



# **Request for Proposals**

## Application Support Centers for Learn & Earn Summer Youth Employment Program

**Proposals Due:**  
Friday, November 20, 2020 at 5:00 PM

Partner4Work  
650 Smithfield Street, Suite 2600  
Pittsburgh, PA 15222  
[rfp@partner4work.org](mailto:rfp@partner4work.org)

**RFP Release Date:**  
October 12, 2020

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

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

## Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

Partner4Work serves as the administrative/implementation partner for Learn & Earn. Contracts awarded through this procurement will be between successful bidders and Partner4Work.

## What is Learn & Earn?

The Learn & Earn Summer Youth Employment Program (Learn & Earn) is a community-wide effort to empower youth and young adults in Allegheny County and the City of Pittsburgh to gain the skills and experience necessary to become successful members of our region’s workforce.

Since 2015, Allegheny County, the City of Pittsburgh, and Partner4Work have partnered to implement the region’s leading summer youth employment program. 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 21, 2021, and who meet income requirements. Selected youth will participate in paid work and training opportunities for a six-week period beginning June 28 and ending August 6, 2021. The application for Learn & Earn opens in March, is fully online, and requires applicants to upload eligibility documentation for the program. Contracts will be awarded for a single term beginning March 1, 2021 and concluding June 30, 2021. At its discretion and given the availability of funds, Partner4Work may choose to exercise up to three additional option years of funding for successful programs.

## Purpose of this RFP

In this RFP, Partner4Work is seeking community-based organizations to provide outreach, technology, and staff support to help youth complete the online application for the Learn & Earn program. Eligible applicants must be located within walking distance of a bus line and/or have a clear strategy for providing in-person application support in the key communities listed below. Successful applicants must also have a resourceful staff with a genuine passion for helping youth connect to employment opportunities. The Learn & Earn Committee prioritizes the distribution of Application Support Centers across underserved neighborhoods in both the City and County. Having a balance between City and County participants is integral to the program's success.

## What Does an Application Support Center Do?

Application Support Centers are expected to:

- (1) Provide a secure and safe location 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 neighborhoods with a location central to high concentrations of Learn & Earn eligible youth.
- (3) Help recruit youth to apply for the program. Each year we place approximately 2,000 youth in summer employment opportunities. Your help is integral to helping us reach our goal!
- (4) Be knowledgeable about the program requirements and eligibility so you can assist youth in applying. We will provide training for your staff so you know how to work the application and answer questions.
- (5) Help youth determine if they are eligible for the program
- (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 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!
- (10) Collaborate with the Partner4Work staff to schedule and execute pop up enrollment events, specifically with school districts that teach the majority of Learn & Earn applicants.

## When Does this Happen?

The online application for the Learn & Earn Summer Youth Employment Program 2021 is planned to open March 1, 2021 for a twelve-week time period ending May 28, 2021. We will expect the Application Support Centers to be prepared to receive applicants beginning on March 1 to coincide with the application opening. The more applicants we can move through the process early on, the earlier we may be able to place them with providers. It's likely that we will choose to extend the deadline by a week or two depending on how many slots are available and the number of applications we have received at that point. Therefore your willingness to keep your site (s) open is appreciated.

Sites must be accessible to as many youth as possible, which requires having flexible hours of operation and mixing proactive outreach strategies with walk-in availability. All interested applicants must provide an outreach strategy that includes the following:

- A regular, consistent schedule of weekly walk-in hours and/or events throughout the application period.
- A combination of weekday, weekend, daylight and evening hours to ensure that families with a variety of schedules are able to receive support.
- A strategy for following up with young people that have begun applications, some examples include a home visit, phone calls, follow up appointments, etc.
- With the information surrounding Covid 19 changing daily, applicants should consider the challenges that may continue into the 2021 program year. Please provide a contingency plan in addition to your preferred outreach schedule.

## Support Provided by Partner4Work

- **Information and training:** On our website, we will provide resources to applicants and application support centers to assist in the process. Partner4Work will provide training to staff on how to fill out the application, what verification documents are acceptable and how to track where an applicant is in the process.
- **Outreach support:** We will work with you to collaboratively plan outreach opportunities in specific communities and attend events that you plan if extra support is needed.
- **Communication materials:** Partner4Work will develop Learn and Earn communication materials that can be edited for your outreach events, as well as general flyers that you can use to pass out and share with others.
- **Technical support:** Partner4Work can provide customized reports for phonebanking, and application tracking through our online database system

## Payment

Application Support Centers will be paid on a sliding scale based on the total number of complete, eligible applications processed by your staff. An eligible application means that the application was filled out entirely and correctly, has all necessary documentation attached, was submitted for review and the applicant’s eligibility has been formally verified. All Application Support Centers will receive a base payment of \$2,000 plus bonus payments of up to an additional \$6,000. Bonuses will be awarded based on the chart below, with a maximum total payment of \$8,000. To receive payments, organizations must submit an invoice and ASC Reporting Form. This reporting form asks Centers to report on the type of outreach activities utilized during the contract term to ensure successful enrollment. Once both items are submitted, Partner4Work will verify the number of complete, eligible applications and issue final payment at the conclusion of the application period.

Eligible applications processed	Payment
0-24	\$2,000
25-49	\$3,000
50-99	\$3,500
100-149	\$4,000
150-199	\$4,500
200-249	\$5,000
250-299	\$5,500
300-349	\$6,000
350-399	\$6,500
400-449	\$7,000

450-499	\$7,500
500+	\$8,000

## 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 & 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.

Special consideration will be given to applicants with locations or mobile sites in underserved neighborhoods in Allegheny County and the City of Pittsburgh. We want to continue serving the communities that we have historically served. Priority will be given to proposals serving the following traditionally underserved areas in the [City of Pittsburgh](#): the West End (Chartiers City, Sheraden, Elliott), select portions of the South Hilltop (Mount Oliver, Knoxville), Lincoln-Lemington-Belmar, Homewood, East Hills, Garfield, upper Northside neighborhoods (Perry South, Perry North, Brighton Heights, Northview Heights and Marshall-Shadeland), the Greater Hazelwood Area (Glen Hazel, Hazelwood), the Hill District Neighborhoods; and [Allegheny County](#) municipalities including Baldwin, Whitehall, West Mifflin, Duquesne, Turtle Creek, Penn Hills, Braddock, North Braddock, McKeesport, Wilkinsburg, Clairton and Sto-Rox.

## How to Apply

Proposals must be submitted by Friday, November 20, 2020 at 5:00 PM to [rpf@partner4work.org](mailto:rpf@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 and Cover Sheet**– [see attachment](#)
2. **Description of Outreach Strategy – Maximum 2 Pages**
  - 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. Strong applicants will also list any committed partners that will assist with the application process.
  - Specify your schedule for walk-in availability. This may be a draft that you can confirm later if selected for a contract
  - Describe your proactive outreach strategy to reach youth where they are through events or partners

- Describe your methods for following up with applicants

## 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:	October 12, 2020
Proposal Due Date:	November 20, 2020 by 5:00 PM
Selection of Application Support Sites:	Late January 2021
Mandatory training of Application Support Sites:	March 2, 2021
Application Open Dates:	March 1, 2021-May 28, 2021
Expected Start Date for Application Support Sites:	March 3, 2021

## Questions or Requests

All questions or requests for additional information must be made in writing to [rfp@partner4work.org](mailto:rfp@partner4work.org) by November 6, 2020 at 5:00 PM. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org). Bidders are encouraged to check the website frequently for updates. Questions received after November 6, 2020 at 5:00 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.
- 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/>.

## Learn & Earn Application Support Center 2021 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:

#### **Mobile Location (if applicable):** (Please include a schedule that shows when, where and what time you plan to be at each of your mobile locations.)

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 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:**

- A regular, consistent schedule of weekly walk-in hours and/or events throughout the application period.
- A combination of weekday, weekend, daylight and evening hours to ensure that families with a variety of schedules are able to receive support.
- A strategy for following up with young people that have begun applications, some examples include a home visit, phone calls, follow up appointments, etc.



- Conducting outreach in alignment with the most current guidance from the CDC, PA Department of Health, and/or the Allegheny County Department of Health, if applicable.
- Attend the training for Application Support Centers on March 2, 2021.

Signed: \_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Date

## APPENDIX A

### Request for Proposals Cover Sheet

**Lead Applicant:** Click or tap here to enter text.

#### A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

#### B. Legal Information

Type of organization: For-profit:  Non-Profit:  Government:  Education Institution

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [DUNS Number](#): \_\_\_\_\_

Please provide your current [CAGE Code](#): \_\_\_\_\_

**C. Requirements / Documents** *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).*

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

#### D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made