



Request for Quotes

For the period of April 1, 2022-December 31, 2022

School-based Career Exploration

Bids Due:

March 28, 2022 at 9:00 am

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222

RFP Release Date:

March 11, 2022

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

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

Any agreements resulting from this RFP will be funded 100% through private grants via Partner4Work as the grant recipient.

Who We Are

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 (hereafter “P4W”) 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.

Purpose of this RFQ

Partner4Work (P4W) has issued this Request for Quotes (RFQ) to identify programs that can provide career exploration and development to K-12 students in a school-based setting. Programs should introduce students to a variety of in-demand career pathways in alignment with Partner4Work priority industries (Healthcare, Manufacturing, Financial Services, Information Technology, and Construction) and should prepare students for a variety of options after high school graduation.

Summary of Work

The proposed workforce development program will build and implement a curriculum for career exploration at the K-12 level, and will introduce students to career pathways requiring varied educational attainment in Healthcare, Manufacturing, Financial Services, Information Technology, and Construction. We anticipate that participants who complete the program will improve their knowledge of career pathways, their understanding of how post-secondary education fits into their career plans, and improve their professionalism and work ethic.

Activities should incorporate project-based learning where possible, and should be grounded in trauma-informed youth development best practices. The contractor will assist youth in articulating what they have learned after the project implementation and will report on lessons learned throughout the project.

Program Dates

Agreements resulting from this RFP will be valid for one 8-month period, contingent upon performance and availability of funding, at the discretion of P4W. The agreement is expected to run between April 1, 2022, and December 31, 2022.

Anticipated Award

P4W plans to select one vendor to provide these services. The value of funds provided will not exceed \$15,000. All funds awarded are private funds.

Who can apply?

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations, and government institutions are welcome to apply.

Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the proposal must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

Payment

Approved providers must submit invoices that are certified true and correct by the authorized signer. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance¹ and WIOA regulations. Approved providers must be current with required program reporting that agrees with invoices in order to receive payment.

How to Apply

Interested and qualified parties must submit proposals by Monday, March 28, 2022 at 9:00 AM to RFP@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] School-based exploration Proposal.” Proposals must be submitted in 12-point, Times New Roman font with 1-inch page margins, and 1.15 spacing in a pdf format. 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 RFQ and establish the capacity, expertise and program design needed to meet the required standards and goals. The proposal must contain all of the following content:

1. **Cover Sheet** – Use template provided.
2. **Organization Description** (limit to one page) – Describe each of the following for your organization:
 - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.
 - b. Past experience in managing workforce development programming.
 - c. Past experience in trauma-informed youth development programming
3. **Program Description** (limit to three pages per program) – Describe the following for each proposed training program:
 - a. Description of your student body (if a school is the applicant) or relationship with school to ensure ready and convenient access to students.
 - b. Major components of your proposed training program.
 - i. Location of the program training site(s).
 - ii. Program model, including your approach and arrangements for effectively delivering the following services.
 1. Career exploration curriculum to be used, including key industries or occupations highlighted in the training.
 2. Proposed outcomes for training.
 3. Other Career services, if applicable, focused on preparing participants for post-high school life.
 - c. Number and demographics of students to be served with the training
 - d. Calendar of training offered.
 - e. Any other services, programs, or resources you offer participants, if applicable.
4. **Program Costs** – Provide the following (limit to two pages per program):
 - a. A project budget
 - b. A brief narrative describing the proposed program cost, including all program-related and administrative costs items. All costs must be reasonable, allocable and allowable, according to

¹ See the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

all applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

5. Required Attachments

- a. Submit copies of all required documents listed in the Appendix A - Cover Sheet.

Review and Selection Process

P4W will review proposals according to the required content described in the How to Apply section with attention to clarity, completeness and quality. Successful bidders will be invited to enter into an agreement with P4W for the program(s) described in the proposal.

Review Timeline (all dates are subject to change):

Release of RFQ:	March 11, 2022
Questions regarding this RFP due:	March 18, 2022 by 5:00 PM
RFP answers to questions posted:	March 21, 2022
Bid due date:	March 28, 2022 by 9:00 AM
Selection of providers:	April 1, 2022

Questions or Requests

All questions or requests for additional information must be made in writing to RFP@partner4work.org by March 18, 2022 by 5:00 pm. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after March 18, 2022 by 5:00 pm will not be answered.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Quotes (RFQ) does not commit Partner4Work to award any contract or agreement.
- Partner4Work may select a firm based on its initial quote received, without discussion of the quote. Accordingly, each quote 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 applicants it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- Partner4Work reserves the right to fund portions of a bid, or to reject any and all bids in whole or in part. Rejection of a portion of a bid does not necessarily negate the entire bid.
- No costs will be paid to cover the expense of preparing a bid 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 bid 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 bid 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.

- Bidders 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.
- Additionally, applicants must have an active DUNS number, registration in SAM.gov, and be capable of complying with our contract template, linked [here](#).
- Partner4Work strongly recommends potential bidders look at the contract templates, available at www.partner4work.org, before considering whether to submit a bid for this program.

APPENDIX A
Request for Quotes Cover Sheet

Lead Applicant:

A. Contact Information

Organization Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Principal Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Fiscal Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Executive Director: _____
Phone: _____ Fax: _____ Email: _____

B. Program Overview

Targeted occupation(s) of training: _____
Location: _____
Number of adults and/or number of youth served: _____
Total funding requested: _____

C. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution
Federal Employer Identification Number (FEIN): _____
Please provide your current [DUNS Number](#): _____
Please provide your current [CAGE Code](#): _____

D. Requirements / Documents (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9
- Most recent financial audit

E. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.