

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Request for Proposals

Business-Education Partnership

Proposal Due:
August 25, 2017
5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
July 28, 2017

Introduction: Partner4Work is pleased to issue this Request for Proposals (RFP) for Career and Technical Education (CTE) exploration and credentialing programs. Respondents must be Career and Tech Centers (CTCs) serving high school students in Allegheny County or the City of Pittsburgh. Programming will begin by September 11th, 2017 and must end by March 31st, 2018.

CTE represents a launching pad to college and careers, with graduating students entering the workforce with more than a high school degree or college with earned credits. As middle skill job growth and replacement needs outpace the supply of qualified workers, the preparation afforded by CTE pays substantial dividends for the region. CTCs are uniquely equipped to prepare Allegheny County high school students for these careers in well paying, high-growth occupations.

To reap the benefits of CTE, students must first know what opportunities are available and how to engage with them. As careers rely more on lifelong learning and essential skills learned early, early career exploration is more important than ever. Career days and career fairs are excellent methods of expanding career awareness for elementary and middle school students.

With this RFP, we are looking for:

- Programs which increase the number of industry-recognized credentials (e.g. CNA licensure, OSHA-30, and in-demand tech certifications) earned by CTE students while enrolled in high school. For the purposes of this grant, First Aid and CPR certification, OSHA-10, and non-commercial driver's licenses *are not* considered industry-recognized credentials.
- Programs which introduce elementary and middle school students to the careers available to them by enrolling in CTE through career fairs, tours of CTCs, and other career exploration activity linked to programming at a secondary CTC.

Proposals must:

- ***Include one or both of the following:***
 - ***Expansion of career awareness through early exposure.*** Career days or Career Fairs for elementary and middle school students and families that introduce the opportunities available in CTE.
 - ***Industry-driven credentialing.*** CTE students are given the opportunity to earn credentials in high priority occupations.
- ***Be supported by recommendations of the Occupational Advisory Committee.*** Align credentialing with occupations specifically on the local High Priority Occupation list and credentials determined valuable by Occupational Advisory Committees.
- ***Cultivate existing and expand new business networks.*** Deep connections with businesses validate curriculum and expand opportunities for students. Proposals must demonstrate business engagement in development or implementation.

Proposals that build on prior work done through Partner4Work grants are encouraged, but not required.

Population to be served:

Programs must serve youth living in the City of Pittsburgh or Allegheny County. Due to funding requirements, programs will be required to document eligibility to work in the United States and

City or County residence for each student participating in credential attainment and account for services provided to elementary and middle school students in career fairs. For programs procured through this RFP, participants are not required to document family income. Partner4Work will prioritize funding proposals targeted to serve young adults with barriers to employment.

Timeline:

Issuance of RFP:	July 28, 2017
Proposal Due Date:	August 25, 2017
Review and Selection of Proposals:	August 25, 2017 to September 1, 2017
Contract Start:	September 11, 2017
Program Completion:	March 31, 2018

How to Apply: Proposals must clearly demonstrate the respondent's ability to provide the requested services. In order to simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

- (1) **Cover Sheet (5 points)**
 - a. Name of school.
 - b. Name of the person authorized to negotiate contracts/agreements and make decisions for the organization including the telephone number and e-mail address.
 - c. Proposed program budget and cost per participant.
 - d. Proposed number of young adults to serve in each type of program.
 - e. Authorized signature and submission date.
- (2) **School Description (10 points)**
 - a. The programs of study (POS) offered by the school, including enrollments in each.
 - b. The school districts served by the school.
- (3) **What's your plan? (50 points)**
 - a. What programming are you planning on offering to students? Credential attainment, career fairs, or both?
 - b. Which students will be the targets of your efforts? Will specific efforts be made to reach students with barriers to employment?
 - c. How will you measure success? We like SMART¹ outcomes.
 - d. Who are your partners in this project? Businesses? Training providers? Educators?
 - e. What is the staffing plan for this project?
 - f. What is the timeline and duration of your project?
 - g. If you are planning career fairs or career exploration, how will you partner with the sending schools in your district? How will you make the career exploration engaging for the elementary or middle school students in those districts? What

¹ Specific, Measurable, Actionable, Realistic, Time-oriented.

steps will you put in place to help ensure the relationships you build are sustainable?; and/or

- h. If you are planning to help students earn credentials, how many credentials did students enrolled in your school earn last year, and which credentials were they? How will this funding augment (*not replace*) existing efforts? How will you recruit students to earn credentials and what career exploration will you give them?
- i. Does this program build on a program developed under a previous Partner4Work grant? How?

(4) Budget (10 points)

- a. Making a difference costs money. How much do you need? What will you spend it on?

Submission Process: Partner4Work must receive the proposal(s) no later than 5:00 P.M., Friday, August 25, 2017. Please submit the proposal in a pdf document via email with the subject line marked "(Name of School) - Proposal for Business-Education Partnership Experience" to youth@partner4work.org.

Late proposals will not be accepted.

Questions: All questions or requests for additional information must be made in writing to youth@partner4work.org. Oral questions will not be accepted. Responses will be publicly posted on the Partner4Work website at <https://www.partner4work.org>.

Provisions & Disclaimers:

1. All solicitations are contingent upon availability of funds.
2. Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. Partner4Work, reserves the right to delay, amend, reissue or cancel, all or any part of this Request for Bids at any time without prior notices.
4. Partner4Work reserves the right to modify the Request for Bids process and timeline.
5. Partner4Work reserves the right to waive informalities and minor irregularities in proposals received.
6. This Request for Proposals does not commit Partner4Work to award a contract.
7. Partner4Work may select a firm based on its proposal received, without discussion of the proposal.
8. Partner4Work retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits before a contract award.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.

10. 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.

11. 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.

12. The submission of the proposal warrants that the costs quoted for services in response to the Request for Bids are not in excess of those that would be charged to any other individual for the same services performed by the bidder.

13. Applicants are advised that most documents in Partner4Work's possession are considered subject to disclosure.

14. Partner4Work will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals. By submitting a proposal, interested individuals or firms grant Partner4Work the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.