



## **Request for Quotes:**

### **Diversity, Equity, & Inclusion Training**

**Proposals Due: 5:00 PM EST**

**March 5, 2021**

**Partner4Work  
650 Smithfield Street, Suite 2400  
Pittsburgh, PA 15222**

**Date Released:  
February 5, 2021**

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

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

## 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 RFQ

Partner4Work is seeking a qualified organization, firm, and/or individual to provide P4W staff with training and other tools on the topic of Diversity, Equity, and Inclusion as it relates to the workplace and its connection to the workforce in the City of Pittsburgh and Allegheny County.

## Scope of Services

The awarded organization, firm, and/or Individuals will be expected to provide training and other tools related to Diversity, Equity, and Inclusion (DEI) to Partner4Work Staff.

The awardee will be expected to work closely with the Director of Outreach and Inclusion and possibly the Internal DEI committee to provide training and other services including, but not limited to the following:

- A. Design and conduct a training series on Diversity Equity and Inclusion that includes no fewer than four training sessions within the calendar year.
- B. Increase understanding of individual, institutional, and structural discrimination and how all levels of discrimination impact social and economic conditions.
- C. Develop an evaluation tool (survey or another mechanism) to measure the effectiveness and usefulness of DEI training with staff post-training.
- D. Develop and deliver both in-person (when possible) and/or virtual education sessions and facilitate discussion. Ideally, Partner4Work prefers training sessions to be delivered live and recorded to provide to new staff when onboarding. Through training, P4W staff should be able to:
  - Understand diversity, equity, and inclusion and the impact on P4W’s overall Mission, Vision, and Values;
  - Define systemic and structural racism: “What is it and how to recognize it?”
  - Identify ways to address racism as P4W employees and as individuals;
  - Define implicit/unconscious bias: “How it shows up and how to recognize it?”
  - Develop ways internally to undo bias;
  - Define microaggressions. “How to recognize them and how to respond to them?”
  - Foster an inclusive workplace;
  - Address a multigenerational workforce: “ How unconscious bias affects our work?”;
  - Understand and support gender identity and expression through the usage of pronouns;

- Understand the difference between equality and equity;
- E. Develop a DEI toolkit, a “train-the-trainer” model, for internal use to train incoming staff.

### Training Approach

- A. Work Plan
  - a. Services expected and timeline
- B. Training accessibility; Shows experience in giving training both virtually and in-person.

### Budget

Budget: Provides a clear and reasonable budget for all training costs, reflective of an effective training model suitable to the requirement. No additional money will be provided for the contractor’s travel, material, or technology costs not provided in the proposed budget.

### How to Apply

Interested parties shall submit their quotes in the format as specified below. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The proposal should be in a .pdf format (zipped if necessary) not exceeding 10 pages in length.

1. Cover Sheet-See Exhibit A.
2. Executive Summary (2-page maximum) - Name of individual(s)/agency - Primary contact information (name, address, phone number, email address, website) - Individual(s)/agency history including years in business, names and resumes of the key personnel - Two (2) client references. Indicate the name and position of the person who will be performing the consulting services as specified in this Request for Quote. Provide a brief resume of the individual(s) background, training, and experience.
3. Project description (2-page maximum) that describes the strategy and timeline to accomplish the objectives outlined above in the Scope of Services, and the items identified in the Training Approach, and the methodology for tracking and meeting project deadlines and reporting project milestones.
4. Fee for Services (any out-of-pocket expenses proposer expects to incur should be detailed) - The fee for providing required services, broken down by description and frequency and length of training/facilitation, and any other services.
5. Timeline and description of the training program, including the length of each training.
6. Timeline and description of other services (toolkit and post-training evaluation mechanism).

## Review and Selection Process

The P4W Director of Outreach and Inclusion will convene a committee to review and score proposals according to the required content described in the How to Apply section with attention to clarity, completeness, and quality.

Maximum points any proposal can receive will be 100 points and based on the following criteria:

1. Approach: Organization understands and describes a proper approach to obtain the required information and create the needed reports in a timely manner: 30 points
2. Organizational expertise with Diversity, Equity, and Inclusion: The applicant demonstrates the capacity and experience to deliver the required deliverables. Maximum: 20 points.
3. Fee: The applicant provides detailed cost information to support the reasonableness of the project. Maximum: 20 points
4. Final Stage: The top two scoring proposals will be invited to a 45-minute interview with the Director of Outreach and Inclusion and one or more members of the internal Diversity, Equity, and Inclusion committee, and/or other staff as appropriate. 30 points

## Review Timeline

- Release of Request for Quotes February 5, 2021
- Due Date for RFQ related questions February 16, 2021
- Response to Questions date February 19, 2021
- Quotes/Bids Due 5:00 PM EST March 5, 2021
- Finalist Interviews Week of March 15th
- Selection April 1, 2021
- Contract Start Date May 1, 2021

## Questions

Questions or requests for additional information must be made in writing to [rfp@partner4work.org](mailto:rfp@partner4work.org). Answers will be posted at [www.partner4work.org](http://www.partner4work.org) to make them available to the public to ensure a fair and transparent process.

## Disclaimers

- This Request for Quotes (RFQ) 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 applicants before a contract award.
- 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 RFQ are not in excess of those that would be charged to 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 RFQs 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 RFQs.
- 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 RFQ.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

**APPENDIX A**  
**Request for Quotes Cover Sheet**

**Lead Applicant:** Click or tap here to enter text.

**A. Contact Information**

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

**B. Legal Information**

Type of organization: For-profit:  Non-Profit:  Government:  Education Institution

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [DUNS Number](#): \_\_\_\_\_

Please provide your current [CAGE Code](#): \_\_\_\_\_

**C. 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).*

- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit
- Certificate of Worker's Compensation Insurance if Applicable
- W9

**D. 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