

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

Request for Proposals

Business-Education Partnership:
Health Careers Academy

Proposal Due:
July 20, 2018
5:00 PM

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
June 21, 2018

Purpose of this RFP

Partner4Work is pleased to issue this Request for Proposals (RFP) for a healthcare pipeline project. The lead applicant must be a Career and Tech Center (CTC) serving high school students in Allegheny County or the City of Pittsburgh. Programming will begin by August 10, 2018 and must end by June 30, 2019. We seek creative programs that focus on building connections between secondary and post-secondary education providers and businesses to help build a pipeline from high school into healthcare careers.

Why focus on healthcare?

Healthcare is the largest industry by volume (number of jobs) in the Pittsburgh Metro area, with 190,598 jobs and it has the third largest 10-year projected growth (11%). By comparison, the regional projected growth over the same span is 3%. The average hourly earnings for healthcare occupations in the Pittsburgh Metro area is \$33.73 compared to the overall hourly average of \$22.82. Many of these positions are in career pathways occupations – needing more than a high school diploma for entry but less than a 4-year degree – including the top five occupations (by volume) employed in this industry: registered nurses, personal care aides, nursing assistants, home health aides, and licensed practical and licensed vocational nurses.

To help meet this growing need for qualified healthcare professionals, Partner4Work is seeking partnerships between employers, CTCs, post-secondary education institutions, and other workforce partners to develop and implement programming that puts current high school students on the pathway to entry into the healthcare field.

How can you partner with us?

We are looking for a comprehensive partnership to build systems to encourage and allow high school students to begin their healthcare career training prior to high school graduation. Partnerships must include businesses and should provide opportunity to earn six or more post-secondary credits while enrolled in high school. Participants must also be given the opportunity to participate in an internship while enrolled in the program and should be offered assistance in preparing for and sitting for industry recognized credentials. Ideally, partnerships will lead to unsubsidized employment for program participants and graduates.

Partnerships must include:

- Two or more Career and Tech Centers or high schools with an innovative plan to prepare high school students for well-paying, middle skill jobs in medical careers. One Career and Tech Center must clearly be identified as the lead agency.
- A community college or other accredited post-secondary training partner that will provide students access to college credits and mentorship throughout the program.
- Partnerships **must** include business leadership to provide program guidance, mentorship, and ideally internship/employment opportunities.

Target Population to be Served:

Programs must serve current Career and Tech students living in the City of Pittsburgh or Allegheny County. Special attention must be paid to recruiting non-traditional, low income, and

students with barriers to employment into the program. Partner4Work will prioritize funding proposals targeted to serve young adults with barriers to employment.

Anticipated Award

Partner4Work plans to award approximately \$60,000 for the period of August 10, 2018 to June 30, 2019. We anticipate funding one contract, but reserve the right to fund multiple or no contracts.

Performance Standards

We expect that at least 35 students will earn six college credits each and earn an industry certification. We look to you to propose additional performance standards in your application, including the number of young adults you would plan to enroll and employment and internship outcomes.

Who can apply?

Lead applicants must be a Career and Tech Center based in the City of Pittsburgh or Allegheny County. Partnerships should include education providers and businesses.

Program Management and Compliance

We count on our providers to deliver quality services, keep good records, and collect data that will help us continue to grow this initiative. Partner4Work is responsible for all levels of program monitoring, evaluation, and reporting on funded activities. Funded providers are required to determine eligibility of program participants (see “Target Population to be Served” section for eligibility), collect and report on demographic and other data, and provide Partner4Work with timely reports and supporting documentation that clearly demonstrate participant enrollment, participation, progress, outputs, and outcomes. Partner4Work will work closely with the funded provider to understand reporting requirements and program procedures.

This program will be a cost reimbursement program. This means that your organization must have the financial capacity to pay all program costs up front. We’ll require an invoice, proof of expenses, and required documentation in order to process a reimbursement. Partner4Work will only reimburse providers for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs will be determined by all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

Timeline:

Issuance of RFP:	June 21, 2018
Proposal Due Date:	July 20, 2018
Review and Selection of Proposals:	July 20, 2018 to August 10, 2018
Contract Start:	August 10, 2018
Program Completion:	June 30, 2019

How to Apply: Proposals must clearly demonstrate the respondent's ability to provide the requested services. School Description and Program Description are limited to ten (10) total single-spaced pages with standard margins. Cover sheet, budget, budget narrative, and attachments are exempt from page limits. In order to simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

- (1) **Cover Sheet (5 points) Use attached form**
- (2) **School Description (5 points)**
 - a. The programs of study (POS) offered by the school, including enrollments in each.
 - b. The school districts served by the school.
 - c. Administrative capacity, including but not limited to your organization's ability to produce timely and accurate program reports, and provide fiscal support and oversight.
- (3) **Program Description (50 points)**

Describe each of the following for your proposed program:

 - a. Proposed program model, including the population(s) you plan to serve and how you will meet the program requirements described in this RFP. Be clear on partners, their roles, and expertise. Be sure to address how you will:
 - i. Recruit, enroll and assess participants.
 - ii. Select college coursework and support students once enrolled.
 - iii. Develop internships. Describe the placements to be developed as well as the role of employers and/or partners in your proposed program model, if applicable, including any current relationships with host sites, if applicable.
 - iv. Provide supportive services, career exploration, and college readiness to participants.
 - v. Help connect students to employment and post-secondary post-graduation.
 - b. Performance goals, including numerical targets for each of the required performance standards, and optional performance standards, if applicable. Organizations are encouraged to submit proposals with goals that exceed the negotiated levels. Program enrollment goals must clearly indicate the number of participants from each Career and Tech Center or school district. 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 your proposed program. Also, be sure to describe how you will collect and track data related to these performance goals.

- c. Timeline illustrating the major activities and services of the proposed program. All participants must be exited from the program by June 30, 2019.
 - d. Staffing plan for both program-related and administrative positions, including basic roles, responsibilities, and level of effort.
 - e. Any other services, programs, or resources you will offer participants, if applicable, and any funds you plan to leverage in support of your proposed program, if applicable.
- (4) **Budget (15 points)**
- a. Budget for all program related and administrative costs. All costs must be allowable according to applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations. No more than 10% of budget can be spent on admin expenses.
 - b. Narrative that justifies the budget and describes the purpose and calculation of each line item.
- (5) **Attachments (25)**
- a. Letters from community agencies, businesses or other institutions demonstrating support or commitment.
 - b. Memorandums of Understanding (MOUs) with businesses, Post-Secondary institutions, or other partners.

Submission Process: Proposals must be received by Partner4Work no later than 5:00 P.M., Friday, July 20, 2018. Please submit the proposal in a pdf document via email with the subject line marked “(Name of School) - Proposal for Business-Education Partnership Healthcare” to youth@partner4work.org.

Late proposals will not be accepted.

Questions: All questions or requests for additional information must be made in writing to youth@partner4work.org. Oral questions will not be accepted. Responses will be publicly posted on the Partner4Work website at <https://www.partner4work.org>.

Provisions & Disclaimers:

1. All solicitations are contingent upon availability of funds.
2. Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. Partner4Work, reserves the right to delay, amend, reissue or cancel, all or any part of this Request for Bids at any time without prior notices.
4. Partner4Work reserves the right to modify the Request for Bids process and timeline.
5. Partner4Work reserves the right to waive informalities and minor irregularities in proposals received.
6. This Request for Proposals does not commit Partner4Work to award a contract.

7. Partner4Work may select a firm based on its proposal received, without discussion of the proposal.
8. Partner4Work retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits before a contract award.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
10. 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.
11. 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.
12. The submission of the proposal warrants that the costs quoted for services in response to the Request for Bids are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
13. Applicants are advised that most documents in Partner4Work's possession are considered subject to disclosure.
14. Partner4Work will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals. By submitting a proposal, interested individuals or firms grant Partner4Work the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.

Attachment A: Proposal Cover Sheet

A. Contact Information

Organization Name: [Click here to enter text.](#)
 Address: [Click here to enter text.](#)
 City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: xxxxx
 Principal Contact Person: [Click here to enter text.](#) Title: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Fiscal Contact Person: [Click here to enter text.](#) Title: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Executive Director: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)
 Has your organization partnered with Partner4Work before? Yes: No:

B. Legal Information

Is your organization incorporated? Yes: No:
 Type of organization: For-profit Non-Profit:
 Federal Employer Identification Number (FEIN): [Click here to enter text.](#)
 If not incorporated, name the legal entity that will act as a fiscal and administrative agent:
 Organization Name: [Click here to enter text.](#) Contact Person: [Click here to enter text.](#)
 Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: [Click here to enter text.](#)

C. Short Executive Summary *(this information may be published if program is funded – max 100 words)*

[Click here to enter text.](#)

D. Leveraged Funds Please list all other sources of funding that will support your proposed program.

Funder	Amount	Are funds secured or pending?
Total Leveraged Funds:		

Our organization understands that Partner4Work operates on a reimbursement model and we are prepared to front all costs related to this program. Initial: _____