

# PARTNER WORK

## **Request for Proposals Q&A Youth and Young Adult Career Services RFP**

Updated on 01/12/2023

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

**Q. This is a formatting question: on page 29 of the RFP, it states under the Model-Specific Requirements section that it is limited to three pages; however, organizations may apply for both models (Career Exploration and Experience and Pathways to Employment and Retention). If this is the case, is the formatting three pages for EACH model (which would mean the document is over the required page limit), or does it remain three pages TOTAL?**

A. If proposing programming under both models described in the solicitation, bidders should use a maximum of 3 pages per model for that portion of the narrative. In addition, a separate budget for each model should be submitted. Page 26 states the overall page limit is 17 pages not including attachments or the cover sheet. If applying for both program models, the overall page limit would be increased to 21.

**Q. How do entrepreneurial activities and opportunities for eligible youth weigh in on a proposed project?**

A. Pathways to employment that include self-employment will be considered under this solicitation, as long as all other program requirements are able to be met.

**Q. With only 18 contracts, are you looking for organizations that serve a fairly large number of youth? Often quality programs serve only a few students at a time.**

A. In the past, we have supported contracts that serve as few as 15 youth and as high as 350. There are no minimum or maximum numbers of youth that must be served through a single program.

**Q. Will the eighteen contracts be equitably distributed demographically throughout Pittsburgh to meet the workforce needs in regards to underserved African American communities?**

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A. It is our goal to ensure that we are prioritizing the highest need communities within Allegheny County and the City of Pittsburgh to make quality career services available. Proposals will be evaluated and scored using a rubric based off of the requirements in the RFP. Contracts will be awarded based on strength of proposals, communities served, the quality of employment pathway opportunities for participants and funds available.

**Q. Does a program have to be registered ETPL for the Pathways to Employment model?**

A. No, trainings do not need to be registered on the ETPL. However, training should be seen as a means to an end within the Pathways to Employment model.

**Q. So the employment and retention model can be funded via TANF? Or vice versa?**

A. TANF funds have more flexible administrative requirements and can be used to fund either program model. WIOA funds can only fund programs that fall within the Pathways to Employment and Retention Model.

**Q. Is there a ceiling on per participant costs for WIOA?**

A. No, there is no ceiling on per participant costs. However, the average per participant cost for WIOA youth programs nationally is around \$6,500. Locally, costs have ranged from \$5,000-\$8,000 per person.

**Q. When thinking of career exploration, is there a number of different career experiences required? Is an in-depth experience into one career enough?**

A. There is no specific number of career experiences that is required. An in-depth exploration of one career that includes multiple facets and types of experiences can be as valuable.

**Q. Would you want to see in detail the separation of roles/funding for a the main organization and a subcontractor?**

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A. Yes. Roles of partners should be explained within the program narrative. Any associated funding for partners should be reflected in the budget and described in detail in the budget narrative.

**Q. Regarding Provider Requirements, Job Quality Practices: What is Partner4Work's definition of "Job Practices"?**

A. Job practices are those policies and internal practices that increase economic stability, economic mobility, and equity, respect and voice for all individuals employed by the organization. Such job practices include those identified within the U.S. Department of Commerce Job Quality Toolkit that are organized around eight drivers; 1) Recruitment & Hiring, 2) Benefits, 3) Diversity, Equity, Inclusion, & Accessibility, 4) Empowerment & Representation, 5) Job Security & Working Conditions, 6) Organizational Culture, 7) Pay, and 8) Skills & Career Advancement. TOOLKIT LINK: <https://www.commerce.gov/work-us/job-quality-toolkit/drivers-job-quality>.

**Q. Our organization is in the process of compiling a proposal for this funding stream with the intention of Career Experience and Preparation. We had some questions regarding the RFP and were hoping you can clarify. Are there funding penalties for students who Drop out? How does it work with state-sanctioned program? We are in the process of getting state apprenticeship certification. Which is the best fit for us ? TANF/WIOA? We work in Carrick and the hilltop communities. Many of the residents are experiencing the barriers and challenges outlined by both funding streams Career Exploration / \*Career Experience and Prep best fit? How in depth are the Admin responsibilities/workload/reporting? Is this something a staff could manage or would it require hiring additional staff? Recruitment strategy? Can we bring in students we are already aligned with? What are the supportive services/counseling required? What are the requirements for an employer partner? Are they required to hire students during/out of program? Is a simple MOU with intention of hiring enough?**

A. Contracts that result from this RFP will be for an enrollment range, and there are no contractual penalties for a student dropping out. Contracts funded with state or federal workforce dollars are funded on a reimbursement basis, that means your organization would incur all program costs and invoice Partner4Work for reimbursement, there is no funding provided up front. Use Appendix E on page 47 of the RFP to evaluate which

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funding source may fit best with your program model. Partner4Work reserves the right to make the final determination on funding source. Career Exploration and Experience programs have the most flexibility. Pathways to Employment programs allow for the most in-depth services and should result in at least 80% of those that complete the program be employed or enrolled in post-secondary education. Apprenticeships are considered employment. In terms of supports, the 14 WIOA elements must be made available to program participants either directly or through partnerships. More on the elements can be found in the RFP. Partner4Work has no formal requirements for an organization's employer partners. Recruitment strategies should be specific to the population you seek to serve. Participants must be verified as eligible before they are enrolled. The eligibility criteria is listed in the RFP. The administrative responsibilities consist of data entry and reporting, maintaining regular case notes and documentation of progress for each participant, financial tracking and reporting and regular communication with Partner4Work. In most cases, this load is spread across program management staff, case managers and finance managers.

**Q. We are writing a proposal to service In-School and Out-Of School Youth. We are writing to service In-School Youth utilizing Model 1 and Out-Of-School Youth utilizing Model 2. We are requesting TANF funds in both models. Do we need to write 2 separate proposals or will one proposal suffice?**

A. One proposal would suffice that would encompass both program models. Note your intentions on the cover page and in the program overview. On page 29 of the RFP, there are prompts to describe each program model. If proposing to implement both, respond to both sets of questions. In addition, you will need to submit separate budgets and narratives for each program model. You may submit a total of 5 additional pages to account for the additional model description and the additional budget and narrative.

**Q. We have our scholars 9-12th grade and provide year-round programming during that time. We also support scholars in their first two years of post-secondary whether that be trade school, college or guidance as they navigate the workforce immediately after high school graduation. Do those scholars also count in the total number of scholars we will be serving through this grant? I want to be sure to include them if possible.**

A. For Career Exploration and Experience programs, participants that are verified to meet eligibility criteria are eligible to receive services for 12 months. You may carry over

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participants beyond one year, but their eligibility must be reevaluated and verified. For Pathways to Employment or Post Secondary Education, participants are eligible to receive services until their goals are met and services are complete. After they are exited from the program, they are able to receive follow up services for 12 months following participation. In your budget, you should account for the total youth that will receive services within the program year.

**Q. Security Liability: We use one single system for all of our information. We do not have our own security liability insurance because it is wrapped in our cost to them directly, so they own it. I have a copy of that insurance paperwork to provide. Is that okay or do we have to purchase our own in order to apply?**

A. Purchasing new insurance is not a requirement to apply. With your proposal, please provide a copy of your existing insurance certificate. If more is needed in order to pursue a subsequent contract, that can be discussed in the negotiation process.

**Q. Pittsburgh Public Schools only submit letters of support directly to the grantor. What email should the letter be sent and who should they address it to?**

A. You can have letters of support sent to [RFP@partner4work.org](mailto:RFP@partner4work.org) and address it to Partner4Work. Please ask that they include your organization name in the filename and in the email subject line.

**Q. How does P4W define referral partner? For example, do partners that host recruiting events meet the definition of a referral partner?**

A. A referral partner would be a partner that agrees to refer students to your program as part of your recruitment strategy. That could be in form of hosting events, or making direct referrals of individual youth.

**Q. How does P4W define employer partner? Does a partner that provide shadow and internship experiences count as an employer partner?**

A. An employer partner would be any employer that agrees to provide their staff time to youth, host youth onsite for experiences, internships or job shadowing, or partner in any way that supports youth.

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**Q. I have a budget question. We're only submitting a one year budget in the hopes that we're invited to apply again, correct?**

A. That is correct. Contracts that result from this procurement will be from July 1, 2023 to June 30, 2024 with the option to renew annually for 3 additional years. The contract renewal process will require a new budget each year.

**Q. The budget template for the Youth and Young Adult Career Services RFP contains 21 lines to enter position titles and related expenses on both the Salaries and Benefits worksheet's. For our proposed budget, we will need about 60 lines to enter our information. Are you able to add additional lines to the template and send it to me?**

A. Please see the updated version of the budget template posted on 01.12.23.