



The Workforce Development Board for the Pittsburgh Area

Request for Proposals

Application Support Centers for Learn & Earn Summer Youth Employment Program

Proposals Due:

Friday, February 16, 2018 at 5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222
summer@partner4work.org

RFP Release Date:

February 2, 2018

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

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

Partner4Work is excited to partner with community organizations that will help us promote the Learn & Earn Summer Youth Employment to eligible teens and young adults in Pittsburgh and Allegheny County.

Learn & Earn Overview

Since 2015, Learn & Earn, a partnership between the City of Pittsburgh, Allegheny County and Partner4Work, has been the region's leading summer jobs program for young adults. Learn & Earn is open to City of Pittsburgh and/or Allegheny County residents who will be at least 14, and no older than 21, as of June 18, 2018, and who meet income requirements. Selected youth will participate in paid work and training opportunities for a six-week period beginning June 18 and ending August 3, 2018.

How can you partner with us?

Are you located in walking distance from a bus line? Do you have a caring and resourceful staff with a genuine passion for helping youth connect to opportunities? Are you a community gathering place with existing relationships with youth and families? If so, we need partners like you!

We are seeking community-based organizations to provide outreach, technology and staff support to help youth complete the online application for the Learn & Earn program.

What Does an Application Support Site Do?

Application Support Sites are expected to:

- (1) Serve as an Application Support Site with access to computers, scanners, and a high-quality internet connection during the application period.
- (2) Be located in Allegheny County – Partner4Work will choose organizations that are equally distributed with a focus on economically disadvantaged neighborhoods.
- (3) Help us recruit youth to apply!
- (4) Learn about the program requirements and eligibility so you can assist youth in applying. Don't worry: We will offer a mandatory training so you know how to work the application and answer questions.
- (5) Help youth figure out if they are eligible (This is where that mandatory training will come in handy.)
- (6) Help youth set up an online account and complete the application, including all their eligibility documents. You can use computers, iPads, or other mobile devices.
- (7) Help us keep youth on track and finish the application. When someone forgets a form, give them a call, reach out and get them back in there to finish the application.
- (8) Provide youth with updates on their application status (we'll grant you access to the database of youth who indicate they have applied through you so you'll have easy access to this information).
- (9) **Spread the word about your hours. We will help you do this as well, but the more outreach, the better!**

When Does this Happen?

The online application for the Learn & Earn Summer Youth Employment Program 2018 is planned to open March 5, 2018 for an eleven-week time period ending May 18, 2018. It's possible we may choose to extend the deadline by a week or two depending on how many slots and applications we have, so your willingness to keep your site open is very helpful. We expect to launch Application Support Centers *after*

the launch of the application, probably in late March. You should expect to be open at least 7-8 weeks. We are staggering the launch of the Application Support Centers from the launch of the application to give youth more time to apply and you more time to prepare.

It's important for sites to be accessible for youth and we have figured out that means being open:

- at least three days during the week (9:00 AM to 6:00 PM) for each week of the Application Support Center period; and
- two additional Saturdays (10:00 AM to 2:00 PM) during the Application Support Center period; and
- at least three weekday evenings (6:00 – 8:00 PM) during the Application Support Center period

How Much Are Application Support Sites Paid?

Application Support Sites will receive a sliding fee based on the number of complete and eligible applications approved overall, number processed by each center, and total number of centers. All Application Support Centers will receive at least \$2,000, those processing more applications will be eligible for bonus payments of up to an additional \$6,000. Organizations will be reimbursed after receipt of invoice, and verification of number of complete eligible applications, at the conclusion of the application period.

Who can apply?

Organizations located in Allegheny County that are equipped with computers and/or mobile devices, and have the space and staff to help larger groups of youth are encouraged to apply. Preference will be given to organizations that have a proven track record of successful performance as a Learn and Earn application support center and of working with youth ages 14-21. Preference will also be given to organizations that are located in close proximity to public transportation. These may include non-profits, schools, libraries, government offices and other types of organizations that meet the application criteria.

How to Apply

Proposals must be submitted by Friday, February 16, 2018 at 5:00 PM to summer@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Learn & Earn Application Support Center Proposal.” Proposals should contain the following information:

- 1. Completed Organizational Profile – see attachment**

- 2. Description of Outreach Strategy – *Maximum 1 Page***

Please outline how you are planning to promote the program and to drive eligible youth to your application support site and to the online application. Please indicate if you have an existing base of youth attached to your organization and the number of youth you anticipate being able to engage.

Review and Selection Process

The Partner4Work Review Committee will score proposals based on geography, description of outreach strategy, past performance as an Application Support Center (if applicable), and reach with youth. The number of proposals selected will depend on the availability of funding.

Timeline: Please note that the training and application dates are tentative.

Release of RFP:	February 2, 2018
Proposal Due Date:	February 16, 2018 by 5:00 PM
Selection of Application Support Sites:	February 23, 2018
Mandatory training of Application Support Sites:	February 28 and March 1, 2018
Application Open Dates:	March 5, 2018-May 18, 2018
Expected Start Date for Application Support Sites:	March 19, 2018

Questions or Requests

All questions or requests for additional information must be made in writing to summer@partner4work.org by February 13, 2018 at 12:00 PM. Answers will be posted publicly at www.partner4work.org. Bidders are encouraged to check the website frequently for updates. Questions received after February 13, 2018 at 12:00 PM will not be answered.

Disclaimers

- This Request for Proposals does not commit Partner4Work to award a contract. As of the release of this RFP, funding for the Learn and Earn program is still pending.
- 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 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.
- No costs will be paid to cover the expense of preparing a proposal/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 the 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 more than 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.
- 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.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request. Contact staff to request assistance with access to this RFP.

**Learn & Earn Application Support Center
2018 Organizational Profile**

A. Contact Information

Organization Name: [Click here to enter text.](#)

Federal Employer Identification Number (FEIN): [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.](#)

Has your organization served as a Learn & Earn Application Support Center before? Yes: No:

B. Organizational Overview and Capability

Mission Statement: [Click here to enter text.](#)

Organization's experience working with youth ages 14-21: [Click here to enter text.](#)

Proposed Location of Application Support Center: (If proposing multiple sites, please list each separately)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) Zip Code: xxxxx

Resources that will be available to youth at this location during the application period:

Number of rooms: Number of computers/tablets: Number of staff:

Number of youth that can be assisted at full capacity on any given day:

Additional Location (if applicable):

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) Zip Code: xxxxx

Resources that will be available to youth at this location during the application period:

Number of rooms: Number of computers/tablets: Number of staff:

Number of youth that can be assisted at full capacity on any given day:

Additional Location (if applicable):

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) Zip Code: xxxxx

Resources that will be available to youth at this location during the application period:

Number of rooms: Number of computers/tablets: Number of staff:

Number of youth that can be assisted at full capacity on any given day:

By signing below, my organization commits to:

- Be open at least three days during the week (9:00 AM to 6:00 PM) for each week of the application period; and
- Be open two additional Saturdays (10:00 AM to 2:00 PM) during the application period; and
- Be open at least three weekday evenings (6:00 – 8:00 PM) during the application period; and
- Attend the training for Application Support Centers on February 28 and March 1, 2018.

Signed: _____
Name Title

Date