

## Request for Proposals – Questions & Answers

Adult Education Services, June 2020

Allegheny County Employment Advancement & Retention Network (EARN) and Work Ready Programs

Question 1: What are the details of the location arrangements. How many hours will the applicant be required to staff?

Answer: The selected applicant will deliver services to individuals participating in the EARN and Work Ready programs located in Downtown Pittsburgh at the Reemployment Transition Center, 333 Forbes Avenue, Pittsburgh, PA 15222, and in Wilkinsburg at the Hosanna House, 807 Wallace Avenue, Wilkinsburg, PA 15221. Basic working arrangements, office accommodations, technology for participants, and classroom space will be made available to the selected applicant. The selected applicant must also have the capacity to offer services remotely, providing participants with the option to engage in services virtually. Applicants should propose the level of effort and related staffing in response to the requirements and expectations described in this RFP.

Question 2: Will the RFP only be won by 1 provider and if so can they subcontract some of the services?

Answer: Partner4Work intends to award an agreement to one service provider as a result of this RFP. A group of two or more applicants may apply together, but the lead applicant/fiscal agent must be clearly identified. In this scenario, if chosen for an award, P4W would contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant/fiscal agent would be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements would become the responsibility of the lead applicant/fiscal agent.

Question 3: Does the provider need to be located in Allegheny County or can it be from a surrounding county?

Answer: There is no requirement that applicants must be located in Allegheny County; however, applicants must have the capacity to meet all requirements described in this RFP.