



Request for Quotes:

Third-Party Evaluator - National Fund for Workforce Solutions, Redesigned Jobs, Resilient Workers

**Proposals Due: 5:00 PM EST
April 23, 2021
to rfp@partner4work.org**

**Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222**

**Date Released:
March 29, 2021**

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

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

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 RFQ

Partner4Work (P4W) as an organization connects funding, expertise and opportunities for employers, job seekers, agencies, and policy makers to develop a thriving workforce in the Pittsburgh area. Partner4Work helps businesses find the talent they need to grow and thrive, connects adults and young job seekers with career opportunities, and provides community organizations with resources to make an impact in their communities.

Partner4Work has received a grant from National Fund for Workforce Solutions (NFWS) to implement the **Redesigned Jobs, Resilient Workers (RJRW)** project. NFWS collaborates with workers, employers, and communities to advance a skilled workforce, promote good jobs, and invests in equitable outcomes.

The goals of the RJRW project include:

- 1) Build relationships with employers to guide them in changing practices to meet their workforce needs and improve jobs and their workplace.
- 2) Connect people to economy boosting jobs.
- 3) Increase employer investment in economy boosting jobs for frontline workers, including new and/or strengthened practices to incorporate worker voice into job redesign and/or workplace practices.
- 4) Help move frontline workers along a pathway to economic resiliency and mobility.
- 5) Foster equitable job, career, and financial outcomes for people of color
- 6) Develop and adopt job quality minimum standards for employer partners to receive workforce services.

Scope of Work

P4W is seeking a third-party program evaluator to work with the RJRW team to identify a successful strategy for collection of evaluation data that will include process data as well as outcome data including quantitative (e.g., survey data) and qualitative data (e.g., focus group and interview data). Additionally, the program evaluator will work with the RJRW program team to identify the best means of ensuring that the data are transferred from P4W to the evaluator. P4W asks that the applicant identify their preferred data analysis software and be willing to return all data to P4W using Excel. The selected program evaluator will be responsible for all data analysis and report development and writing.

Key Tasks

- 1) Conduct an up-to-date review of all grant materials including the RFP, P4W proposal, logic model and any materials developed prior to the first day of the contract, and review material that Partner4Work deems relevant during the contract.

- 2) Participate in P4W's grant-related activities and the NFWS' grant related activities such as evaluation webinars as requested by P4W, unless unavailable (up to 10 hours)
- 3) Virtual meeting with P4W project staff on a biweekly basis.
- 4) Collect baseline data and conduct an evaluation of project process, quantitative and qualitative data.
- 5) Provide P4W written evaluation updates on a quarterly basis. Provide P4W project staff with any evaluation data that indicate a need for project modifications or, upon request, that P4W seeks for that purpose and/or for revisions of the recovery and evaluation plan.
- 6) Write final and intermediate reports for approval by P4W, including revisions needed for approval.

Deliverables

- 1) Feedback on initial project materials review
- 2) Quarterly written progress reports.
- 3) Evaluation data and timely conclusions based on the data that indicate a need for project modification, or that P4W seeks for that purpose.
- 4) Monthly briefings on progress.
- 5) Draft final report due December 31, 2022 for P4W comments, edits, and revisions.
- 6) Final report that includes P4W project staff comments/edits April 2023.
- 7) As P4W is the sole owner of the data collected during this project, all data will be returned to P4W project staff; no data will remain elsewhere.
- 8) Electronic versions of all final versions of databases, analyses, and reports.

Budget and Maximum Compensation

Up to \$20,000

- 1) View and provide feedback of all program materials including RFP, proposal, logic model, and Recovery Plan.
- 2) Participation in P4W and NFWS evaluation activities including biweekly virtual meetings with P4W and NFWS evaluation webinars
- 3) Conduct all project qualitative and quantitative evaluation
- 4) Write and deliver intermediate and final reports to P4W

How to Apply

Interested consultants shall submit their quotes in the format as specified below by April 23, 2021 at 5:00 pm EST to rfp@partner4work.org. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The proposal should be in a .pdf format not exceeding 10 pages in length. Attach a sample report that is as similar as possible to the draft final report described; if it incorporates others' comments or edits also provide a brief description - note that the report will not be counted in the 10-page limit.

1. Cover Sheet-See Exhibit A.

2. Executive Summary (2-page maximum) - Name of individual(s)/agency - Primary Contact information (name, address, phone number, email address, website) - Individual(s)/agency history including years in business, names and resumes of the key personnel - Two (2) client references. Indicate the name and position of the person(s) who will be performing the consulting services as specified in this Request for Quote. Provide a brief resume of the individual(s) background, training and experience; in particular, describe experience relevant to the scope of work and with writing reports of the types it requires.

3. Narrative Project description (2-page maximum) that describes the strategy and methodology for completing work and tracking and meeting project deadlines, with proposed dates.

4. Proposed compensation (any out-of-pocket expenses proposer expects to incur should be detailed) - Total compensation expected, tied to tasks and deliverables and proposed dates.

Review and Selection Process

A proposal review committee will review and score proposals according to the required content described in the How to Apply section with attention to clarity, completeness, and quality. The maximum points any proposal can receive are 100 based on the following criteria:

1. Project Experience: Summary of experience with similarly sized projects. Maximum: 20 points.
2. Knowledge of Qualitative and Quantitative Analyses: Summary of experience with and knowledge of qualitative and quantitative analyses, including software packages used. Maximum: 50 points
3. Report Writing: Summary of experience with report writing, including an example if possible. Maximum: 30 points.

The top candidates will be scheduled for interviews the week of May 7, 2021.

Review Timeline

- Release of Request for Quotes March 29, 2021
- Due Date for RFQ related questions April 9, 2021
- Reply/Answers release date April 16, 2021
- Quotes/Bids Due 5:00 PM EST April 23, 2021

- Proposal Evaluation and scoring April 26 - 29, 2021
- Interview of Top Candidates May 7, 2021
- Contract Start May 12, 2021

Questions

Questions or requests for additional information must be made in writing to rfp@partner4work.org. Answers will be posted at www.partner4work.org to make them available to the public to ensure a fair and transparent process.

Disclaimers

- This Request for Quotes (RFQ) does not commit Partner4Work to award a contract.
- Partner4Work may select a proposer 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 applicants 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 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 RFQ 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 RFQs 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 RFQs.
- 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 RFQ.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract subgrant template, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

APPENDIX A
Request for Quotes Cover Sheet

Lead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution :

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

C. 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).*

- Certificate of Liability Insurance or references (at least 2);
- Certificate of Worker's Compensation Insurance if applicable
- W9

D. 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