



Request for Quotes

For the period of February 1, 2022 to September 30, 2022

Career Services Expansion: Pandemic Workforce Network **CORRECTED**

Deadline: Quotes will be accepted and reviewed on a rolling basis until July 1, 2022

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222

RFQ Release Date:
January 10, 2022

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

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

About Partner4Work

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 \$22 million in public and private workforce funds, Partner4Work 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 (P4W) is issuing this Request for Quotes (RFQ) to identify multiple neighborhood-based organizations interested in becoming part of a pandemic workforce network to provide referral pathways for job seekers to access PA CareerLink® career services. Organizations eligible to participate in the network must have existing programming providing direct services to residents of Allegheny County outside of the City of Pittsburgh.

Organizations need not provide workforce development services, but must have an existing network of clients who are interested in working and will be ready to work within a reasonable time of enrollment in PA CareerLink® Career Services Expansion programming. Respondents to this RFQ should have a considerable outreach structure in place to be able to ensure that a steady stream of job seekers are available to enroll in PA CareerLink® services. To the extent possible, network organizations may host PA CareerLink® staff on-site to provide career services to clients, allow for walk-ins from their surrounding community, invite PA CareerLink® to promote services at special events and deliver targeted information regarding employment and training opportunities, enriching the services and programming already provided by the organization. The implementation of the network will serve to safely expand access to PA CareerLink employment services to meet increased employment needs resulting from the COVID-19 pandemic.

PA CareerLink® career services include soft skills training, workshops on resume writing and interviewing techniques, funding for occupational skills training, and job search assistance. A list of services available to job seekers and businesses through PA CareerLink® can be found at <https://www.careerlinkpittsburgh.com/>.

P4W expects that each organization funded under this procurement will refer at least 10 clients per month to PA CareerLink®. Agreements resulting from this procurement will not include referral or enrollment quotas.

Anticipated Awards

As a result of this RFQ, P4W expects to award multiple fixed price contracts to provide enrollment incentive compensation of \$100.00 per job seeker that enrolls in PA CareerLink® Career Services Expansion programming stemming from the contractor's referral. The projected amount of funding available for agreements resulting from this RFQ is \$24,000. The maximum number of enrollment incentive compensation payments is 240. PA CareerLink® utilizes a customer choice approach and P4W does not guarantee that any referrals made by the contractor will result in enrollment into PA CareerLink® services. P4W reserves the right to close this procurement when 75% of the Career Services Expansion enrollment goal is reached.

P4W will utilize federal Community Services Block Grant (CSBG) funding from Allegheny County to support 100% of agreements resulting from this RFQ. While clients served by this program need to reside in Allegheny County outside of the City of Pittsburgh, referral partner locations can be located anywhere throughout the City of Pittsburgh and Allegheny County.

Program Dates

The Career Services Expansion: Pandemic Workforce Network project will operate from October 1, 2020

to September 30, 2022. Agreements resulting from this RFQ will be valid through September 30, 2022 or until full enrollment is reached, at the discretion of P4W.

Payments

Payment will be made to selected applicants based on a fixed cost per person basis. For each referral that results in enrollment in PA CareerLink® Career Services Expansion programming, the organization will be notified by P4W and P4W will issue one \$100.00 incentive payment per enrollment.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, trade associations or unions, apprenticeship and pre-apprenticeship organizations, government institutions and other entities operating in accordance with federal, state and local law.* Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work are ineligible to apply.

****Interested, qualified, and otherwise eligible participants who are already partnered with and receiving compensation from Partner4Work to perform services either directly or indirectly resulting in Adult or Dislocated Worker WIOA enrollments shall not be eligible to participate in this RFQ or for referral bonuses defined and described herein.***

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.

How to Apply

Interested and qualified parties are invited to submit an **application form** (including required attachments) at any time to RFP@partner4work.org using the template provided on the Partner4Work webpage for this RFQ. Applications will be accepted and reviewed on a rolling basis until Friday, July 1, 2022 at 11:59 PM EST. Incomplete applications will not be considered. The application form must be completed and include all of the following content:

1. Contact Information - Includes organization name, address, and principle staff.
2. Legal Information - Includes Federal Employer Identification Number (FEIN); [DUNS number](#); and [CAGE code](#).
3. Basic Organization Description - Includes principal programs and services; the client base of individuals who may be interested in PA CareerLink® career services; an estimate of the volume of job seekers the organization will refer to PA CareerLink®; the organization's outreach strategies to ensure that a steady stream of job seeker clients are referred; and the organization's ability to host PA CareerLink® staff on-site to meet with clients.
4. Supporting Documentation - Includes registration in the [System for Award Management](#) (SAM); Certificate of Liability Insurance; Certificate of Worker's Compensation Insurance; W-9; and a copy of the organization's most recent financial audit.

Note: Organizations with multiple locations are invited to submit one application that covers all locations.

Review and Selection Process

P4W will review applications on a rolling basis 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 an agreement with P4W.

Review Timeline (all dates are subject to change):

Release of RFQ: January 10, 2022

Questions regarding this RFQ due: June 10, 2022 by 11:59 PM EST

Rolling bid due date: July 1, 2022 by 11:59 PM EST

Selection of providers: Ongoing

Questions or Requests

All questions or requests for additional information must be made in writing to RFP@partner4work.org. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after June 10, 2022 at 11:59 PM EST will not be answered.

Disclaimers

- This Request for Quotes (RFQ) does not commit Partner4Work (P4W) to award any contract or agreement.
- Boilerplate contract language is available at www.partner4work.org. Potential respondents should review it prior to responding.
- P4W may select a firm based on its initial proposal received, without discussion of the proposal. P4W may, however, have discussions with those applicants it deems in its discretion to fall within a competitive range.
- P4W 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.
- P4W 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 P4W 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 P4W and the successful bidder have executed a mutually satisfactory contractual agreement. P4W reserves the right to make an award without further discussion of the bid submitted. No activity may begin prior to final P4W approval of the award and execution of a contractual agreement between the successful bidder and P4W.
- The submission of the bid 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.
- Bidders are advised that most documents in the possession of P4W are considered public records and subject to disclosure. P4W reserves the right to issue additional RFQs if and when it is in P4W'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.