

Request for Proposals - Questions and Answers Document
BankWork\$® Pittsburgh
Training and Career Services for Financial Services Occupations

Updated 10/6/22

Similar questions may be grouped together with one answer provided for the group.

Q. Does the bidder/provider have to reside in Pittsburgh?

Q. Are banking jobs/placements required to be in Pittsburgh?

A. BankWork\$® Pittsburgh is intended to effectively serve participants, employers, and other stakeholders in the Pittsburgh area. BankWork\$® Pittsburgh typically has both in-person and remote components. The entity submitting the proposal does not have to reside in Pittsburgh. Also, job placements resulting from the program do not have to be based in Pittsburgh in order to receive recognition through the program. However, the proposal must clearly demonstrate how the bidder will deliver the in-person components of BankWork\$® within the Pittsburgh area, and ensure high levels of engagement with and outcomes for participants, employers, and other stakeholders in Pittsburgh. In other words, programming should be heavily focused on benefiting individuals and entities in Pittsburgh and the surrounding communities.

Q. If a partner doesn't want to facilitate the entire program, do you accept collaborative proposals? For example, if we have spaces and access to the recruitment of the populations; but do not have the banking connections/staff experiences, can we propose with another group?

A. A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified. In this scenario, Partner4work would contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant/fiscal agent will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent.

Q. The contract is cost reimbursement not performance based, correct?

A. Correct. Please see the *Anticipated Award, Payments, and Administrative Requirements* sections of the RFP for further information.

Q. What is the partnership like with the American Job Center?

The successful bidder must partner closely with PA CareerLink® in Pittsburgh and Allegheny County. Funding for the BankWork\$® Pittsburgh program may include eligibility determinations that must be made by PA CareerLink®. Please see the *Statement of Work* in the RFP for further detail, including how PA CareerLink® often acts as an eligibility entity for training programs. PA CareerLink® will also help promote and recruit for the program, as well as provide ongoing support to participants who are enrolled with PA CareerLink®.

Q. How much custom curriculum is possible? Can we add customer service content to the pre-existing curriculum?

A. Bidders may propose enhancements or adjustments to the curriculum, to the extent such proposed changes would clearly benefit participants and other stakeholders of the program. Any proposed enhancements or adjustments to the curriculum must be reviewed and approved by Partner4Work and CareerWorks. Partner4Work and CareerWorks reserve the right to reject any proposed changes to the curriculum.

Q. Is there a technology component that might be absorbed into the billing model? Will Laptops/connectivity tools be provided?

A. Bidders should not include the cost of computers or access to the internet for participants in proposed budgets. Such benefits may be available to participants through other programs, such as PA CareerLink®. Partner4Work is available to help the successful bidder identify technological resources for participants within the broader workforce development or human services system.

Q. Who is the existing provider of BankWork\$® Pittsburgh?

A. The current provider of BankWork\$® Pittsburgh is the Energy Innovation Center Institute - <https://www.eicipgh.org/>.

Q. Where can I find the required budget template to be submitted with my proposal?

A. The budget template can be found on the same webpage as the RFP (see link below). The template was not originally uploaded with the RFP and cover sheet, but is now available. Bidders must fill out the individual tabs of the template, organized by cost category, which will populate the budget summary tab.

<https://www.partner4work.org/document/pittsburgh-training-career-services-for-financial-services-occupations/>

OTHER RFP UPDATES

- Proposal due date. The proposal due date is moved from October 10th to October 12th, in observation of a holiday and to allow for additional time for proposal preparation.
- Scoring rubric. A minor error/typo was found in the Proposal Review Scoring Rubric on page 17 of the RFP. Criteria three of the scoring rubric should be *Organization Description*, not *Executive Summary*. The revised scoring rubric is provided below.

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Program Narrative	60 points
5 & 6. Budget and Budget Narrative	20 points
7. Attachments	Used to support scores of related proposal sections
Total points available	100 points