



## ***TechHire Pittsburgh* Participant Support and Placement Request for Proposals**

Partner4Work (P4W) announces funding opportunity for experienced organizations to provide supportive and job placement services for individuals with barriers to employment beginning their careers in the IT industry.

### **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 partner with businesses to source and train the talent needed to grow the region's economy. We partner with job seekers to break down barriers and open doors to opportunity for careers in growing industries. And we partner with agencies to make an impact in communities, to reach people where they are, and set them on the path for a promising future.

### **Background and Statement of Need**

*TechHire Pittsburgh* is a public-private collaborative aimed at bridging the digital skills divide in the region. It is part of a national campaign to expand local tech sectors by building tech talent pipelines in communities across the country. With the region's demand for tech talent expected to grow 2.6 times faster than Pittsburgh's market overall, opportunities are expected to be plentiful for skilled job seekers. Specifically, P4W strives to create opportunities for unemployed and underemployed individuals to gain the skills needed to enter this field, with an emphasis on creating opportunities for those with non-traditional backgrounds, no college education, and/or other barriers to employment. Such barriers may include: lack of education, criminal history, English as a second language, disability, income at or below the poverty line, and chronic unemployment.

*TechHire Pittsburgh* includes multiple levels of training opportunities and is designed to be responsive to the varying needs of job seekers and employers. These tiers include programs for youth and adults, and range from a few days to a few weeks. P4W partners with a number of technical organizations to provide the training instruction. Examples include: micro-credential courses with a local higher education institution, teaching participants the skills needed for careers in healthcare information technology and computer user support; 12-week intensive boot camp style training for aspiring web developers; an online advanced programming language course; blended online and in-person extra curriculum options for youth to gain IT skills; and more.

**We are seeking experienced organizations and/or individuals capable of providing supportive and job placement services to *TechHire Pittsburgh* participants from this broad network of programs.**

### **Where You Come In**

*TechHire Pittsburgh* is designed to connect businesses with the talent they need and job seekers with meaningful careers. Funding is available for organizations that can enable these job seekers to successfully complete technical training programs and obtain an entry-level position in the IT industry.

*TechHire Pittsburgh* partners with multiple organizations to provide the applicable technical training; P4W is seeking proposals to provide the wrap-around support and job placement services for the training participants. We are looking for proposals that possess the following qualifications and can meet the following expectations.

**Required project activities (to take place between January and June 2018):**

- In January and February 2018, Advise P4W and PA CareerLink on best practices for screening program applicants in order to ensure participant success in training and obtaining employment;
- Serve at least 50 TechHire program participants from enrollment through completion of TechHire programming, with a goal of 40 participants successfully completing TechHire training programs and at least 25 obtaining placement in tech-related jobs by June 2018.
- Provide appropriate case management, supportive services, and job placement services for individuals with barriers to employment participating in *TechHire* training. Such barriers may include: lack of education, criminal history, English as a second language, disability, income at or below the poverty line, and chronic unemployment;
- Support *TechHire* training participants with job search and placement assistance, such as soft skills development, networking and interviewing practice, resume writing tips, identifying and following up on job leads, etc.
- Under leadership from and in close coordination with P4W, engage existing business partners in the *TechHire* initiative, including participation in networking events, mock interview sessions, and most importantly, interviewing and hiring TechHire graduates.
- Develop in-depth knowledge about all *TechHire* training options and programming, and be able to accurately represent the initiative throughout the community as needed.

**Required applicant qualifications:**

- Proven track-record of successfully placing individuals with barriers to employment into careers;
- Established relationships with the Pittsburgh business community, including an in-depth knowledge of their IT talent needs;
- Organizational capacity to work with at least 50 program participants, providing case management, supportive services, and job search assistance;
- Significant experience with job search assistance, job readiness training, and workforce development best practices;
- Ability to communicate quickly and accurately with a network of partners and participants, keeping all parties informed of progress, obstacles, and outcomes;
- Knowledge of P4W and *TechHire* programming.

## How to Apply

Bids must be submitted by **5:00 PM December 8, 2017**, to [techhirepgh@partner4work.org](mailto:techhirepgh@partner4work.org). Late or incomplete submissions will not be considered. Proposals should contain the following information:

**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 requirements listed above, including:

- a. Description of organizational capacity to successfully implement and accomplish the proposed services, expertise in serving the target population(s) listed above, including ability to launch at least 20 program graduates into tech careers, and evidence of existing employer partnerships. *Priority will be given to proposals that include letters of support from employer partners.*
- b. Description of proposed job search services and job placement strategies, with specific emphasis on supporting individuals without a college degree and/or other barriers to employment; *Please note that if funded, the TechHire Pittsburgh placement and supportive services provider will be asked to partner with Partner4Work and United Labor Agency (ULA), the WIOA Title 1 Contractor within the PA CareerLink Pittsburgh/Allegheny County offices, to help screen and place participants;*
- c. Description of the proposed case management and supportive services, including the applicant’s experience and successes providing these to clients in the past;

## 3. Budget:

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

Expense	P4W	Other funding source(s)	Total Cost
Personnel			
Operating			
Job placement materials/activities (list by expense)			
Participant services (list by expense)			
Other (list by expense)			
<b>Total Program Cost</b>	<b>Number of individuals to be served</b>		<b>Total cost per individual served</b>

- b. Applicants must submit a budget narrative outlining how *TechHire Pittsburgh* funds will be used to support and implement the program. 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 training programs ready to begin by January 2018. The estimated timeline may be subject to change.

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|------------------------------------|----------------------|
| • Release of Request for Proposals | Nov. 13, 2017        |
| • Proposals Due                    | Dec. 8, 2017 by 5 PM |
| • Selection                        | By Dec. 22, 2017     |
| • Contract Start Date:             | Jan., 2018           |

## Questions?

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to [techhirepgh@partner4work.org](mailto:techhirepgh@partner4work.org). Answers will be posted at [www.partner4work.org](http://www.partner4work.org) to make them 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.

# PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

- 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.