

# **Request for Proposals**

For the period of January 1, 2021 – December 31, 2022

## **Approved Training Programs for Reentry Employment Programming**

**Bids Due:**

November 30, 2020 at 9:00 AM

Partner4Work  
650 Smithfield Street, Suite 2600  
Pittsburgh, PA 15222

**RFP Release Date:**

October 26, 2020

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

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

Partner4Work's Pathway Home Program is funded by a Reentry Employment Opportunities (REO) grant provided by the US Department of Labor (USDOL), the total value of which is \$916,657. Federal Award Id. No. (FAIN): PE-35039-20-60-A-55. CFDA #: 17.270- Reintegration of Ex-Offenders.

Any services purchased through agreements resulting from this RFP to serve Pathway Home participants will be fully funded by Partner4Work through the REO grant provided by USDOL. Successful applicants must comply with all applicable regulations and the terms and conditions of the REO grant provided by USDOL.

## Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work (hereafter “P4W”) delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

## Purpose of this RFP

Partner4Work (P4W) has issued this Request for Proposals (RFP) to identify vocational training programs and transitional employment programs that can be made available to participants of the Pathway Home Employment Program and the Career Pipeline Program for Young Adults during the period of January 1, 2020 – December 31, 2022. We are seeking vocational training, apprenticeship, pre-apprenticeship, and transitional employment programs that align with career pathways in in-demand occupations and provide industry-recognized credentials. Through this RFP, P4W intends to secure pricing agreements with multiple providers whose training programs will be included on the Reentry Approved Training Programs List. Pathway Home and Career Pipeline participants will be referred to these programs according to participants’ choice, readiness and aptitude.

## Desired Impact

The Pathway Home program is funded by a Reentry Employment Opportunities (REO) grant from the US Department of Labor (DOL), Employment and Training Administration (ETA). Partner4Work is a subrecipient of Midwest Urban Strategies, the pass through entity. Pathway Home aims to enhance reentry strategies for adults ages 18 and older who are exiting the Allegheny County Jail. The Career Pipeline Program is funded by a grant from the Pennsylvania Department of Labor & Industry to serve young adults ages 18 to 24 who have previous or current involvement in the adult or juvenile justice systems. Each program provides comprehensive case management and supportive services in tandem with career services, including facilitating access to vocational training, education, and transitional employment to increase job skills and readiness. A primary goal of this programming is to help participants gain unsubsidized, career-track employment that affords self-sustaining income. The gains of Pathway Home and Career Pipeline participants will result in long-term community benefits of higher employment, lower recidivism, and increased public safety.

## How can you partner with us?

P4W is the fiscal manager of the grants funding the services sought by this RFP in Allegheny County. P4W has selected the Allegheny County Jail to be the primary provider of case management, supportive services, and career services for the Pathway Home program, and Auberle as the primary provider of case management, supportive services, and career services for the Career Pipeline program. P4W will act as the fiscal and administrative agent of the grants, as well as the lead planner and administrator of programs and services. The vocational training, pre-apprenticeship, apprenticeship, and transitional employment programs selected through this RFP will be included on the Reentry Approved Training Programs List from which Pathway Home and Career Pipeline participants may choose to attend, in consultation and coordination with their assigned case managers. Training providers may submit proposals in response to this RFP that include multiple training programs. P4W may release subsequent RFPs for training providers throughout the program implementation period.

## Program Dates

Programs on the Reentry Approved Training Programs List will be available to Pathway Home participants from January 1, 2021 to December 31, 2022 and will be available to Career Pipeline participants from January 1, 2021 to March 31, 2022. Agreements resulting from this RFP will be valid for one 24-month period, contingent upon performance and availability of funding, at the discretion of P4W.

## Anticipated Award

P4W plans to select multiple vocational training providers to enter into IDIQ-type agreements (indefinite delivery/indefinite quantity) that establish per participant program prices. P4W does not guarantee any number of enrollments in the training providers' program(s). The value of funds paid to approved training providers will depend on the level of interest and participation in approved training programs by Pathway Home and Career Pipeline participants.<sup>1</sup> The preferred maximum value of training funds per participant is \$5,000, but proposals to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary, and that the increased cost per participant will result in better outcomes. The maximum total amount available for training under this RFP is \$196,000.

## Who can apply?

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations, and government institutions are welcome to apply.

Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the proposal must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

## Program Requirements

Reentry training providers must have demonstrated experience and expertise in the provision of high-quality vocational training, apprenticeship, pre-apprenticeship, and/or transitional employment programming in Allegheny County. Those with experience in serving adults and young adults with criminal records are preferred but not required. Successful bidders will propose established training programs that are employer-driven, provide industry-recognized credentials, and align with career pathways in in-demand occupations where individuals with a criminal history are able to advance. Successful bidders will demonstrate established relationships with industry employers through the provision of letters of support from employers.

Training providers will accept Pathway Home and Career Pipeline participant referrals and accommodate Pathway Home and Career Pipeline program staff and participants' onsite visits and exploration of training programs prior to enrollment. Training providers will enroll and orient eligible participants and maintain

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<sup>1</sup> Agreements resulting from this RFP will not include minimum ordering values or guarantees.

contact with reentry program staff during training. Training providers will submit weekly participant attendance reports to program staff so that they may issue training stipends to participants.

Pathway Home and Career Pipeline program staff will provide regular contact and support to both the organization providing the training and the participant to address concerns and ensure a successful experience. Reentry program staff will work with participants to find unsubsidized employment that provides a sustainable income. If there is indication that a participant is not performing to training provider standards, reentry program staff will meet with the participant to help improve their performance, which may be related to issues outside of training. Approved training providers must regularly report participant attendance, updates and issues to reentry program staff. Approved training providers must establish and maintain a plan to address all operational and programmatic considerations related to COVID-19 or other outbreaks and emergencies, including providing adequate protective equipment and other preventative measures, having a plan for swift action for containment or mitigation, social distancing and limitations on large gatherings, specific protections for vulnerable populations, and any other considerations defined federal, state, and local regulations and P4W.

### PA Eligible Training Provider List

Inclusion on the PA Eligible Training Provider List (ETPL) is not required to submit a proposal in response to this RFP. Interested training providers whose programs are included on the ETPL are required to submit a proposal in response to this RFP in order to be approved for Pathway Home and Career Pipeline funding and included on the Reentry Approved Training Programs List.

### Payment

Payment will be issued to approved training providers on a per participant basis according to the terms and conditions of the agreements resulting from this RFP. Payment will be issued for fifty percent of the per participant cost upon successful completion of the participant's first day in the provider's program. Approved providers may invoice for the remaining fifty percent of the per participant cost upon successful completion of the entirety of the provider's program. If a participant does not complete the provider's entire program, the remaining fifty percent will not be issued to the provider, in whole or in part. Approved providers must submit invoices that are certified true and correct by the authorized signer. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance<sup>2</sup> and WIOA regulations. Approved providers must be current with required program reporting that agrees with invoices in order to receive payment.

### How to Apply

Interested and qualified parties must submit proposals by Monday, November 30, 2020 at 9:00 AM to [RFP@partner4work.org](mailto:RFP@partner4work.org). Late or incomplete proposals will not be considered. Emails should have the subject line "[Organization name] Reentry Training Provider Proposal." Proposals must be submitted in 12-point, Times New Roman font with 1-inch page margins, and 1.15 spacing in a pdf format. 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

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<sup>2</sup> See the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals. The proposal must contain all of the following content:

1. **Cover Sheet** – Use template provided.
2. **Organization Description** (limit to one page) – Describe each of the following for your organization:
  - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.
  - b. Past experience in managing vocational training, apprenticeship, pre-apprenticeship, and/or transitional employment programs, and effectively serving individuals with criminal records, including related outcomes data.
  - c. Accreditation to provide educational programs, or, for organizations which are not accredited justification of industry acceptance of the credentials offered by your program.
3. **Program Description** (limit to three pages per program) – Describe the following for each proposed training program:
  - a. Major components of your proposed training program.
    - i. Location of the program training site(s).
    - ii. Program model, including your approach and arrangements for effectively delivering the following services.
      1. Enrollment and orientation of participants.
      2. Vocational training curriculum to be used and certifying body.
      3. Credential(s) offered that are industry and employer-recognized.
      4. Career services, if applicable, focused on preparing participants for work and securing training-related employment that provides living wages.
  - b. Performance outcomes for the previous two years of program implementation, if applicable, including total enrollment, credential attainment, job placement, training-related job placement, and employment retention. Data verified by a third party, such as an auditor or the Commonwealth of Pennsylvania, are preferred.
  - c. Training schedule identifying class dates and times.
  - d. Any other services, programs, or resources you offer participants, if applicable.
4. **Program Costs** – Provide the following (limit to two pages per program):
  - a. The per participant cost for each proposed training program. The preferred maximum value of training funds per participant is \$5,000, but proposals to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary. Tuition cannot be more than the amount charged to the general public.
  - b. A brief narrative describing the proposed program cost, including all program-related and administrative costs items. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations. Please also describe any additional costs, such as books or equipment, that may be required of a participant (if not covered by the program).
5. **Required Attachments**
  - a. Letters from employers, community agencies, or other institutions demonstrating support for the training program(s).
  - b. Submit copies of all required documents listed in the Appendix A - Cover Sheet.

## Review and Selection Process

P4W will review proposals according to the required content described in the How to Apply section with attention to clarity, completeness and quality. Successful bidders will be invited to enter into a vendor agreement with P4W for the program(s) described in the proposal. Such agreements will be issued on an indefinite delivery/indefinite quantity (IDIQ) basis.

### Review Timeline (all dates are subject to change):

Release of RFP:	October 26, 2020
Questions regarding this RFP due:	November 6, 2020 by 5:00 PM
RFP answers to questions posted:	November 11, 2020
Bid due date:	November 30, 2020 by 9:00 AM
Selection of providers:	December 2020

## Questions or Requests

All questions or requests for additional information must be made in writing to [RFP@partner4work.org](mailto:RFP@partner4work.org) by November 6, 2020 by 5:00 PM. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org). Interested parties are encouraged to check the website frequently for updates. Questions received after November 6, 2020 at 5:00 PM will not be answered.

## Disclaimers

- This Request for Proposals (RFP) does not commit Partner4Work to award any contract or agreement.
- Partner4Work may select a firm based on its initial quote received, without discussion of the quote. Accordingly, each quote 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 applicants it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- Partner4Work reserves the right to fund portions of a bid, or to reject any and all bids in whole or in part. Rejection of a portion of a bid does not necessarily negate the entire bid.
- No costs will be paid to cover the expense of preparing a bid 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 bid 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 bid warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Bidders 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.

- Additionally, applicants must have an active DUNS number, registration in SAM.gov, and be capable of complying with our contract template, linked [here](#).
- Partner4Work strongly recommends potential bidders look at the contract templates, available at [www.partner4work.org](http://www.partner4work.org), before considering whether to submit a bid for this program.

**APPENDIX A**  
**Request for Proposals Cover Sheet**

**Lead Applicant:**

**A. Contact Information**

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Principal Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Fiscal Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Executive Director: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Program Overview**

Targeted occupation(s) of training: \_\_\_\_\_  
Length of program: \_\_\_\_\_  
Location: \_\_\_\_\_  
Number of adults and/or number of youth served: \_\_\_\_\_  
Total funding requested: \_\_\_\_\_  
Cost per participant: \_\_\_\_\_

**C. Legal Information**

Type of organization: For-profit:  Non-Profit:  Government:  Education Institution   
Federal Employer Identification Number (FEIN): \_\_\_\_\_  
Please provide your current [DUNS Number](#): \_\_\_\_\_  
Please provide your current [CAGE Code](#): \_\_\_\_\_

**D. Requirements / Documents** (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9
- Most recent financial audit

**E. Additional Requirements**

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.