



## ***TechHire Pittsburgh* Training Programs Request for Proposals**

Partner4Work (P4W) announces funding opportunity seeking technical training providers to launch individuals with barriers to employment into careers in the IT industry.

### **Who We Are**

Partner4Work is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in the Pittsburgh area. We partner with businesses to source and train the talent needed to grow the region's economy. We partner with job seekers to break down barriers and open doors to opportunity for careers in growing industries. And we partner with agencies to make an impact in communities, to reach people where they are, and set them on the path for a promising future.

### **Background and Statement of Need**

*TechHire Pittsburgh* is a public-private collaborative aimed at bridging the digital skills divide in the region. It is part of a national campaign to expand local tech sectors by building tech talent pipelines in communities across the country. With the region's demand for tech talent expected to grow 2.6 times faster than Pittsburgh's market overall, opportunities are expected to be plentiful for skilled job seekers. Specifically, P4W strives to create opportunities for unemployed and underemployed individuals to gain the skills needed to enter this field, with an emphasis on creating opportunities for those with non-traditional backgrounds, no college education, and/or other barriers to employment.

**We are seeking experienced training providers with the curriculum and employer connections to successfully prepare these job seekers for entry-level IT and tech jobs in energy, manufacturing, health care, logistics, and other sectors.**

### **Where You Come In**

*TechHire Pittsburgh* is designed to connect businesses with the talent they need and job seekers with meaningful careers. Funding is available for organizations that can deliver training programs to accomplish this dual mission. We are looking for training programs that include:

- Training for tech skills that are in-demand by local employers, and an established track record of employers hiring individuals who complete the training program;
- Incorporation of not just the technical skills to do the job, but also the industry-specific soft skills needed to stand out to employers, including resume writing, interview techniques, communication strategies, etc.
- Emphasis on technical skills that can lead to IT careers for individuals without a college degree.
- Preference will be given to training programs that provide opportunities for participants to develop a portfolio of projects to show off their newly acquired tech skills, as well as those that include direct interaction with local employers and/or industry experts.

## How to Apply

Bids must be submitted by **5:00 PM November 17, 2017**, (please note the updated submission deadline) to [techhirepgh@partner4work.org](mailto:techhirepgh@partner4work.org). Late or incomplete submissions will not be considered. Proposals should contain the following information:

### 1. Cover Sheet

- a. Name of organization
- b. Primary contact name, address, phone number, and email address
- c. Overview of the organization including mission, years in business, key personnel, and geographic footprint.

### 2. Project Description

Proposals should outline the strategy proposed to accomplish requirements listed above, including:

- a. Description and syllabus of the proposed training, including scope of training, specific competencies to be learned, and any certifications or industry-recognized credentials awarded. *Priority will be given to training programs that allow participants to continue to work during the course;*
- b. Description of the specific target jobs for which program graduates will be competitive, including general industry demand and average wages. Descriptions and data must reflect projected employer demand in the Pittsburgh Metro Area. *Priority will be given to proposed trainings enabling entry into the IT field without a college degree;*
- c. Description of target population to be trained, including demographic information, education/skill level, required experience, and number to be served. *If submitting a proposal for multiple training cohorts, please indicate both the overall number of participants and the number of participants per training cohort. Please note that if funded, the TechHire Pittsburgh training provider will be asked to partner with Partner4Work and United Labor Agency (ULA), the WIOA Title 1 Contractor within the PA CareerLink Pittsburgh/Allegheny County offices, to help recruit and screen participants;*
- d. Description of organizational capacity to successfully implement and accomplish the proposed training program, including credentials of training instructors and expertise in serving the target population(s) listed above;
- e. Description of job placement methods, including employer partners who have previously hired training program graduates and/or commit to hiring *TechHire* cohort graduates. If applicable, include letters of support from employer partners. *Priority will be given to proposed trainings that include letters of support from hiring employers.*

### 3. Budget:

- a. Applicants must submit a detailed budget using the form below. Any out-of-pocket expenses that the proposer expects to incur should be detailed in the form.

Expense	P4W	Other funding source(s)	Total Cost
Personnel			

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Operating			
Training materials			
Participant stipends			
Participant transportation			
Other (list by expense)			
<b>Total Program Cost</b>	<b>Number of individuals to be trained</b>	<b>Total cost per individual trained</b>	

- b. Applicants must submit a budget narrative outlining how *TechHire Pittsburgh* funds will be used to support and implement the program. The budget narrative should thoroughly and clearly describe every category of expense listed in the form above. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

## Review Process

Partner4work’s review committee will review proposals based on the proposal requirements outlined above. Proposals that do not address each of the abovementioned requirements will be considered incomplete.

## Timeline

Partner4Work aims to have training programs ready to begin by January 2018. The estimated timeline may be subject to change.

- Release of Request for Proposals Oct. 10, 2017
- **Proposals Due** **Nov. 17, 2017 by 5 PM**
- Selection Dec. 8, 2017
- Contract Start Date: January, 2018

## Questions?

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to [techhirepgh@partner4work.org](mailto:techhirepgh@partner4work.org). Answers will be posted at [www.partner4work.org](http://www.partner4work.org) to make them available to the public and ensure a fair and transparent process.

## Disclaimers

- This Request for Proposals does not commit Partner4Work to award a contract.

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

- Partner4Work may make funding decisions based on initial proposal received, without discussion of the proposal with the applicant. Accordingly, each proposal should be submitted on the strongest terms that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information from any applicant, 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 the 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 applicant 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 applicant 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 applicant.
- 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. 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.
- 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.