

Request for Proposals

For the period of September 1, 2020 – April 21,
2021

Career Services Expansion: Pandemic Workforce Network

Deadline: Proposals will be accepted and reviewed on a rolling
basis
until September 4, 2020 at 5:00PM, EST

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
August 3, 2020

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

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

Purpose of this RFP

Partner4Work (P4W) has issued this Request for Proposals (RFP) to identify multiple community-based organizations interested in becoming part of a pandemic workforce network. Organizations eligible to participate in the network must have existing programming providing direct services to clients who are residents of:

- City CDBG eligible census tracts¹, including East Liberty, Larimer, Garfield, Homewood, North Side, the Hill District, Oakland, Sheraden, Elliott, Oakwood, Knoxville, and Arlington in the City of Pittsburgh; or
- Allegheny County outside of the City of Pittsburgh.

Organizations need not provide workforce development services, but must have an existing network of clients who are interested in working and will be ready to work within a reasonable time of enrollment. Each network organization will host a Career Navigator staff member one or more days per week to provide career services to clients and deliver targeted information regarding employment and training opportunities, enriching the services and programming already provided by the organization. By allowing clients to access training and employment services without traveling to PA CareerLink centers, the network will help meet people where they are, reduce the spread of COVID-19 and stimulate economic recovery.

P4W will act as the fiscal and administrative agent of the grant with Allegheny County and the City of Pittsburgh, as well as the lead planner and administrator of programs and services.

Desired Impact

The COVID-19 Career Services Expansion project is funded by a Community Development Block Grant (CDBG) from the City of Pittsburgh and Community Services Block Grant (CSBG) funding from Allegheny County. The project aims to serve more than 1,000 total residents of the City neighborhoods outlined above and individuals who have incomes of 200% of the federal poverty line or below in the County. The implementation of the network will serve to safely expand access to PA CareerLink employment services to meet increased employment needs resulting from the COVID-19 pandemic.

How can you partner with us?

Community-based organizations that provide direct services to residents of East Liberty, Homewood, North Side, Hill District, West End, and Arlington in the City and residents of Allegheny County outside of the City may respond to this RFP. Successful respondents to this RFP will host a Career Navigator on their location at least one day per week. Respondents to this RFP will not be expected to provide workforce development services; rather, they will refer their existing clients and allow for walk-ins from their surrounding community to receive workforce services from the Career Navigator. Respondents will host a Career Navigator on site and will actively recruit jobseekers for referral to the Career Navigator. Respondents should have a considerable outreach structure in place to be able to ensure that a steady stream of job seekers are available to enroll in programming with the Career Navigators.

Once on site, Career Navigators will connect job seekers with soft skills training, workshops on resume writing and interviewing techniques, occupational skills training funding, and job search assistance. A list of services available to job seekers and businesses through the Career Navigator can be found at <https://www.careerlinkpittsburgh.com/>.

Partner4Work will provide funding to successful respondents to cover costs related to hosting Career Navigators, including space and social media and other outreach to ensure client referrals. In the event of government-mandated restrictions concerning the delivery of in-person services, Career Navigators will continue to provide career services to organizations' clients remotely. It is the expectation of Partner4Work that in the case of these restrictions, partner organizations selected through this

¹ <https://gis.pittsburghpa.gov/cdbg/>

procurement will continue to refer clients to PA CareerLink and provide outreach to potential job seekers. *Partner4Work expects that each organization funded under this procurement will refer at least 10 clients per month to the Career Navigator while they are on site.*

While clients served by this program need to reside in City Census tracts eligible for CDBG or in the County outside of the City of Pittsburgh, program locations can be located anywhere throughout Allegheny County.

Program Dates

The COVID-19 Career Services Expansion project will operate from September 1, 2020 to April 30, 2021. Agreements resulting from this RFP will be valid for up to one 6-month period, contingent upon performance and availability of funding, at the discretion of P4W. Additional option periods may be available, dependent on funding.

Anticipated Award

P4W plans to select multiple community-based organizations to enter into agreements to host Career Navigators. Proposals that demonstrate reasonable and necessary costs to support hosting Career Navigators will be considered.

Who can apply?

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations, and government institutions are welcome to apply.

Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the proposal must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

Payment

Organizations that receive awards resulting from this RFP must submit invoices to P4W that are certified true and correct by the authorized signer. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance² regulations. All funding will be made available on a cost reimbursement basis.

How to Apply

Interested and qualified parties are invited to submit proposals at any time to rfp@partner4work.org. Proposals will be accepted and reviewed on a rolling basis until Friday, September 4, 2020 at 5:00 PM. Incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Career Services Expansion Proposal.” Proposals must be submitted in PDF format. The proposal must contain all the following content:

1. **Cover Sheet** – Use template provided. Attach certificate of insurance, W-9, DUNS number, and a copy of the organization’s most recent financial audit.
2. **Organization Description** (limit to two pages) – Describe each of the following for your organization:
 - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.

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

- b. The organization’s COVID-19 response plan to abide by public health recommendations for social distancing, including adjustments to services and policies in order to ensure the health and safety of clients and staff. This should also include a description of capacity and capabilities to provide remote services to clients in the event of a government-mandated stay-at-home order.
- c. A summary of the organization’s current client base of individuals who may be interested in workforce development services, including basic job search skills, training, and job placement assistance. Please include demographics of this group, including highest level of education achieved, key neighborhoods of residence, and job preference of clients (if known).
- d. An estimate of the volume of job seekers your organization will refer to the Career Navigator.
- e. The organization’s social media and other outreach strategies to ensure that a steady stream of job seeker clients are referred to the Career Navigator.
- f. The preferred number of days of the week and specific days of the week your organization would host a Career Navigator.

3. Project Costs – Provide the following:

- a. Costs for space must be calculated as a proportion of total rent for the space, with a clear cost allocation plan.
- b. Costs for CBO staff who support the project, including social media outreach.
- c. A brief narrative describing the proposed project cost, including all project-related and administrative costs items. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance.

4. Attachments

- a. Letters from employers, community agencies, or other institutions demonstrating support for the organization’s program(s).

Review and Selection Process

P4W will review proposals according to the required content described in the How to Apply section with attention to clarity, completeness and quality. Successful bidders will be invited to enter into an agreement with P4W.

Review Timeline (all dates are subject to change):

| | |
|-----------------------------------|----------------------------------|
| Release of RFP: | August 3, 2020 |
| Questions regarding this RFP due: | August 21, 2020 by 5:00 PM EST |
| Bid due date: | September 4, 2020 by 5:00 PM EST |
| Selection of providers: | TBD |

Questions or Requests

All questions or requests for additional information must be made in writing to rfp@partner4work.org. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after August 21, 2020 at 5:00 PM EST will not be answered.

Disclaimers

- This Request for Proposals (RFP) does not commit Partner4Work to award any contract or

agreement.

- Boilerplate contract language is available at www.partner4work.org. Potential respondents should review it prior to responding.
- 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 applicants it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- Partner4Work reserves the right to fund portions of a bid, or to reject any and all bids in whole or in part. Rejection of a portion of a bid does not necessarily negate the entire bid.
- No costs will be paid to cover the expense of preparing a bid 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 bid 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 bid 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.
- Bidders 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
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.

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