

Request for Proposals

For the period of January 2, 2020 to
September 30, 2020

National Dislocated Worker Grant Trade and Economic Transition

Proposals Due:
November 15, 2019

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
October 18, 2019

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

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

Table of Contents

GENERAL INFORMATION	3
About Partner4Work	3
Purpose of this RFP	3
Overview: WIOA Trade and Economic Transition National Dislocated Worker Grant (DWG)	3
Population to be Served	4
Program Dates	5
Anticipated Award	5
Program Cost Reimbursement	6
How can you partner with us?	6
Who can apply?	6
SCOPE OF PROJECT	7
1. Recruitment and Outreach	7
2. Location/Space	7
3. Eligibility and Enrollment	7
4. Case Management and Career Services	7
5. Supportive Services	8
6. Business Services	8
7. Staff Training and Development	9
8. Performance Indicators and Goals	9
9. Data Management and Reporting	9
10. Data Entry and Management System	10
11. Records and Documentation	10
12. Contract Oversight and Evaluation	11
PROPOSAL PROCESS & REQUIREMENTS	11
How to Apply	11
Review and Selection Process	13
Questions	14
Disclaimers	14
Appendix A – Administrative Requirements	15
Appendix B – Budget Narrative Instructions	16

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 Allegheny County and the City of Pittsburgh. 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 Allegheny County and the City of Pittsburgh 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 Allegheny County and the City of Pittsburgh, P4W has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Allegheny County and the City of Pittsburgh.

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). P4W is issuing this Request for Proposals (RFP) to identify a provider of recruitment, enrollment, career services and case management for up to 30 (thirty) dislocated workers in Allegheny County and the City of Pittsburgh. The period of performance is expected to be January 2, 2020 through September 30, 2020¹.

We are seeking an organization that has experience in serving dislocated workers and can implement service delivery of this program in an accessible location, providing recruitment, enrollment, high-quality case management, supportive services, and career services, including job placement and retention.

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

¹ All participants must complete and be exited from the program by September 30, 2020.

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 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

This program will serve residents of Allegheny County and the City of Pittsburgh. An individual is eligible to participate if that individual on the date of enrollment meets Dislocated Worker eligibility as defined by WIOA Sec. 3 (15) and Partner4Work’s Adult/Dislocated Worker Eligibility Policy.² Generally, a Dislocated Worker is an individual who has been laid off through no fault of their own from their prior employment. According to the P4W eligibility policy and in line with WIOA Sec. 3 (15), to be eligible for dislocated worker funding, the participant must fit in one of the following five categories:

1. Terminated/Laid Off; Eligible for UC and Unlikely to Return
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);
 - b. Is eligible for or has exhausted entitlement to unemployment compensation; or
 - c. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a onestop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - d. Is unlikely to return to a previous industry or occupation.
2. Permanent Closure/Substantial Layoff/General Announcement of Employer Closure
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation, or enterprise;
 - b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - c. For purposes of eligibility to receive services other than training services described in WIOA section 134(c)(3), career services described in WIOA section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close.
3. Formerly Self-Employed/Currently Unemployed
 - a. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
4. Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who-
 - a. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
 - b. Has been dependent on the income of another family member but is no longer supported by that income; or

² P4W’s Adult/Dislocated Worker Policy: <https://www.partner4work.org/uploads/p4w-wioa-adult-dw-eligibility-policy-py2019.pdf>

- c. Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active.
5. Military Spouse
- a. Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - b. Is the spouse of a member of the Armed Forces on active duty and who also is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

In addition to the aforementioned eligibility requirements, the selected applicant will be responsible for collecting documentation to prove a participant's status as a Dislocated Worker. The following are examples of such documents. Please note that this is not an exhaustive list, but rather a sample of documents. For more information please review P4W's Adult and Dislocated Worker Eligibility Policy.

General eligibility points	Most common documents
Social Security Number	Signed social security card; social security benefits document; employment records or pay stubs (with number); DD-214; UC records
Citizenship or eligibility to work	Birth certificate; alien registration card; public assistance records; social security card (work eligible) with ID; U.S. passport
Age/date of birth	Birth certificate; gov't-issued ID or driver's license; public assistance records
Address	Government issued ID; postmarked envelope; lease; public assistance records
Selective service registration (males 18+ only)	Internet verification of registration; DD-214; stamped post office receipt

Dislocated Worker eligibility points	Document examples
General Dislocation	UC Claim Information, Layoff Letter from Employer, Layoff/Termination Notice
Dislocation due to Facility Closure	Letter from Employer, Layoff Notice, UI Documents
Self Employment Dislocation	Business License/Permit, IRS Forms Letter, Labor Market Information
Dislocated Spouse of Military Service Member	PCS Orders, Military ID Card
Displaced Homemaker	Public Assistance Records, Court Documents, Self-Certification, Employer Verification, Spouse's Layoff Notice, Self Certification

Program Dates

The selected applicant will begin delivering the full range of services on January 2, 2020 and continue until September 30, 2020. All participants must complete and be exited from the program by September 30, 2020.

Anticipated Award

P4W plans to award up to \$90,000 to one organization for delivery of recruitment, enrollment, career services, case management, supportive services, and employment placement for the contracted period of performance for a total of 30 (thirty) participants.

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 Guidance³ and WIOA regulations.

How can you partner with us?

P4W is the primary grantee of the National Dislocated Worker Grant (DWG) that will fund the services 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. The organization selected through this RFP will be a provider of recruitment, enrollment, case management, supportive services, career services, and employment placement. Implementation of the program will require demonstrated programmatic capacity and expertise to deliver case management, supportive services, career services, and a history of effectively placing job seekers in career pathway employment. 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 participants 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 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.

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.

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.

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 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.

³ See OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

SCOPE OF PROJECT

The selected applicant will implement an innovative and proven workforce development model that aligns with the goals of Partner4Work to serve dislocated workers in Allegheny County and the City of Pittsburgh. 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 Allegheny County and the City of Pittsburgh.

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. The successful applicant will also accept referrals from key stakeholders within Allegheny County and the City of Pittsburgh, including but not limited to other P4W-funded programming and partner agencies of PA CareerLink®.

2. Location/Space

The selected applicant will ensure all services are made available to individuals and partner agencies in a safe, convenient, and accessible location that promotes full participation in the program. The selected applicant must also ensure participants have reasonable access to services where they are.

3. Eligibility and Enrollment

The selected applicant must establish WIOA Title I Dislocated Worker eligibility for all individuals who enroll in programming, in accordance with WIOA Section 3 (15) and P4W's Adult/Dislocated Worker Eligibility Policy.⁴ The following table outlines the expected enrollment timeline for the successful applicant.

Enrollment and Exit Timeline	
15 participants cumulatively enrolled	By 2/28/2020
30 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. The selected applicant will engage participants at a meaningful frequency, driven by 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, including but not limited to:

- ensuring a professional level of customer service and positive interaction for all participants;
- training in soft skills such as punctuality, personal maintenance skills, and professional conduct;
- interviewing and evaluation to identify employment barriers and develop individual employment plans;
- comprehensive and specialized assessments of skill levels and service needs;
- provision of information and assistance regarding the labor market, available training programs, unemployment compensation and supportive services;
- career planning using a career pathway approach, job searching, job coaching, and job matching services;

⁴ P4W's Adult/ Dislocated Worker Policy: <https://www.partner4work.org/uploads/p4w-wioa-adult-dw-eligibility-policy-py2019.pdf>

- 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;
- ensuring an optimal level and frequency of meaningful engagement with job seekers; and
- job placement and retention services.

The selected applicant will not directly provide training services but will work closely with P4W to determine training eligibility/suitability for participants and facilitate their involvement and success in training programs. When appropriate, the selected applicant will facilitate the training application and selection process with jobseekers and help coordinate their participation in training programs, including counseling dislocated workers on training opportunities and related career pathways and maintaining close communication with training providers throughout the duration of training.

The selected applicant will provide follow-up services for participants who are placed in unsubsidized employment. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; job re-placement; and referral to supportive services. Follow-up services must include more than just an attempted contact.

5. 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 will provide supportive services in accordance with the P4W Supportive Services Policy⁵ when:

- The participant is registered and receiving 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.

P4W may consider exceptions to the current Supportive Services Policy. Applicants anticipating circumstances under which an exception would improve services to job seekers should make every effort to indicate this in their proposals.

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.

6. Business Services

All P4W-funded programming must include demand-driven partnerships with businesses that better connect job seekers with employment opportunities and sustainable careers. The selected applicant will engage businesses to develop and secure job openings and prepare participants to apply for and fulfill such openings. The selected applicant will also work closely with P4W to connect this program to broader business engagement efforts that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent. As such, the selected applicant will have a clear understanding of industry skill needs and appropriate strategies for assisting employers. Other business services will include:

- Utilize multiple strategies to recruit and place participants in jobs to meet the needs of employers;
- Prepare job seekers for applications and interviews with participating employers;
- Connect businesses with resources and opportunities available through P4W, PA CareerLink® partners and the larger workforce development system;
- Mobilize staff and resources in response to employer events including mass hiring and recruitment events.

⁵ P4W's Supportive Services policy: <https://www.partner4work.org/document/3rwib-supportive-service-policy/>

7. 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:

- Career counseling and customer service 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.

8. Performance Indicators and Goals

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	Minimum Goal
Enrollment	Number of individuals enrolled in the program.	30
Placement	Number of individuals who obtain unsubsidized employment.	24
Wages	Number of individuals who are placed in unsubsidized employment at \$15.01 or higher per hour.	24
HPO Placements	Number of individuals who are placed in unsubsidized employment in a High Priority Occupation.	24
Employment 2nd Quarter after Exit	Number of individuals who are employed in the second quarter after exiting the program.	78%
Employment 4th Quarter after Exit	Number of individuals who are employed in the fourth quarter after exiting the program.	78%

The selected applicant must track placement wages and make every attempt to place participants in jobs that pay at least a self-sufficient wage. For more information on the definition of self-sufficiency, refer to P4W’s self-sufficiency policy.⁶ Please note that the above measures are subject to change. P4W reserves the right to add any additional goals for the selected applicant.

Poor Performance: In the event the selected applicant’s performance does not result in the contract goals, P4W will work with the selected applicant 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.

9. 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

⁶ P4W’s Self Sufficiency Policy. <https://www.partner4work.org/uploads/p4w-self-sufficiency-policy-py2018-02122019.pdf>

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
- Placement and earnings information
- Training participation
- Demographic information on participants

10.Data Entry and Management System

The selected applicant will be required to use the Commonwealth Workforce Development System (CWDS) as the system of record for this project to track all participant information and progress throughout the program, including participant and employer communication, service provision, and other program activity and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing CWDS. P4W will use data from CWDS, as well as data collected from other sources, to determine program compliance and evaluate performance of the selected applicant. The selected applicant will adhere to the PA CareerLink® Systems Manual for guidance on proper documentation and data entry. In addition, the selected applicant will maintain internal protocols for uniformed and detailed case notes to ensure clear and consistent tracking and documentation of progress throughout the program. The selected applicant will participate in quality and compliance activities, as well as regular meetings and review of performance reports, and other written reports when requested.

The selected applicant will identify staff members whose work requires access to CWDS and submit applications for CWDS access per local protocols, subject to approval by P4W. Appropriate staff members to receive CWDS access include case managers, employment specialists, job developers, and other staff members who have regular contact with participants or whose work requires monitoring and oversight of participant data maintained in CWDS. CWDS account credentials and login information may not be shared between staff members or other individuals. The selected applicant must submit notification if any staff member with CWDS access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of CWDS access for the selected applicant and contract termination.

P4W may require the selected applicant to utilize another data management system, in addition to CWDS.

11.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.⁷ 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

⁷ P4W's Personal Information Policy: <https://www.partner4work.org/document/personally-identifiable-information-policy/>

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.

12. 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 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 November 15, 2019 at 5:00 pm eastern time 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 2 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 to the program sought by this procurement, 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. 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 8 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 responses will clearly demonstrate how the applicant will effectively meet all the standards, expectations and desired outcomes found in this RFP. Applicants must think creatively and strategically in developing program design, exceeding basic requirements and incorporating innovative ideas and technologies.
 - i. Location of the 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 program-related, administrative and executive positions that will support your proposed model, 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 all staff members employed through any agreements resulting from this RFP receive a salary or wage of at least the P4W self-sufficiency wage.
 - iii. Service delivery, including your proposed approach for delivering the following services.
 - 1. Participant outreach and recruitment, including reaching and enrolling the target population. Effective responses will demonstrate how the target population will be reached without relying on referrals from PA CareerLink and how program suitability will be determined.
 - 2. Case management, including needs assessment, service planning and provision or navigation of supportive services to facilitate 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.
 - 4. Business services that assist employers in recruiting, retaining, and developing talent, and that connect participants with meaningful career pathways.
 - 5. Follow-up services to support retention and advancement, mediate workplace issues, and address identified needs.
 - b. Performance goals. How your proposed program will 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. 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 this program.
 - c. 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 to and from your proposed program.
 - d. Information technology. Describe the technologies you will use 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.

- e. Timeline illustrating the major activities, tasks and services of the proposed program.
 - f. Any other services, programs, or resources you will offer 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 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 requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. 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 2 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, administration, indirect and any other necessary costs. 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 program.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by P4W for completeness and compliance with 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:	October 18, 2019
Proposal due date:	November 15, 2019 by 5:00 PM eastern time
Questions regarding this RFP due:	November 8, 2019 by 5:00 PM eastern time
Selection of provider:	Early December 2019

Questions

All questions or requests for additional information must be made in writing to dwg@partner4work.org by 5:00 PM eastern time on November 8, 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 eastern time on November 8, 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>.