

Request for Proposals

Enhancements to Partner4Work.org

Proposals Due:

May 5, 2017

Partner4Work

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

Release Date:

April 24, 2017

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Partner4Work is excited to partner with marketing/communications firms or web design firms to enhance the newly launched Partner4Work.org.

Who We Are

Partner4Work (formerly Three Rivers Workforce Investment Board) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in the Pittsburgh area. We partner with businesses to source and train the talent needed to grow the region's economy. We partner with job seekers to break down barriers and open doors to opportunity for careers in growing industries. And we partner with agencies to make an impact in communities, to reach people where they are, and set them on the path for a promising future.

Background and statement of need

After an in-depth exercise in rebranding and rebuilding our online presence, Partner4Work and partner4work.org launched on Jan. 26, 2017. In the weeks since the launch, the new brand and new website have been well received; however, we realized we could do more to help educate the community and our partners about workforce data, labor market information, and the depth and breadth of the network of providers at work in the community.

That's where you come in

We're looking for a marketing/communications or web design firm to help take partner4work.org to the next level. The successful bidder will propose ways to use and augment the existing Content Management System¹ (CMS) to integrate:

- Interactive charts and graphs using Partner4Work data and labor market information to provide an in-depth look at workforce data.
- A password-protected online portal to be used by key Pittsburgh partners to access in-depth and/or proprietary information not available to the general public
- A interactive, searchable, and web-based service provider directory
- An enhanced, responsive, and visually appealing Pittsburgh Works calendar of workforce events
- Enhancements to Partner4Work's password-protected Board portal to include key performance indicators and opportunities to share impact.

How to Apply

Bids must be submitted by 5:00 PM **May 5, 2017**, to info@partner4work.org. Late submissions will not be considered. Proposals should contain the following information:

1. Cover Sheet

- a. Name of organization
- b. Primary contact name, address, phone number, and email address
- c. Overview of the organization including years in business, awards and accolades, and

¹ Partner4Work.org's CMS is licensed through InteractiveTools.com

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names and resumes of key personnel including creative director, project manager, designer, etc.

- d. Client references: List of clients (and web addresses when applicable) with similar projects in scope.

2. Project Description

Proposals should outline the strategy proposed to accomplish objectives outlined above.

3. Case study

Proposals should include a case study, including reference, of a project similar in scope.

4. **Fee:** Indicate and justify fee for the project. This should include a comprehensive budget of an hourly compensation rate for the creative team. Any out-of-pocket expenses proposer expects to incur should be detailed.

Review Process

Partner4work's Review Committee will review proposals based on the proposal requirements outlined above.

Timeline

Partner4Work aims to have enhancements in place by June 30, 2017. The estimated timeline may be subject to change.

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| • Release of Request for Proposals | April 24, 2017 |
| • Proposals Due | 5 p.m. May 5, 2017 |
| • Selection | May 19, 2017 |
| • Contract Start Date: | May 30, 2017 |

Questions?

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to jpajewski@partner4work.org. Answers will be posted at www.partner4work.org to make them available to the public and ensure a fair and transparent process.

Disclaimers

- This Request for Bids 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 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.

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- 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 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 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. 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 to individuals with disabilities. Contact staff to request assistance with access to this RFP.