

Hazelwood Workforce Development Supportive Services Provider Request for Proposals (RFP)

Partner4Work (P4W) announces a funding opportunity for experienced organizations to provide supportive services to Hazelwood job seekers with barriers to employment.

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 accomplish this by:

1. Partnering with businesses to source and train talent needed to grow the region's economy,
2. Partnering with job seekers to remove barriers to employment and open doors to opportunity for careers in growing industries, and by
3. Partnering with community agencies to reach people where they are and set them on the path for a promising future.

Background and Statement of Need

In collaboration with Hazelwood employers and community-based organizations, Partner4Work is implementing a comprehensive workforce development strategy that meets employers' demand for skilled talent while connecting local residents to high quality training and employment opportunities to advance their career goals.

Where You Come In

This RFP is designed with two purposes in mind: First, to connect Hazelwood residents with the public workforce system to gain access to available training dollars and programming for which they may be eligible. Second, to provide supportive services and resources that will help Hazelwood residents be successful in their career pursuits. **The target population will be Hazelwood residents over the age of 18 with barriers to employment, such as lack of education, criminal history, English as a Second Language, disability, income at or below the poverty level, and chronic unemployment.**

We are looking for proposals that meet the following expectations:

Required Project Activities (to take place between June 15 and December, 31, 2018)

- Recruit and serve a minimum of 45 Hazelwood residents seeking employment.
- Connect residents with the PA CareerLink® representative at Carnegie Library of Pittsburgh – Hazelwood.
- Assess Hazelwood residents' individual employment barriers and provide supportive services that will increase their employment success. (Examples of supportive services include, but are not limited to, case management, transportation, counseling, child care, and help meeting basic needs.)

- Develop in-depth knowledge of PA CareerLink® employment services and accurately articulate the opportunities throughout the Hazelwood community.
- Collaborate with PA CareerLink® to promote and refer participants to community job fairs and other employment events.
- Coordinate with PA CareerLink® to host events throughout the community, co-branding promotional materials with the provider's name and logo, posting flyers in the community, referring individuals by word of mouth, etc.
- Track and report data on all participants monthly, including but not limited to: participant name and demographic information, services provided, and employment outcomes.
- Provide monthly narrative reports on successes, challenges and lessons learned, as well as participate in meetings with P4W and PA CareerLink® staff on an ongoing basis as needed to improve programming and address key issues.

Required Applicant Qualifications

- Proven track record of successfully serving individuals who have barriers to employment
- Ability to communicate quickly and accurately with a network of community partners and participants, keeping all parties informed of opportunities, needs, and outcomes
- Knowledge of workforce development programs and best practices
- Established relationships with the Hazelwood community, including an in-depth knowledge of the interests of Hazelwood residents

How to Apply

Proposals must be submitted by **5:00 PM, May 18, 2018** to pittsburghworks@partner4work.org. Late or incomplete submissions will not be considered. Proposals will be scored with the following criteria:

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 the requirements listed above, including:

- a. Description of applicant's expertise in serving the target population(s): Hazelwood jobseekers over the age of 18 with barriers to employment.
- b. Description of applicant's knowledge of and existing ties within the Hazelwood community. Priority will be given to proposals that include letters of support from Hazelwood community based organizations and partners.
- c. Description of the proposed supportive services to be offered, including the applicant's experience and successes providing these to clients in the past;
- d. Description of outreach strategy, including 1) how the provider will identify individuals in the Hazelwood community who are seeking employment, and 2) how the provider

will effectively collaborate with PA CareerLink® to promote attendance in community job fairs and other employment-centered events.

- e. Description of organizational capacity to successfully implement and accomplish the proposed services, including credentials of key personnel.

3) **Budget:** (Please Note: Partner4Work typically reimburses providers at a cost per-participant between \$1,500 - \$2,000)

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

Expense	Partner4Work	Other Funding Source/s	Total Cost
<i>Personnel</i>			
<i>Operating</i>			
<i>Materials/Supplies (list by expense)</i>			
<i>Participant Services (list by expense)</i>			
<i>Other (list by expense)</i>			

Total Program Cost	Number of Individuals to Be Served	Total Cost Per Individual Served

- b. **Applicants must submit a budget narrative** outlining how funds will be used to support and implement the services. 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 this program ready to begin by June 15, 2018. The estimated timeline may be subject to change.

Release of Request for Proposals	May 3, 2018
Proposals Due	May 18, 2018
Selection By	May 31, 2018
Contract Start Date	June 15, 2018

Questions or Requests

All questions or request for additional information must be made in writing to pittsburghworks@partner4work.org. All answers will be posted at <http://www.partner4work.org> to make available to the public and ensure a fair and transparent process.

Disclaimers

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