



# **Questions and Answers Regarding the RFP for the Training to Work Employment Program for Young Adults**

**Questions Regarding the RFP Due:**  
August 30, 2018 by 5:00 PM

**Proposals Due:**  
September 12, 2018 by 5:00 PM

**RFP Release Date:**  
August 10, 2018

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

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

Partner4Work's Training to Work Program is funded by a Reentry Employment Opportunities (REO) grant provided by the US Department of Labor (USDOL), the total value of which is \$1,499,963. Federal Award Id. No. (FAIN): YF-32171-18-60-A-42. CFDA #: 17.270- Reintegration of Ex-Offenders. Any agreements resulting from this RFP will be fully funded by Partner4Work through the REO grant provided by USDOL. The subrecipient must comply with all applicable regulations and the terms and conditions of the REO grant provided by USDOL.

**How should the successful applicant propose costs for the short-term training component?**

The successful applicant will clearly identify and describe short-term credentialing costs for the proposed program in the budget narrative. These costs must also be incorporated in the budget and will not be counted toward the not to exceed budget total of \$746,940. In other words, the total proposed budget and awarded amount resulting from this RFP may exceed \$746,940, but only by those costs specifically allocable to short-term credentialing efforts, as defined in Program Requirements Section 3 of the RFP.

**Does the successful applicant need to develop a participant recruitment strategy outside of the referral sources described in the RFP?**

The RFP describes priority referral sources from which the successful applicant is required to accept suitable program participants. The successful applicant must develop a recruitment strategy outside of these referral sources and ensure that the enrollment goal of 188 participants by September 30, 2019 is met. Partner4Work will work with the successful applicant to develop further program referral sources throughout the first year of the program.

**Will the successful applicant be responsible for determining the spending strategy for the \$550,000 in training funds?**

Once the successful applicant is selected, Partner4Work will determine which vocational training, education and transitional jobs opportunities will be available to participants, including related costs. The successful applicant will facilitate enrollment and engagement of participants in vocational training and transitional jobs, helping participants navigate these opportunities according to participants' choice, readiness and aptitude. The successful applicant will provide oversight and payment of funds to training and transitional employment providers involved in the T2W program.

**Can the successful applicant partner with outside agencies to provide the required short-term, industry-recognized credentials to T2W participants?**

As described in Program Requirements Section 3, the successful applicant will provide participants with the opportunity to earn short-term training credentials. The applicant may propose short-term credentialing offered directly by its staff or staff of partner agencies; however, the applicant will make every attempt to offer short-term credentialing onsite at the T2W Center.

**What is a Client Information System?**

The successful applicant will propose an information system to record and manage data regarding individual participation, including but not limited to participant enrollment, assessment, case notes, contact, planning, service delivery, referrals, training, placement, program exit, follow-up and outcomes. The successful applicant will utilize this information system to produce timely and accurate program reports at the request of Partner4Work.

**Which PA CareerLink® office will be a partner of the Training to Work program?**

As the Training to Work program will serve both residents of the City of Pittsburgh and Allegheny County, the successful applicant will likely partner and facilitate referrals with PA CareerLink® offices in both the City of Pittsburgh and Allegheny County.

**What is the eligibility criteria for participation in the Training to Work program?**

The T2W program will serve residents of pre-determined high-poverty and high-crime areas of the City of Pittsburgh and Allegheny County. See Appendix A for a map and list of all service areas by census tract. The T2W

program may also serve individuals who do not reside in the pre-determined service areas as long as all other eligibility criteria are met, which must be effectively established and documented by the successful applicant. An individual is eligible to participate in T2W if that individual, on the date of enrollment (the date of enrollment is when the individual has gone through the application process, been accepted, and confirmed participation):

- is at least 18 years and not older than 24 years of age;
- is a high school dropout,<sup>1</sup> or is currently involved with or has been involved with the juvenile or adult justice system, which includes:
  - o previously incarcerated;
  - o under the supervision of the justice system, either in out-of-home placements, on probation, or on parole;
  - o under an alternative sentence by the justice system; or
  - o under a diversion program as an alternative to prosecution;
- has never been convicted of a sex crime other than prostitution; and
- is low-income (participants residing in the target area are considered to be low-income).

**How will Partner4Work determine if the successful applicant’s award will be renewed in subsequent contract periods for the Training to Work program?**

The second and third contract periods are renewable at the discretion of Partner4Work, based on performance of the successful applicant and funds available.

**When will the undefined performance goals of the Training to Work program be announced?**

Any undefined goals or definitions for the performance indicators referenced in the RFP will be determined post-award. The primary performance definitions and goals for the T2W program are determined by the U.S. Department of Labor.

**How did Partner4Work determine the enrollment goal of 188 participants for the Training to Work program?**

The program enrollment goal is stipulated by the Reentry Employment Opportunities (REO) grant provided by the U.S. Department of Labor to Partner4Work.

**When and how often will the successful applicant be reimbursed for program expenses?**

Partner4Work requires its subrecipients to submit monthly invoices for actual costs incurred during the preceding month. Upon approval by Partner4Work, invoices submitted by the 10<sup>th</sup> of the month will be paid upon receipt of funds from the funding agency. For invoices received by the 10<sup>th</sup> of the month, Partner4Work strives to deliver payment within 45 days of receipt of invoice.

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<sup>1</sup> Only 10% of participants may be enrolled as high school dropouts without involvement in the juvenile or adult justice system.