



Request for Proposals

For the period of July 1, 2024 to June 30, 2025
With possibility for annual renewal contracts

Occupational Training Programs In support of Partner4Work's **Industry-Recognized Training Pipeline (IRTP)**

Proposals Due:
March 1, 2024 at 5:00pm ET

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222
rfp@partner4work.org

RFP Release Date:
January 26, 2024

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

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

Partner4Work intends to fund agreements resulting from this RFP with Federal and Non-Federal funding. Availability of funds and eligibility of participants will determine actual funding amount and source. Organizations receiving agreements from Partner4Work through this RFP must comply with all applicable regulations and the terms and conditions of utilized funding sources, as specified in this RFP. Partner4Work anticipates the proportion of total funds supporting all resulting agreements to be up to 70% or \$1,050,000 Federal and up to 30% or \$450,000 Non-Federal .

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GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

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 \$25 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.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, Partner4Work offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, Partner4Work is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

Partner4Work helps provide adult and young adult job seekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. Partner4Work opens the door to career opportunities.

Providing community organizations with resources to make an impact

Partner4Work proudly partners with more than 80 organizations in Pittsburgh and Allegheny County to provide opportunities for job seekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the Workforce Development Board (WDB) for Pittsburgh and Allegheny County, Partner4Work has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County. Partner4Work also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify occupational training programs that will provide pathways for Allegheny County job seekers to gain industry-recognized credentials and related employment. Successful applicants will propose quality training programs with proven connections to committed employers willing to provide opportunities for full time employment to participants who complete training. Proposed training must lead to employment in one of the following industry sectors and/or align with an occupation on the High Priority Occupation list¹ in Allegheny County:

1. Construction
2. Financial Services
3. Manufacturing (including advanced manufacturing and biomanufacturing)
4. Clean Energy
5. Healthcare
6. Information Technology/STEM (including Robotics)
7. Retail & Hospitality (focus on supervisory positions)

¹ www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx

Applicants do not need to provide general career or supportive services, but must be willing to work with partner agencies who do, including organizations affiliated with PA CareerLink®, who will determine participant eligibility for programs selected through this RFP.

See the Statement of Work below for a more detailed description of the work required by selected applicants.

Anticipated Awards

As a result of this RFP, Partner4Work expects to award multiple fixed price contracts that define costs per participant and in total with payments based on participant progress in training. Partner4Work estimates the combined value of all awarded contracts will not exceed \$1,500,000, in total, with individual contract values ranging from \$100,000 to \$300,000. Partner4Work intends to use various funding sources, at its discretion, to support agreements resulting from this RFP. These various funding sources may have varying participant eligibility requirements. See the list below for an estimation of funding sources available through this RFP. Partner4Work cannot guarantee the total amount paid to selected applicants, which will depend on eligibility of participants (see Statement of Work), progress of participants, availability of funds, and demand for applicants' programming. All costs must be reasonable and necessary to carry out planned functions, allowable, and allocable to the contract/cost categories. Highly scored proposals will contain evidence of employer buy-in to programming and immediate or clear pathways to jobs paying family sustaining wages.² Partner4Work reserves the right to vary or change the terms of any contract resulting from this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of Partner4Work. The proposal(s) most advantageous to Partner4Work in terms of quality and cost will be recommended for funding.

Expected Funding Sources

- Workforce Innovation and Opportunity Act (WIOA)
 - WIOA Adult, Dislocated Worker, and Youth Programs
 - WIOA Statewide Activities
 - Reentry Employment Opportunities (REO)
- Temporary Assistance for Needy Families (TANF)
 - Adult Employment & Training Programs
 - Youth Employment & Training Programs
- Alternative federal funding sources
 - Workforce initiatives of the US Department of Labor and other agencies and departments
- Alternative state funding sources
 - Workforce initiatives of the PA Department of Labor and Industry and other agencies and departments
- Non-federal and non-state funding sources

Partner4Work may choose to make additional funding sources available through contracts resulting from this RFP, based on availability and allowability.

Populations to be Served

Partner4Work hopes to reach and support a broad range of populations through the training programs solicited by this RFP, including individuals with varying characteristics across age, income, background, employment history, residential location, and other factors. The various funds Partner4Work oversees often include population-specific eligibility criteria (e.g., young adults 16 to 24, Dislocated Workers, recipients of public assistance, residents of certain locations), as illustrated in the list of funding above. Interested and qualified applicants must describe the populations they wish to serve through their proposed training programs. Proposals to serve the general public and/or specific populations will be considered; however, awards will be based on alignment of applicants' target populations with the requirements and availability of funding expected to support contracts resulting from this RFP. Please see the *How to Apply* section for further guidance on describing target populations in proposals.

² <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

Program Dates

Initial agreements resulting from this RFP are estimated to begin on or around July 1, 2024 and extend until June 30, 2025. Partner4Work may renew awarded agreements beyond June 30, 2025 for up to three additional contract periods, as shown in the table below, with the second, third, and fourth contract periods renewable at the discretion of Partner4Work, based on the performance of selected applicants and funds available. Partner4Work reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the fourth 12-month period.

Anticipated Program Dates and Contract Periods		
Contract period 1 (base)	July 1, 2024 – June 30, 2025	Base contract award
Contract period 2 (option)	July 1, 2025 – June 30, 2026	Renewable by Partner4Work
Contract period 3 (option)	July 1, 2026 – June 30, 2027	Renewable by Partner4Work
Contract period 4 (option)	July 1, 2027 – June 30, 2028	Renewable by Partner4Work

Payments

Payment will be made to selected applicants based on a fixed cost per participant basis. For each training cohort conducted, applicants will be eligible for two separate payments. At the start of the training program, applicants may invoice Partner4Work for 50% of the per participant cost, as defined in agreements resulting from this RFP, for each enrolled participant who begins the training program. Applicants will be eligible for the remaining 50% of the per participant cost upon each participant's completion of the training program or obtainment of an industry recognized credential, depending on the program. Applicants will not receive the second payment, in full or in part, for participants who do not finish the training program or obtain an industry recognized credential. A complete invoice submission must include an official record of commencement or completion of the program, the credential(s) obtained by the participant, and any other required elements defined by agreements resulting from this RFP. Selected applicants must also be up-to-date with all PA CareerLink® reporting and documentation requirements in order to receive payment. The selected applicants must submit invoices to PARTNER4WORK within 90 days of the condition for payment; i.e., program commencement or completion. PARTNER4WORK reserves the right to reject or not pay invoices received after 90 days from the condition of payment.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law, and in business for at least three years. Please note that for-profit organizations may not be eligible for all sources of funding supporting contracts that result from this RFP. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a Unique Entity ID (UEI). 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.

Selected applicants will have demonstrated experience and expertise in the provision of high-quality occupational training services to the target populations described in this RFP. Programs should be grounded in the communities they serve, with staff focused on providing culturally competent services and a history of successfully operating occupational training programs.

Although providers of occupational training should be the lead applicants in proposals responding to this RFP, applicants must demonstrate arrangements with employers committed to hiring or providing guaranteed interviews for participants upon completion of the proposed program. Preference will be given to applicants who can demonstrate guaranteed hiring for participants who complete the proposed program, and who can demonstrate employer commitments through established MOUs, although strong letters of support from employers will also be considered.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Applicants must meet high standards of public service and fiduciary

responsibility. Partner4Work requires assurance that the selected applicant's performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If Partner4Work determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it may terminate the agreement immediately.

STATEMENT OF WORK

The following STATEMENT OF WORK describes the programmatic and administrative requirements applicable to any contract resulting from this RFP, referred to as "Agreement" below. The successful bidder, referred to as "CONTRACTOR" below, will be required to comply with all standards described herein. PARTNER4WORK has applied its best efforts to create a descriptive Statement of Work that reflects the requirements likely to appear in an agreement; however, the final STATEMENT OF WORK for an awarded proposal may vary, based on bidder proposals and discussions, or other factors at the discretion of PARTNER4WORK.

1. Summary

CONTRACTOR will implement a comprehensive workforce training program that prepares participants for careers in [APPLICABLE SECTOR/OCCUPATION], known as [PROGRAM TITLE], referred to herein as "PROGRAM", driven by the needs of employers and availability of quality career opportunities. PROGRAM must align with the principles and requirements of WIOA and the PARTNER4WORK vision of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of jobseekers, helping businesses thrive and creating viable career pathways for residents of Pittsburgh and Allegheny County.

CONTRACTOR will work closely with and coordinate efforts with PA CareerLink® as described in this STATEMENT OF WORK. CONTRACTOR will designate a single point of contact to coordinate communication, information-sharing, and reporting efforts with PA CareerLink®.

CONTRACTOR will actively participate with PARTNER4WORK in shaping and informing the local workforce development system. As such, CONTRACTOR will maintain current knowledge of and expertise in:

- Federal, state, and local policies, including WIOA and its implementing guidance;
- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies and related resources; and
- Local labor market information, including workforce and employer dynamics.

CONTRACTOR will make reasonable efforts, when requested by PARTNER4WORK, to utilize PROGRAM in furtherance of PARTNER4WORK priorities and the local workforce development system, which may include organizing special cohorts of PROGRAM, coordinating recruitment and timing of PROGRAM with PARTNER4WORK or its stakeholders, or making reasonable adjustments to PROGRAM in support of special initiatives.

2. Recruitment and Enrollment

CONTRACTOR will conduct regular and broad outreach, communication and recruitment activities to inform potential participants, employers and other stakeholders of PROGRAM, to ensure a steady pipeline of customers utilizing PROGRAM.

CONTRACTOR will coordinate with PA CareerLink® and PARTNER4WORK to recruit participants for PROGRAM, including, when possible, recruiting high priority participants and participating in systemic recruitment efforts identified by PARTNER4WORK. While PA CareerLink® and PARTNER4WORK will assist with recruitment, CONTRACTOR is ultimately responsible for recruitment.

Final eligibility and suitability determinations for all participants of PROGRAM covered through this Agreement will be made by staff members of PA CareerLink®, or other entities designated by PARTNER4WORK. CONTRACTOR will work with PA CareerLink® to facilitate the eligibility and enrollment process for all potential participants, which includes verifying eligibility for Workforce Innovation and Opportunity Act (WIOA) services, or other programs included in this Agreement, and establishing participants' suitability to engage in occupational training. PA CareerLink® may choose to conduct eligibility and enrollment activities with potential participants in a group or individual format, through in-person or remote platforms. An individual will not be considered a participant covered through this Agreement until PA CareerLink® has completed eligibility and enrollment processes and has notified CONTRACTOR of participant status.

CONTRACTOR will make every effort to ensure arrangements are made with PA CareerLink® to conduct eligibility and suitability activities no later than ten (10) business days before PROGRAM start date for all potential participants. If CONTRACTOR does not make such arrangements, PA CareerLink® may not have adequate time to determine eligibility and suitability for potential participants.

PA CareerLink® will define all pre-enrollment steps, forms, and eligibility documentation required of CONTRACTOR and potential participants, which must be completed or collected within the timeframes defined by PA CareerLink® before PA CareerLink® conducts eligibility and suitability activities with potential participants. If CONTRACTOR does not strictly abide by such requirements, PA CareerLink® may not be able to effectively determine eligibility and suitability for potential participants.

PARTNER4WORK may include a variety of funding sources and programs in this Agreement, each having distinct eligibility criteria and requirements, including but not limited to the following: WIOA Adult, Dislocated Worker, and Youth Programs; Temporary Assistance for Needy Families; Community Service Block Grant; Community Development Block Grant; Reentry Employment Opportunities; and other federal or state grants. CONTRACTOR will work closely with PA CareerLink®, or other entities designated by PARTNER4WORK, to understand varying eligibility criteria and requirements, and make every attempt to ensure potential participants meet them.

3. Training Program

CONTRACTOR will deliver PROGRAM for up to [# OF PARTICIPANTS] through this agreement during the period of [DATE] to [DATE], according to the following programmatic description: [DESCRIPTION OF AWARDED FUNDING].

Program Description: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

Skills & Competencies: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

Additional Information: [DESCRIPTION FROM AWARDED PROPOSAL OR ETPL]

4. Employment Opportunities

CONTRACTOR will ensure PROGRAM is well aligned with quality job opportunities that provide family sustaining wages to participants. See PARTNER4WORK's Self Sufficiency Policy.³ CONTRACTOR will continuously engage with potential employers to secure job orders and commitments for PROGRAM participants. CONTRACTOR will work closely to match PROGRAM participants with job opportunities developed by PA CareerLink® and PARTNER4WORK; however, job placement and retention are primarily CONTRACTOR's responsibility.

5. PA CareerLink® Services

³ <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

All participants of PROGRAM will be enrolled in PA CareerLink® services, and as such, will have access to career services, supportive services, job placement assistance, follow up services, and other resources provided by PA CareerLink® staff. CONTRACTOR will make every attempt to coordinate delivery of PROGRAM with PA CareerLink® to ensure all participants can take full advantage of PA CareerLink® services.

For all participants of PA CareerLink® programming, PA CareerLink® staff are required to record client-level information regarding enrollment, participation, progress, and completion in the Commonwealth Workforce Development System (CWDS). PA CareerLink® will define information-sharing requirements and related deadlines that CONTRACTOR must follow to assist in meeting CWDS requirements.

6. Remote Service Delivery

PARTNER4WORK is committed to increasing access for jobseekers and bringing services and resources to locations beyond traditional service centers. As such, CONTRACTOR will work closely with PARTNER4WORK to determine strategies for providing PROGRAM information and access in neighborhood locations and through virtual mediums. CONTRACTOR must be capable of offering PROGRAM to customers virtually, to the maximum extent possible, dependent on the status of guidelines governing in-person interaction and work-related safety.

7. Health and Safety Planning

PARTNER4WORK is committed to ensuring programs are equipped and prepared to operate safely. In delivering PROGRAM, CONTRACTOR must follow all federal, state, and local regulations regarding health and safety, including but not limited to the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allegheny County Health Department. CONTRACTOR must establish and maintain a plan to address all operational and programmatic considerations related to COVID-19 or other outbreaks and emergencies, including providing adequate protective equipment and other preventative measures, having a plan for swift action for containment or mitigation, social distancing and limitations on large gatherings, specific protections for vulnerable populations, and any other considerations defined federal, state, and local regulations and PARTNER4WORK.

8. Partner Collaboration

CONTRACTOR will work closely with PARTNER4WORK to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by PARTNER4WORK. Such initiatives include but are not limited to PA CareerLink® and PARTNER4WORK programs funded by WIOA, TANF, and other public and private funds.

9. Staff

CONTRACTOR must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by PARTNER4WORK. CONTRACTOR will ensure all staff adhere to the highest level of professional conduct, demonstrating professionalism and responsiveness at every level of interaction with customers, PARTNER4WORK staff and other stakeholders.

10. Program Quality

CONTRACTOR must strive to deliver PROGRAM in a highly professional and effective manner, reflective of the world-class workforce development system sought by PARTNER4WORK, and must maintain a system of quality assurance and control to ensure PROGRAM is delivered in such a way. PARTNER4WORK has the right to monitor or observe delivery of PROGRAM, to the extent practicable and in a way that will not disrupt PROGRAM, to ensure high standards are being met by CONTRACTOR. PARTNER4WORK may also solicit or collect feedback from participants of PROGRAM, which may be shared with CONTRACTOR for purposes of PROGRAM improvement, correction, or issue resolution.

11. Complaints

CONTRACTOR must maintain a policy, process, and related procedures for effectively receiving and responding to customer complaints that adheres to the highest standards of customer service and ethical conduct, and that aligns with any complaint requirements of PARTNER4WORK or the agencies funding this Agreement. CONTRACTOR must make basic information regarding CONTRACTOR’s policy and process readily available to all participants. CONTRACTOR must notify PARTNER4WORK of all formal complaints made by participants regarding work performed through this Agreement and make every attempt to resolve all complaints in a timely and effective manner, exercising the highest degree of professionalism.

12. Job Quality

Good jobs are essential to a healthy economy, successful businesses, strong communities and thriving families. In TEGL 07-22, Increasing Employer and Workforce System Customer Access to Good Jobs,⁴ the U.S. Department of Labor defines the characteristics of a good job, explains why job quality is important, and outlines how the workforce system should integrate good job strategies into its employer partnerships and workforce training. CONTRACTOR will strive to place participants of PROGRAM in jobs that possess the key attributes of good jobs, as defined in TEGL 07-22, and ensure performance of this STATEMENT OF WORK reflects the information and guidance of TEGL 07-22.

13. Performance

PARTNER4WORK will evaluate CONTRACTOR based on ability to effectively meet the requirements of this Agreement and deliver positive outcomes for participants of PROGRAM, including successful completion of PROGRAM, measurable skill gains, obtainment of industry-recognized credentials, placement in jobs that pay family sustaining wages, job retention and other measures related to program output. [specific enrollment and performance goals to be included in contracts awarded through this RFP]

As a Workforce Development Board, PARTNER4WORK is held to the below performance goals. The extent to which CONTRACTOR contributes to the attainment of these goals will be a primary factor in evaluating performance. These goals represent minimum levels of acceptable performance.

WIOA Performance Goals	WIOA Adult	WIOA Dislocated Worker
Employment Rate Q2	75%	80%
Employment Rate Q4	73%	78%
Median Income Q2	\$5,900	\$8,750
Credentialing	67%	70%
Measurable Skill Gains	55%	57%

In the event CONTRACTOR is unable to meet the requirements of this Agreement or produce positive results for participants of PROGRAM, PARTNER4WORK will work with CONTRACTOR to improve performance; however, especially in cases of chronic underperformance, PARTNER4WORK may implement corrective measures or terminate this Agreement upon notice to CONTRACTOR.

14. Data Management and Reporting

⁴ <https://www.dol.gov/agencies/eta/advisories/tegl-07-22>

CONTRACTOR must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications. CONTRACTOR is required to provide PARTNER4WORK and PA CareerLink® with timely reports and supporting documentation to validate performance outcomes and demonstrate program enrollment, participation, progress, and completion. PARTNER4WORK will work with CONTRACTOR to understand reporting requirements and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of PARTNER4WORK.

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by March 1, 2024 at 5:00pm ET to RFP@partner4work.org. Emails must have the subject line "IRTP Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 11-point, Calibri font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

1. **Cover Sheet** – Use template provided. (See Partner4Work webpage for this RFP)
2. **Executive Summary** – Include each of the following: (maximum 2 pages)
 - a. Overview of the organization’s qualifications and alignment with the services sought by this RFP.
 - b. Concise description of the proposed program.
 - c. The per participant cost, target number of participants, and total amount of funding requested.
3. **Organization Description** – Describe each of the following for your organization: (maximum 2 pages)
 - a. Basic organizational description, including but not limited to year established, legal status, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in managing quality training programs, especially those similar to the programs sought by this RFP, including related performance outcomes. Provide contact information for at least two past or current funders (other than Partner4Work) who can directly attest to the work you describe and verify your ability to serve customers, achieve deliverables and meet performance goals similar to those required by this RFP. Partner4Work reserves the right to consider any previous performance data from workforce development programs.
 - c. Administrative and fiscal capacity, including but not limited to your organization’s proven ability to provide fiscal support, control, and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.
4. **Training Program Description** – Describe each of the following: (maximum 6 pages)

Major components of your proposed program, according to the requirements described in this RFP. Applicants should directly respond to each of the sections below; however, strong responses will clearly demonstrate how the applicant will effectively meet all the standards, expectations and desired outcomes found in this RFP.

 - a. Training model, detailing the program’s structure and key characteristics, including any prerequisites, curriculum, supportive services, timeline, credentials earned, and any other factors needed for an adequate understanding of the proposed program.
 - b. Performance goals of the proposed program during the period of performance described in this RFP, including specific targets for enrollment, skills gained, credentials attained, program completion, job placements, wages, and job retention. Applicants must clearly quantify all proposed performance goals.

- c. Occupations aligning with the program and available to graduates of the program, including specific job titles targeted through completion of the program. Address availability of job openings, occupational outlook, and any other factors establishing quality of the occupations aligned with the program.
 - d. Job placement arrangements demonstrating how participants of the program will obtain quality employment upon completion. Proposals must include evidence of employer commitment to hire individuals who complete the program. Preference will be given to applicants who can demonstrate employer commitments through established MOUs, although letters of support from employers will also be considered. Further preference will be given to proposals that guarantee employment for individuals who successfully complete the program. The extent to which expected placements possess the key attributes of good jobs, as defined in TEGl 07-22, will also be considered, including but not limited to pay, benefits, job security, working conditions, and advancement potential.
 - e. Past performance specific to the proposed training program, including verified data related to program participation, credential attainment, program completion, job placement, wages, and job retention. If you are a provider who has not met performance goals of any prior Partner4Work contracts, address how you will ensure goals are met for this program.
 - f. Populations to be served by your proposed program, in terms of age, income, background, employment history, residential location, and any other relevant factors. Proposals to serve the general public and/or specific populations will be considered; however, awards will be based on alignment of applicants' target populations with the requirements and availability of funding expected to support contracts resulting from this RFP. Applicants should highlight target population categories relevant to the funding sources described in this RFP (see *General Information, Anticipated Awards*).
 - g. Recruitment strategies to ensure the proposed program has an adequate pipeline of prospective participants. Include how you will ensure prospective participants are suitable and likely to be successful in the proposed program. Although PA CareerLink® will promote and recruit for training programs awarded contracts through this RFP, it will be the responsibility of successful applicants to reach the enrollment and performance goals included in awarded contracts.
 - h. Location of the program, including characteristics of the space, and how location and space will provide access and support effective participation. Applicants are encouraged to consider arrangements for delivering programs remotely or in neighborhood-based locations, to the extent practicable, and to consider location flexibility and accessibility, toward reaching the broadest population base possible.
 - i. Staffing plan for key positions supporting your proposed program, including titles, basic roles, responsibilities, and level of effort. Be sure to address how you will accomplish the following: employ professional staff with the knowledge and expertise in the Statement of Work; ensure a high level of staff performance, competency and quality customer service. Partner4Work encourages applicants to ensure all staff members employed through any agreements resulting from this RFP receive a salary or wage of at least the Partner4Work self-sufficiency wage.⁵
 - j. Any other factors Partner4Work should consider in evaluating the strength of the proposed program, including but not limited to additional services or resources available to participants, key partnerships providing value to the proposed program, or technologies enhancing the proposed program.
- 5. Program Costs** – Provide a per participant cost rate for the proposed program, a breakdown of the cost components thereof, and a narrative describing the purpose of each cost component. In your narrative, explain how costs were developed and justify the need for proposed costs in meeting contract requirements. A strong narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective cost rates will enable the proposed program to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding source in conjunction with the Uniform Guidance to identify disallowed costs associated with this grant. See the above sections on *Anticipated Awards* and *Payments* for further information related to program costs.
- 6. Attachments** - Required attachments include contact information for at least two past or current funders (see *Organization Description*) and MOUs or letters of support from committed employers (see *Training Program*)

⁵ <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

Description, Job Placement). You may choose to include other attachments with your proposal; however, all attachments must specifically relate to your proposed program. Examples include letters of support from important partners, a timeline or flowchart for the proposed program, or a table illustrating past performance for the proposed program. Proposal readers may consider optional attachments in evaluating the proposed program, to the extent they strengthen the content of your proposal, as described herein. Attachments containing general information not directly relevant to the proposed program will not be considered. Attachments will not count toward the page limitations established in the above sections.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance with this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work, deliver the proposed program, and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other Partner4Work staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not directly scored
3. Organization Description	20 points
4. Training Program Description	50 points
5. Program Costs	30 points
6. Attachments	Used to support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP:	January 26, 2024
Bidder’s conference:	February 8, 2024 at 9:30am ET
Questions regarding this RFP due:	February 21, 2024 at 5:00pm ET
Proposal due date:	March 1, 2024 at 5:00pm ET
Proposal evaluation:	March 2024
Possible bidder presentation and discussions:	March 2024
Notification to bidders:	April 2024

Questions

All questions or requests for additional information must be made in writing to RFP@partner4work.org by February 21, 2024 at 5:00pm ET. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after February 21, 2024 at 5:00pm ET may not be answered.

Bidder’s Conference

Partner4Work will conduct a bidder’s conference on February 8, 2024 from 9:30am to 10:30am ET. All interested applicants are highly encouraged to attend the bidder’s conference. The conference will be conducted virtually and attendees must register no later than 5:00pm ET on February 6, 2024 by emailing RFP@partner4work.org and including organizational name and name(s) of attendee(s). Conference details and instructions will be sent to attendees upon

registration. During the conference, Partner4Work staff will review the requirements of the RFP and proposal content. Questions may be posed during the bidder's conference, but complete answers may not be available until a question/answer document is released following the conference. Interested applicants are encouraged to submit questions in advance of the bidder's conference in writing to RFP@partner4work.org by 5:00pm ET on February 6, 2024. Interested applicants should view the bidder's conference and resulting question/answer document as vital opportunities to obtain guidance on the scope and nature of the work required in this RFP or to ask technical questions concerning this solicitation.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFP.
- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- 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.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- 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 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 bidder 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 bidder 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 to any other individual for the same services performed by the bidder.
- 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.
- 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.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.