualify a participant for an occupation at entry, mid, and advanced levels and will allow the participant and their assigned Career Specialist to compare their current skills and experiences against those required of the proposed occupation to determine the appropriateness of fit.

5. Registered Apprenticeship and Training Services

The GenRegen Program will utilize Registered Apprenticeship, Training Services, and On-the Job Training opportunities to serve eligible and suitable participants. The goal of these services is to help connect dislocated workers from manufacturing, finance, and/or retail sectors with high demand occupations in the health care, transportation & logistics, information technology, financial services and advanced manufacturing industries. The selected applicant will not directly provide these opportunities but will work closely with P4W to determine eligibility/suitability for participants and facilitate their involvement and success. P4W will lead the development of Registered Apprenticeship, Training Services, and On-the Job Training opportunities for the GenRegen Program. P4W will maintain funding for all three opportunities. Selected Applicants should not include the cost of these services in their budget.

Registered Apprenticeships: The GenRegen Program will utilize Registered Apprenticeship (RA) in nontraditional industries and occupations as a tactic to reskill and connect dislocated workers to the targeted sectors. RA is a powerful tool for employers and workers alike as it empowers the employer to tailor a training plan to fit their workforce need and to stack that plan with competencies that build a worker's skills and abilities over time. RA is a strategy that will allow dislocated workers to reconnect to the workforce quickly, offering the opportunity to earn while they learn, and offers the opportunity for advancement in skills and wages over time.

Occupational Training Services: The GenRegen Program will also connect participants to occupational training services. The selected applicant will not directly provide training services but will work closely with P4W to determine eligibility/suitability for participants and facilitate their involvement and success, pending availability of funding. P4W will develop a list of training providers who will participate in the GenRegen Program. The selected applicant will facilitate the application and selection process with jobseekers and coordinate participation in training programs, including counseling dislocated workers on training opportunities and related career pathways and maintaining close communication with training providers. All requests for training services must be submitted to P4W for approval on a case-by-case basis, according to criteria determined by P4W. The selected applicant may not finalize or proceed with any training service until granted approval.

On-the-Job Training: The selected applicant will work closely with P4W to identify and supply participants for work-based training opportunities arranged by P4W, including On-the-Job Training (OJT) and Customized Job Training (CJT). The selected applicant(s) will not be authorized to initiate or issue OJTs or CJTs with jobseekers or employers independently.

6. Supportive Services

Dislocated workers commonly face a wide variety of barriers that make it difficult to achieve and retain meaningful employment. The selected applicant will employ effective strategies to accommodate dislocated workers with such barriers and provide or connect jobseekers with supportive services, as appropriate. The selected applicant(s) will provide supportive services in accordance with the P4W Supportive Services Policy when:²

- The participant is registered and receiving WIOA career or training services; and
- Supportive services are necessary to enable the participation in services; and
- The participant is unable to obtain similar services from another source

The selected applicant will also build and maintain an effective referral network of service agencies to ensure participants have access to the basic supports needed to fully participate in all services procured through this RFP. The selected applicant will also maintain and provide information relating 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.

7. Business Services

P4W is focused on demand-driven partnerships with businesses to better connect jobseekers with employment opportunities and sustainable careers. For the GenRegen Program, P4W will lead efforts to engage employers and find viable jobs for program participants. The selected applicant will inform, participate in, and align all program activities with P4W's employer engagement efforts. The selected applicant will be expected to work with P4W to leverage their existing business relationships and will be encouraged to place individuals according to the criteria of this RFP. The selected applicant will work closely with P4W make such determinations.

8. Partner Collaboration and Referrals

P4W supports customer participation in multiple programs and services, referred to as co-enrollment, when such participation provides an added value to the customer and complies with applicable rules and regulations. Co-enrollment is not supported when participation in multiple programs and services results in duplication of efforts or inefficient use of resources. The selected applicant will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered and add value to the customer's progress toward program goals.

9. Staff Training and Development

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:

² P4W's Supportive Services policy: <https://www.partner4work.org/document/3rwib-supportive-service-policy/>

- Career counseling and customer serve 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

10. Performance Indicators and Goals

WIOA Primary Indicators of Performance: US Department of Labor (DOL) holds P4W accountable to the WIOA Primary Indicators of Performance. The selected applicant will not be directly accountable to the WIOA Primary Indicators of Performance; however, the selected applicant will play a vital role in the success of P4W achieving related goals, as shown below, and must strive to contribute to their attainment. Performance across the WIOA Primary Indicators of Performance will be evaluated according to definitions, calculations and guidance from DOL, including but not limited to TEGL 10-16, Change 1, PM (Program Memorandum) 17-2, TAC (Technical Assistance Circular) 17-01, and related WIOA guidance.³

WIOA Primary Indicator of Performance	Dislocated Worker
Employment 2 nd Quarter after Exit	78%
Employment 4 th Quarter after Exit	78%
Median Income 2 nd Quarter after Exit	\$7,700
Credential Attainment	62%
Measurable Skills Gains	Baseline
Effectiveness in Serving Employers	Baseline

Contract Performance Indicators and Goals: The selected applicant must meet or exceed the following goals during the term of any agreement resulting from this RFP.

Performance Measure	Definition	Goal
Enrollment Rate	Number of individuals enrolled in the GenRegen program divided by the enrollment goal of 113 individuals.	100%

³ More information about the WIOA Primary Indicators of Performance can be found at <https://www.doleta.gov/performance/>.

Placement Rate	Percentage of enrolled participants who obtain unsubsidized employment or acceptance into a registered apprenticeship, according to the standards described in this RFP.	85%
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The selected applicant will make every attempt to place participants in jobs that pay at least a self-sufficient wage, in line with the scope of this RFP and with the WIOA Primary Indicators of Performance. For more information on the definition of self-sufficiency, please refer to P4W’s self-sufficiency policy.⁴ The selected applicant will be responsible for tracking placement wages and such data will be monitored and considered during the program evaluation process.

For participants who enter training, the selected applicant will be responsible for ensuring that participants obtain employer and industry-recognized credentials. The selected applicant will strive for a credential attainment rate that is in line with the WIOA Primary Indicators of Performance. While training is a large component of this grant, it is not necessarily appropriate for every participant.

Please note that the above measures are subject to change. P4W reserves the right to add any additional goals for the selected applicant. Additionally, while there are not currently goals for the selected applicant for participants in training and registered apprenticeships, the applicant will still be responsible for tracking this information.

Poor Performance: In the event the selected applicant’s performance of the services described in this RFP does not result in the goals defined above, P4W will work with the selected applicant(s) 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.

11.Data Management and 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 reporting requirements and program exiting procedures, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of P4W. Possible reporting criteria include but are not limited to:

- Enrollment information
- Training information
- Registered Apprenticeship Information
- On-the-Job Training Information
- Placement and earnings information
- Demographic information on participants
- Credential attainment

⁴ P4W’s Self Sufficiency Policy: <https://www.partner4work.org/uploads/p4w-self-sufficiency-policy-py2018.pdf>

12.Data Entry and Management System

The selected applicant will be required to utilize a central data entry and management system determined by P4W. The selected applicant will be responsible for using this system to track all participant information and progress throughout the program.

13.Records and Documentation

The selected applicant must retain, secure and ensure the accuracy of all program files and records, whether related to jobseekers, businesses or general operations, in compliance WIOA requirements, related federal and state regulations, and P4W's record retention requirements. Case files are the property of P4W and must contain a variety of documentation including, but not limited to: program eligibility, suitability, and assessment data; Individual Employment Plans (IEPs); regular customer contacts and updates; progress reports, time and attendance sheets (training services); and case notes. Files must be retained for seven years after P4W reports final expenditures to the funding source. The selected applicant(s) must allow P4W and representatives of other regulatory authorities access to all program-related records, materials, staff, and participants.

The selected applicant(s) are 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.⁵ 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(s) 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(s) may have access to this information only on a "need to know" basis. The selected applicant(s) 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.

14.Contract Oversight and Evaluation

P4W is responsible for all levels of program monitoring, compliance and evaluation for DWG activities. The selected applicant(s) 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 Responsibilities: P4W will monitor, evaluate and provide guidance and direction to the selected applicant in the conduct of services performed under any agreement resulting from this RFP. P4W has the responsibility to determine whether the selected applicant(s) 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.

Subrecipient Responsibilities: 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

⁵ P4W's Personal Information Policy: <https://www.partner4work.org/document/personally-identifiable-information-policy/>

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. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

The selected applicant shall cooperate fully with any reviews or audits of the activities under any agreement resulting from this RFP by authorized representatives of P4W or federal or state agencies and the selected applicant agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

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. Said books and records shall be maintained for a period of SEVEN (7) years beyond the completion of any agreement resulting from this RFP. If the selected applicant receives notice of any litigation or claim involving the grant award or otherwise relating to any agreement resulting from this RFP, the selected applicant shall retain records until otherwise instructed by P4W.

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 March 8, 2019 at 5:00 pm EST to dwg@partner4work.org. Emails must have the subject line "DWG Service Provider Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman 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, expertise and program design needed to meet the required standards and goals:

1. **Cover Sheet** – Use template provided. (See P4W webpage for this RFP)
2. **Executive Summary** – Include each of the following: (maximum 2 pages)
 - 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 3 pages)
 - a. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.

- b. Past experience in managing quality workforce development programs, especially those similar in size and scope to the GenRegen program, and effectively serving dislocated workers, including related performance outcomes. Provide contact information for at least two past or current funders (other than P4W) who can directly attest to the work you describe and verify your ability to serve customers, achieve deliverables and meet performance goals similar to those required by this RFP. Please ensure the accuracy of contact information. P4W will not contact respondents for updated reference information. P4W reserves the right to consider any previous performance data from workforce development programs.
- c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

4. Program Description – Describe each of the following: (maximum 10 pages)

- a. Program model. Major components of your proposed program, according to the requirements described in this RFP. Applicants should directly respond to each of the sections below; however, strong program descriptions will clearly demonstrate how the applicant will effectively meet all the standards, expectations and desired outcomes found in this RFP. Responses will also be strengthened by connecting program components with evidence-based practices or well-established success in other projects. Applicants must think creatively and strategically in developing program design, exceeding basic requirements and incorporating innovative ideas and technologies.
 - i. Location of the GenRegen 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 in neighborhood-based locations.
 - ii. Staffing plan for both program-related, administrative and executive positions that can effectively meet the program requirements described in this RFP, including titles, basic roles, responsibilities, and level of effort. Be sure to address how you will accomplish the following: employ professional staff with the knowledge and expertise in the Statement of Work; ensure a high level of staff performance, competency and quality customer service; maintain regular and clear communication between proposed staff and P4W. P4W encourages applicants to ensure that all staff members employed through any agreements resulting from this RFP receive a minimum salary of \$30,347 per year or \$14.59 per hour, the P4W self-sufficiency wage effective at the time of this RFP.
 - iii. Service delivery, including your proposed approach and arrangements for effectively delivering the following services. Be sure to review and incorporate requirements of the Statement of Work in your responses.
 - 1. Participant outreach and recruitment, including strategies for reaching, enrolling and orienting the target population. Please keep in mind that P4W will be heavily involved in developing and implementing outreach and recruitment strategies. Effective responses will clearly demonstrate how the target population will be reached and suitability for the program determined.
 - 2. Case management, including needs assessment, service planning and provision or navigation of supportive services to facilitate effective program participation and address barriers to employment.

3. Career services focused on preparing participants for work and securing employment that provides living wages in high-demand occupations and sectors targeted by this RFP.
 4. Facilitation in Registered Apprenticeship, Training Services, and On-the Job Training opportunities, as described in the Statement of Work.
 5. Follow-up services to support retention and advancement, mediate workplace issues, and address identified needs.
- iv. Performance goals. How your proposed GenRegen program will effectively 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, including related key performance indicators, to P4W and other stakeholders, as well as utilize data to continuously monitor operations and inform and improve your program. 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 your proposed GenRegen program.
 - b. Partnership and referrals. Describe how you will collaborate, coordinate and establish strong relationships with project stakeholders and other community agencies to benefit participants. Be sure to address how you will promote and facilitate referrals from your proposed program to other partners and from other partners to your program.
 - c. Information technology. Describe the technologies you will use and how you will use them to support service delivery, program reporting and other key elements of your proposed model. Be sure to describe your approach to client information management, including how you will capture individual participation, including but not limited to participant enrollment, assessment, case notes, contact, planning, service delivery, referrals, training, placement, program exit, follow-up and outcomes.
 - d. Timeline illustrating the major activities, tasks and services of the proposed program.
 - e. Any other services, programs, or resources you will offer GenRegen 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-related and administrative costs, using the required budget template provided (see P4W webpage for this RFP). 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. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures. Your budget should not include tuition and related costs of occupational and work-based training or apprenticeship for participants. See Statement of Work for further information. Refer to the appropriate regulations per the funding source in conjunction with the uniform guidance to identify disallowed costs associated with this grant. See Appendix B for further guidance regarding the budget and budget narrative.
 6. **Budget Narrative** (maximum 3 pages) – 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. In your narrative, be sure to clearly communicate the calculation for staff, supportive services, space, equipment, general operations, technology, administrative, indirect and any other costs necessary to perform the services described in this RFP. 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. If applicable, also attach a letter of support from any organization providing leveraged resources in support of your proposal.

7. **Attachments** – Letters from community agencies, businesses or other institutions demonstrating support or commitment for the proposed GenRegen program.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by P4W for completeness and compliance with the specifications and requirements contained in 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	25 points
4. Program Description	55 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:	February 8, 2019
Proposal due date:	March 8, 2019 by 5:00 PM EST
Questions regarding this RFP due:	February 26, 2019 by 5:00 PM EST
Selection of providers:	Mid-March 2019.

Questions

All questions or requests for additional information must be made in writing to dwg@partner4work.org by 5:00 PM EST on February 26, 2019. 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 EST on February 26, 2019 will not be answered.

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.

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 and 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>.