



3 RIVERS WIB
THREE RIVERS WORKFORCE INVESTMENT BOARD

Request for Proposals
Training to Work Housing Services

Proposals Due: March 31, 2017



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Background

As the leader of Pittsburgh/Allegheny County's public workforce system, Three Rivers Workforce Investment Board (3RWIB) works to ensure that the current and future needs of businesses and job seekers are met. With tens of thousands of jobs available in the Pittsburgh region, 3RWIB bridges the gap between people looking for work and companies in need of talent.

3RWIB has been awarded a 2-year Training to Work grant from the U.S. Department of Labor to improve the long-term employment prospects of individuals enrolled in Allegheny County Jail work release programs.

3RWIB is partnering with the Allegheny County Department of Human Services, Allegheny County Jail Collaborative to implement this grant. Beginning in January 2017 and running through December 2018, we expect to provide occupational training, placement assistance, and supportive services to 170 individuals during the two year grant period.

In addition, this project includes seed funding for a pilot community housing initiative similar to promising models such as [Delancey Street](#) in California and [Greyston](#) in New York. Community housing is designed to successfully transition individuals leaving work release programs to independent living.

Purpose

We release this RFP to fund a pilot community housing initiative for 8 individuals exiting local work-release programs. Ideal partners will have experience working with formerly incarcerated individuals. Successful bidder must collaborate with other partners in this grant, including case managers, employment specialists, mentors, and corrections staff.

Proposed services must:

- Provide community housing services to 8 individuals that comply with all federal, state, and local housing laws and regulations;
- Enable the successful transition of individuals from incarceration to independent living; and
- Maintain a flexible and innovative approach to piloting a new style of community housing for returning citizens.

Bidders should propose the service delivery model they feel would best suit the purpose of this grant in terms of length and content of program and staffing. Successful bidders must demonstrate that the model is based on research and best practices.

Budget

An estimated total of \$47,000.00 will be made available for this initiative. 3RWIB anticipates awarding 1 contract.

How to Apply



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Bids must be submitted by 5p.m., on March 31, 2017, to trainingtowork@trwib.org, or Centre City Tower, Suite 2600, 650 Smithfield Street, Pittsburgh, Pa 15222 with the following information:

1. Cover Sheet

- a. Name of Organization
- b. Primary Contact Name, Address, Phone Number, and Email Address
- c. Overview of Organization
- d. Location of proposed housing including specific street address(es) if available

2. Project Description (no more than 10 pages)

Proposals should outline the strategy proposed to provide housing services, and establish a timeline for the project that fits within July 1, 2017 – December 31, 2018. Demonstrate organizational capacity and experience to deliver services to this population. Explain how you will identify participants for the pilot, what services participants will be connected to in the house, and how the program will be structured. Identify key performance measures. Include a logic model that demonstrates inputs, outputs, and outcomes.

3. Letters of Support

Include signed letters of support and willingness to partner with bidding organization from Allegheny County Department of Human Services, Allegheny County Jail, and PA CareerLink Pittsburgh/Allegheny County.

4. Budget

Indicate a budget for the project that includes all associated costs and clearly identifies all funding streams. Budget should include an estimated cost per person served.

Review and Selection Process

Timeline:

5p.m. March 31, 2017 – Proposals due to 3RWIB; late submissions will not be considered.

On or about April 17, 2017 – Selections finalized and successful bidders notified.

On or about July 1, 2017 – Services begin.

Scoring

Proposals are scored out of 100. A review team of key 3RWIB staff will evaluate proposals according to the following criteria:

Organizational Information: Applicant demonstrates capacity and experience to deliver housing services to the reentering population. Proposed living facility/property is currently owned by or under contract to bidding organization. Max: 25 points

Proposal: Applicant proposes housing services for 8 individuals in work release programs. Program model leverages best practices and describes how services will coordinate with occupational training providers, case managers, employment specialists, and mentoring services to move clients towards long-term employment. Applicant fully describes the program structure and proposes a promising model to identify participants for the pilot and connect participants with external services. Timeline is reasonable and within the two-year timeline of the grant. Max: 40 points

Letters of Support: Applicant includes signed letters of support that demonstrate relationship with key project partners. Max: 25 points



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Budget: Applicant provides detailed cost information to support the reasonableness of the cost per person. Max: 10 points

All questions or requests for additional information must be made in writing to trainingtowork@trwib.org. No answers will be given in person or over the phone.

Provisions & Disclaimers

1. All solicitations are contingent upon availability of funds.
2. 3RWIB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. 3RWIB reserves the right to waive informalities and minor irregularities in the proposals received.
4. This Request for Bids does not commit 3RWIB to award a contract.
5. 3RWIB 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 3 Rivers WIB.
6. 3RWIB 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.
7. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
8. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the 3RWIB and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
9. The contract award will not be final until 3RWIB and the successful bidder have executed a mutually satisfactory contractual agreement. 3RWIB reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final 3RWIB approval of the award and execution of a contractual agreement between the successful bidder and 3RWIB.
10. 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.
11. Applicants are advised that most documents in the possession of 3RWIB are considered public records and subject to disclosure