

Request for Proposals

For the period of October 1, 2018 – September 30, 2021

Training to Work: Reentry Employment Program for Young Adults

Proposals Due:

September 10, 2018 at 5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:

August 10, 2018

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

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

Partner4Work's Training to Work Program is funded by a Reentry Employment Opportunities (REO) grant provided by the US Department of Labor (USDOL), the total value of which is \$1,499,963. Federal Award Id. No. (FAIN): YF-32171-18-60-A-42. CFDA #: 17.270- Reintegration of Ex-Offenders. Any agreements resulting from this RFP will be fully funded by Partner4Work through the REO grant provided by USDOL. The subrecipient must comply with all applicable regulations and the terms and conditions of the REO grant provided by USDOL.

Purpose of this RFP

Partner4Work (P4W) has issued this Request for Proposals (RFP) to identify a primary provider of case management and career services to support the Training to Work (T2W) Reentry Employment Program for Young Adults during the period of October 1, 2018 – September 30, 2021 (see Program Dates for more detail). We are seeking an organization experienced in serving justice-involved individuals, ages 18 to 24, that can implement primary service delivery of the T2W program in a central location, providing high-quality case management, supportive services, and career services. The selected provider will also coordinate participation in and administration of vocational training programs and transitional jobs placements, as determined by P4W.

Desired Impact

The T2W program is funded by a Reentry Employment Opportunities (REO) grant from the US Department of Labor (DOL), Employment and Training Administration (ETA). T2W aims to enhance reentry strategies for young adults, ages 18 to 24, who have been involved in the juvenile or adult justice system. Comprehensive case management and supportive services will be delivered 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 T2W is to help participants gain unsubsidized, career-track employment that affords self-sustaining income. The gains of T2W 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 primary grantee of the DOL grant that will fund the services sought by this RFP. The provider selected through this RFP will be a subrecipient of the DOL grant, through P4W, working in close coordination with P4W to implement the T2W program. P4W will act as the fiscal and administrative agent of the grant, as well as the lead planner and administrator of programs and services. The organization selected through this RFP will be the primary provider of case management, supportive services and career services for the T2W program.

Implementation of the T2W program will require demonstrated programmatic capacity and expertise to deliver case management, supportive services and career services. It will also require strong administrative capacity to ensure all fiscal requirements of the Agreement resulting from this RFP are met, including oversight and payment of funds to additional providers involved in the T2W program (e.g., training, education and transitional employment providers).

P4W encourages applicants to think strategically and innovatively about a service delivery model that best meets the needs of participants and will lead to long-term success. Collaborative proposals involving multiple partner organizations will be considered; however, one lead organization must be proposed as the fiscal and administrative agent to enter into the Agreement resulting from this RFP.

Target Population to be Served

The T2W program will serve residents of pre-determined high-poverty and high-crime areas of the City of Pittsburgh and Allegheny County. See Appendix A for a map and list of all service areas by census tract. An individual is eligible to participate in T2W if that individual, on the date of enrollment (the date of enrollment is when the individual has gone through the application process, been accepted, and confirmed participation):

- is at least 18 years and not older than 24 years of age;
- is a high school dropout,¹ or is currently involved with or has been involved with the juvenile or adult justice system, which includes:
 - previously incarcerated;

¹ Only 10% of participants may be enrolled as high school dropouts without involvement in the juvenile or adult justice system.

- under the supervision of the justice system, either in out-of-home placements, on probation, or on parole;
- under an alternative sentence by the justice system; or
- under a diversion program as an alternative to prosecution;
- has never been convicted of a sex crime other than prostitution; and
- is low-income (participants residing in the target area are considered to be low-income).

Program Dates

The successful applicant will begin delivering the full range of services to T2W participants as described below on October 1, 2018 and continue for 24 months, ending on September 30, 2020. Starting on October 1, 2020, the successful applicant will begin delivering follow-up services only, as described below, for a period of 12 months, ending on September 30, 2021. The Agreement resulting from this RFP will include three 12-month contract periods, as shown in the table below, with the second and third contract periods renewable at the discretion of P4W, based on performance of the successful applicant and funds available. The Agreement is not renewable after the third 12-month period.

Program Dates and Contract Periods			
Contract period 1	October 1, 2018 – September 30, 2019	Full service delivery	Base contract award
Contract period 2	October 1, 2019 – September 30, 2020	Full service delivery	Renewable by P4W
Contract period 3	October 1, 2020 – September 30, 2021	Follow-up service delivery	Renewable by P4W

Anticipated Award

P4W plans to award an amount not to exceed \$746,940 to one organization for delivery of comprehensive case management, supportive services and career services for the full 36-month period of the T2W program.² In addition to case management, supportive services and career services, the successful applicant will coordinate involvement of T2W participants in training and transitional jobs programs, as determined by P4W, during the first 24 months of the T2W program. Total funds available for training and transitional jobs programs is \$550,000, in addition to funds available for case management, supportive services and career services. P4W will determine the exact amount of funding for training and transitional jobs included in the Agreement resulting from this RFP post award.

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. Those with experience in the provision of quality case management services and workforce development programs, focused on justice-involved populations, similar to the program model described in this RFP, are preferred.

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.

² Proposed costs related to short-term credentialing, as described in section 3 of Program Requirements, will not be counted toward the not to exceed award amount of \$746,940.

Program Requirements

The successful applicant will have demonstrated experience and expertise in the provision of high-quality case management services, supportive services and career services to the reentry population, preferably justice-involved young adults ages 18 to 24. The applicant will conduct day-to-day operations of the T2W program in a space and location readily accessible to T2W participants, proposed by the applicant, hereafter referred to as the T2W Center. The T2W Center will serve as the one-stop hub for participant appointments and drop-ins and must have the capacity to host all T2W staff employed by the successful applicant. In addition to regular office hours at the T2W Center, staff of the successful applicant must be able to travel within the target area to meet participants, employers and other stakeholders in neighborhood locations. Participants may visit the T2W Center without appointments to check in with program staff and utilize resources provided for job search and career exploration activities.

P4W will consider collaborative proposals involving multiple partner agencies in the provision of case management, supportive services and career services. However, proposed T2W staff providing direct services must have common lines of reporting and supervision to the successful applicant and be co-located at the T2W Center to provide a seamless experience for participants and prevent delays in service delivery.

The successful applicant will be bound by the requirements and regulations of the Reentry Employment Opportunities (REO) grant from the US DOL Employment and Training Administration.³ The successful applicant will make every effort to attend and participate in key initiatives of P4W, including P4W youth employment convenings and Pittsburgh Works events, to help ensure an integrated system of workforce development services in Pittsburgh and Allegheny County, and to ensure its efforts are closely aligned with the priorities and activities of P4W. The successful applicant will also strive to integrate its services with PA CareerLink® and ensure seamless referral of participants to and from PA CareerLink®. T2W participants may be co-enrolled into Partner4Work TANF and WIOA funded programs, provided efforts are made to prevent duplication of services.

1. Recruit and enroll T2W participants.

The successful applicant will conduct strategic outreach to develop and maintain quality relationships with partner agencies for participant recruitment. The successful applicant will also accept referrals from key stakeholders of the T2W program, such as the Allegheny County Jail Collaborative, including the Allegheny County Probation Office, Work Release Programs, and the Jail Collaborative Reentry Program.

The successful applicant will assess, enroll and orient eligible participants using clear and proven protocols. Prior to program enrollment, T2W staff of the successful applicant will conduct a validated risk/needs assessment for each participant to determine the immediate provision of supportive services. Individuals who are ineligible for the T2W program will be referred to PA CareerLink® and other services and programs for which they are eligible. The successful applicant will enroll a total of 188 participants by September 30, 2019 and meet additional enrollment goals throughout the period of performance, as shown in the table below. All 188 participants must be exited from the program and have entered follow-up services by September 30, 2020. See the table below for a summary of the program timeline.

³ See the Funding Opportunity Announcement (FOA) <https://www.doleta.gov/grants/docs/FOA-ETA-18-02.pdf> and the FOA Amendment One <https://www.doleta.gov/grants/docs/FOA-ETA-18-02-Amendment-One.pdf>.

Enrollment and Exit Timeline	
94 participants cumulatively enrolled	By March 31, 2019
188 participants cumulatively enrolled	By September 30, 2019
All participants placed and exited to follow-up services	By September 30, 2020

2. Provide comprehensive case management, supportive services and career services to T2W participants.

Upon enrollment, or immediately thereafter, T2W staff of the successful applicant will meet with participants and develop a comprehensive and holistic understanding of participants’ needs, including interests, sources of motivation, and barriers to reentry and program participation. T2W staff and participants will create a service plan to ensure focused, wraparound support for the participant. Staff will work to strengthen participants’ community supports by encouraging engagement with family, mentors, and recreational activities, as well as education, training, and mental health supports. Staff will assist participants in accessing a range of supportive services, both through the Allegheny County Jail Collaborative and the broader network of resources available in Allegheny County, including community-based mentoring programs, medical assistance enrollment, legal services and behavioral health services. Staff will collaborate with providers of supportive services to ensure case management efforts and planning are closely coordinated.

Included in the comprehensive assessment and planning process for T2W participants will be a proven approach to evaluating educational and occupational needs, strengths and barriers. T2W staff of the successful applicant will ensure results of the assessment are included in participants’ service plans and inform participants’ career goals and objectives. T2W staff will share participants’ service plans with project partners, as appropriate, make referrals accordingly (e.g., vocational training, transitional jobs, education), and closely coordinate efforts with any additional providers. T2W staff will communicate with participants often to ensure progress toward the goals of their service plan and the larger T2W program (see below section on performance standards).

The successful applicant will provide high-quality career and job development services to all T2W participants, including but not limited to:

- Assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, and supportive service needs;
- Referral to vocational training, education, and transitional job opportunities, including facilitation of enrollment and successful participation;
- Referral to PA CareerLink® and WIOA youth services and resources;
- Job search and placement assistance;
- Career counseling, planning and exploration, including the provision of labor market information;
- Referral to partners to meet work readiness and supportive service needs, including child care; and
- Additional services as defined by the Workforce Innovation and Opportunity Act (WIOA) section 134 (c).

Supportive services paid for by the T2W program and coordinated by the successful applicant may include transportation assistance, non-employer paid licensing or testing fees, education transcripts, training application fees, work or training-related gear, and/or drug testing and criminal background checks. P4W will consider additional supportive services if justified by the applicant and if related costs are determined allowable and reasonable. Priority will be given to proposals that leverage the applicant’s existing supportive services.

3. Facilitate participation of T2W participants in occupational training, education or transitional jobs.

The T2W program will provide multiple avenues for participants to gain knowledge, skills and abilities, enabling them to pursue career-track employment. The successful applicant will oversee two major components of the T2W program related to vocational training, education and transitional jobs.

The first component of the T2W program related to vocational training will include short-term, industry-recognized credentials offered to T2W participants directly by the successful applicant.⁴ The purpose of these short-term credentials is to provide participants with a brief training opportunity immediately after enrollment to boost motivation, increase marketability and encourage entry into more involved training programs. The successful applicant will propose several short-term, industry and employer-recognized credentials for the T2W program, directed toward viable career pathways. The applicant may propose short-term credentialing offered directly by its staff or staff of partner agencies; however, the applicant will make every attempt to offer short-term credentialing onsite at the T2W Center. Proposed costs related to the delivery of short-term credentials, as described above, will not be counted toward the not to exceed budget amount of \$746,940 for case management, supportive services and career services. See the Anticipated Award section for further detail.

The second component of the T2W program related to training, education and work experience will include the successful applicant facilitating enrollment and engagement of participants in vocational training, education, including adult basic education and post-secondary education, and transitional jobs, external to the successful applicant. P4W will determine which vocational training, education and transitional jobs opportunities will be available to T2W participants. The successful applicant will help participants navigate these opportunities according to participants' choice, readiness and aptitude. Among these opportunities will be training programs available through the Eligible Training Provider List (ETPL), managed by P4W and PA CareerLink® Pittsburgh/Allegheny County. For participants interested in pursuing an ETPL training program, the successful applicant will facilitate their enrollment and participation in PA CareerLink® services. Also among these opportunities will be transitional jobs (TJ), as determined by P4W. TJ are temporary, subsidized positions intended to provide valuable work experience that can help participants reattach to the workforce. TJ are best suited to individuals with chronic unemployment who would benefit from the opportunity to build a positive work history while developing necessary work attitudes, behaviors and habits. Applicants should not propose specific, external vocational training, adult basic education, post-secondary education, and transitional jobs opportunities; however, the successful applicant will demonstrate the ability to facilitate enrollment and engagement of participants in such programs.

T2W staff of the successful applicant will work closely with participants to determine the most appropriate training, education, or work experience opportunities for participants on a case by case basis, within the range of programs and opportunities selected or approved by P4W. Although all T2W participants will be encouraged to participate in these opportunities, they are not required to do so. For T2W participants engaged in such opportunities, T2W staff must provide regular contact and support to both the organization providing the training or work experience and the T2W participant to address concerns and ensure a successful experience.

⁴ See the Employment and Training Administration's Credential Resource Guide: <https://wdr.doleta.gov/directives/attach/TEGL15-10a2.pdf>.

4. Placement, retention and follow-up services.

Participants must be exited from the T2W program throughout the two-year program implementation period on a rolling basis. The preferred and primary reasons for exiting a participant will be placement in unsubsidized employment, registered apprenticeship, or post-secondary education.

T2W staff of the successful applicant must work with participants at all stages of program participation to find unsubsidized employment that provides a sustainable income. In order to facilitate placements in unsubsidized jobs, the successful applicant will develop and implement an effective business outreach and engagement plan to establish employer relationships, determine employer needs and match T2W participants with employer needs appropriately. T2W staff must also work with participants who are interested in pursuing post-secondary education or registered apprenticeships to facilitate preparation, enrollment and participation, as applicable.

T2W staff will conduct rigorous follow-up for a period of twelve months after program exit with all participants who have entered unsubsidized employment, registered apprenticeship, or post-secondary education, initiating contact at least every week for the first month of follow-up and at least twice a month thereafter, in order to support retention and advancement, mediate any workplace issues and address identified needs. If there is indication that a participant is not performing to employer standards, T2W staff will meet with the participant to help improve their performance, which may be related to issues apart from work. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; job re-placement; and referral to supportive services. Follow-up services must include more than just an attempted contact.

Program Management, Compliance and Reporting

We count on our providers to deliver quality services, keep good records, and collect data that will help us sustain the T2W initiative. The T2W provider will be held accountable to the rules and requirements applicable to the administration of a US DOL Employment and Training Administration grant, as well as all applicable P4W policies and guidelines.

P4W is responsible for all levels of program monitoring, evaluation and reporting on DOL funded activities. The T2W provider is required to provide P4W with timely reports and supporting documentation that clearly demonstrate participant enrollment, participation, progress, outputs and outcomes. P4W will work with the T2W provider to understand reporting requirements and program exiting procedures.

The T2W provider must also use the DOL Workforce Integrated Performance System (WIPS) to report on client service provision and program activities, including but not limited to eligibility, enrollment, assessment, placement in training, post-secondary education and transitional employment, case notes, career services, supportive services, job placement, program exit and follow up services. P4W will arrange training for the successful applicant on data entry in WIPS and provide ongoing technical support.

Program Cost Reimbursement

T2W is a cost reimbursement program. This means your organization must have the financial capacity to pay all program costs up front. P4W will require an invoice, proof of expenses, and required documentation to process a reimbursement. P4W will only reimburse the provider for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs

will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance⁵ and WIOA regulations.

Training to Work Performance Standards

The successful applicant will, at a minimum, meet all performance standards described in the table below. P4W will evaluate performance of the successful applicant according to all performance standards described below.

Required Performance Standards		
Performance Standard	Definition	Goals
Enrollment Rate	Number of individuals enrolled in the T2W program divided by the enrollment goal of 188 individuals.	100%
Recidivism Rate	Percentage of participants who were in or returning from a juvenile or adult correctional facility or on probation prior to enrolling in the program and have been convicted of a new criminal offense within 12 months of their release from a juvenile or adult correctional facility or placement on probation.	Less than 20%
Occupational Skills Training Rate	Percentage of participants who enter occupational skills training.	60%
Placement Rate	Percentage of participants who are placed into one or more of the following: unsubsidized employment, apprenticeship or post-secondary education.	70%
Education and Employment Rate – 2nd Quarter After Exit*	Percentage of participants in unsubsidized employment or post-secondary education during the second quarter after exiting the program.	TBD
Education and Employment Rate – 4th Quarter After Exit*	Percentage of participants in unsubsidized employment or post-secondary education during the fourth quarter after exiting the program.	TBD
Median Earnings – 2nd Quarter After Exit*	Median earnings of participants in unsubsidized employment during the second quarter after exiting the program.	TBD
Credential Attainment*	Percentage of participants who entered occupational skills training and received an industry-recognized credential.	60%
Measurable Skill Gains*	Percentage of participants who are in an education or training program that leads to a recognized credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.	TBD
Effectiveness in Serving Employers*	TBD	TBD

*WIOA primary indicators of performance. Any undefined goals or definitions for these indicators will be determined post-award.

Find out more about the WIOA primary indicators of performance at www.doleta.gov/performance/.

How to Apply

Interested and qualified applicants must submit proposals by Monday, September 10, 2018 at 5:00 pm to info@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Training to Work Provider Proposal.” Proposals are limited to fifteen (15) pages, excluding the cover sheet and any letters of support. Proposals must be submitted in 12-point, Times New

⁵ See the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

Roman font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all of the following content:

1. **Cover Sheet** – Use template provided.
2. **Organization Description** – Describe each of the following for your organization:
 - a. Basic organizational description, including mission, principal programs and services, annual budget and number of full-time staff.
 - b. Past experience in managing quality workforce development programs, especially those similar in size and scope to the Training to Work program, and effectively serving justice-involved young adults, including related performance outcomes.
 - c. Administrative capacity, including but not limited to your organization’s ability to produce timely and accurate program reports, utilize client management systems, and provide fiscal support and oversight.
3. **Program Description** – Describe each of the following:
 - a. Program model. Major components of your proposed T2W program, according to the program requirements described in this RFP. The successful proposal will clearly and effectively address the standards and criteria in the Program Requirements section above, following the outline provided below.
 - i. Location of the T2W Center, including characteristics of the space, and how location and space will provide access and support effective service delivery to program participants.
 - ii. Staffing plan for both program-related and administrative positions that can effectively meet the program requirements described in this RFP, including titles, basic roles, responsibilities, and level of effort.
 - iii. Service delivery model, including your proposed approach and arrangements for effectively delivering the following services.
 1. Participant outreach and recruitment, including strategies for reaching, enrolling and orienting the target population.
 2. Case management, including needs assessment, service planning and provision or navigation of supportive services to facilitate effective program participation.
 3. Career services focused on preparing participants for work and securing employment that provides living wages in high-demand occupations, including an effective approach to business outreach and engagement.
 4. Provision of short-term credentialing opportunities that are industry and employer-recognized, and facilitation of enrollment and engagement in occupational training, education, and transitional jobs programs.
 5. Follow-up services to support retention and advancement, mediate workplace issues, and address identified needs.
 - b. Performance goals. How your proposed T2W program will effectively meet the performance standards required by this RFP, including how you will collect and track data related to goals. If you are a provider who has not met performance goals of any prior P4W contracts, address how you will ensure goals are met for your proposed T2W program.
 - c. Client information system you will utilize to manage and report on individual participation, including but not limited to participant enrollment, assessment, case notes, contact, planning, service delivery, referrals, training, placement, program exit, follow-up and outcomes.

- d. Timeline illustrating the major activities, tasks and services of the proposed program.
- e. Any other services, programs, or resources you will offer T2W participants, if applicable, and any funds or resources you plan to leverage in support of your proposed program, if applicable.⁶

4. Budget – Provide each of the following for your proposed T2W program:

- a. Budget for all program-related and administrative costs. Use the budget templates provided to complete a budget for each of the three contract periods. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations. The proposed budget may not exceed a total value of \$746,940, except for proposed costs related to short-term credentialing, as defined in section 3 of Program Requirements.
- b. Narrative that justifies the budget and describes the purpose and calculation of each line item.

5. Attachments

- a. Letters from community agencies, businesses or other institutions demonstrating support or commitment for the proposed T2W program.

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. High scoring proposals will clearly demonstrate an ability and likelihood to meet the standards and intended outcomes of the T2W program. Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
Cover Sheet	Required, but not scored
Organization Description a) Basic description b) Past experience c) Administrative capacity	20 points available, as follows: a) 5 b) 10 c) 5
Program Description a) Program model b) Performance goals c) Client information system d) Timeline	60 points available, as follows: a) 45 b) 5 c) 5 d) 5
Budget a) Program budget b) Budget narrative	15 points available, as follows: a) 10 b) 5
Attachments a) Letters of support or commitment	5 points available, as follows: a) 5
Total points available	100 points

The successful applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

⁶ Not required components of a complete proposal; however, submitting these components, if applicable, may strengthen the quality of the proposal.

Review Timeline (all dates are subject to change):

Release of RFP:	August 10, 2018
Proposal due date:	September 10, 2018 by 5:00 PM
Bidder's conference:	August 24, 2018 from 11:00 AM to 12:00 PM
Questions regarding this RFP due:	August 30, 2018 by 5:00 PM
Selection of providers:	End of September 2018

Questions or Requests

All questions or requests for additional information must be made in writing to info@partner4work.org by August 30, 2018 by 5:00 PM. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after August 30, 2018 at 5:00 PM will not be answered.

Bidder's Conference

P4W will hold a bidder's conference from 11:00 AM to 12:00 PM on Friday, August 24, 2018 at 650 Smithfield Street, Suite 2600, Pittsburgh, PA 15222. At the conference, P4W staff will review the requirements of the RFP and accept questions from attendees regarding the RFP. All interested applicants are encouraged to apply, although attendance is not required to submit a proposal.

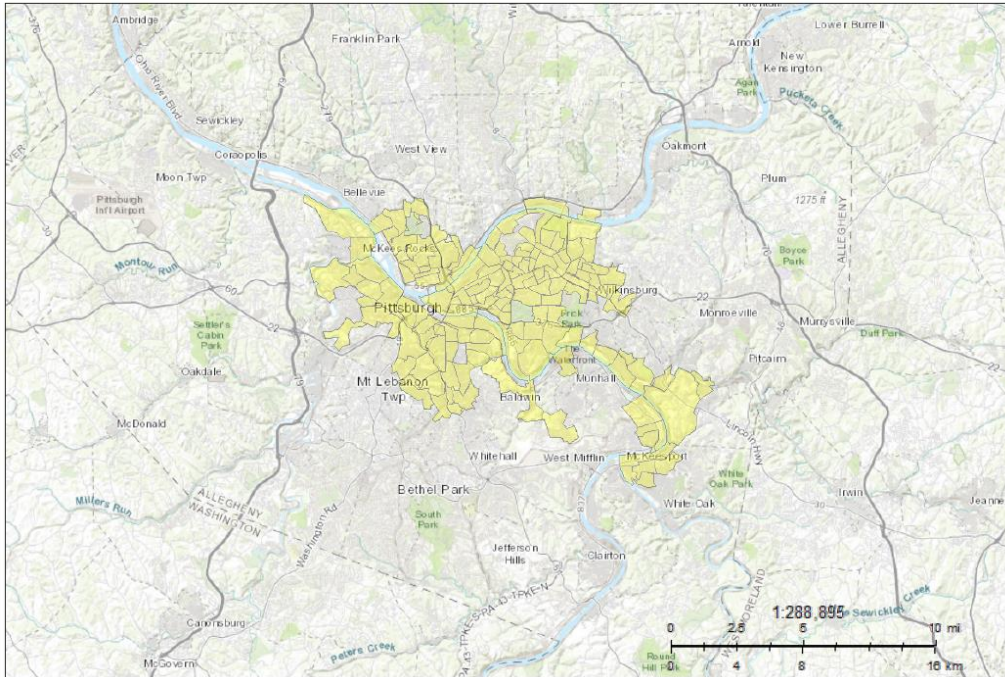
Disclaimers

- This Request for Proposals (RFP) 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 may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves 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.
- 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.
- 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 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.
- 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.

APPENDIX A

Eligible Service Delivery Areas

All individuals enrolled in the T2W program must reside within the census tracts illustrated below.



T2W Service Area Census Tracts							
10300	70900	120400	160800	250300	320400	550900	562900
20100	80200	120700	160900	250700	320600	551200	563000
20300	80400	120800	170200	250900	320700	551900	563100
30500	80600	130100	170600	260200	424000	552100	563200
40200	80700	130200	180300	260900	462100	552300	980000
40400	80900	130300	180700	261400	464400	560400	980100
40500	90100	130400	190300	261500	481000	561000	981800
40600	90200	130600	191100	262000	483800	561100	982200
40900	90300	140100	191400	270100	486700	561200	
50100	100500	140200	191500	270300	486800	561500	
50600	101100	140300	191600	270400	486900	561600	
50900	101400	140400	191700	270800	504100	561700	
51000	101600	140500	191800	271500	508000	561900	
51100	101700	140600	191900	281400	510000	562000	
60300	110200	140800	192000	281500	512800	562300	
60500	110600	141100	202200	290100	512900	562400	
70300	111300	141300	210700	290200	513800	562500	
70500	111400	141400	220600	290400	514000	562600	
70600	111500	151600	240600	300100	515300	562700	
70800	120300	151700	241200	310200	515300	562800	