

Request for Quotes

For the period of July 1, 2019–September 30, 2020

Approved Training Programs

For

SHIFT

National Dislocated Worker Grant Trade and Economic Transition

Bids Due:

June 14, 2019

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFQ Release Date:

May 20, 2019

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

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

Any agreement resulting from this RFQ will be funded through the WIOA National Dislocated Worker Grant Program, via Partner4Work as the grant recipient, provided by the US Department of Labor (USDOL). Federal Award Id. No. (FAIN): DW-32582-18-60-A-42. CFDA #: 17.277 – WIOA National Dislocated Worker Grants / WIA National Emergency Grants (NEGs). Project Title: Trade and Economic Transition National Dislocated Worker Grants. Total grant value: \$7,845,563 . Any organization awarded a contractual agreement resulting from this RFQ must comply with all applicable regulations and the terms and conditions of the grant provided by USDOL. Please note that the total grant value is dispersed to a variety of workforce development partners in regions throughout the Midwest.

GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFQ. This section also describes important details regarding the services and stakeholders related to this RFQ, as well as characteristics of any agreements that may result from this RFQ.

About Partner4Work

Partner4Work (P4W) is the Workforce Development Board (WDB) for Pittsburgh and Allegheny County. We connect funding, expertise and opportunities to develop a thriving workforce in the Pittsburgh region. Nationally recognized for innovation, P4W delivers workforce development solutions to meet the current and future needs of businesses and jobseekers. Through collaboration with 100+ partners, P4W connects more than 60,000 adults and more than 8,000 young adults to training and employment opportunities each year. We help employers, jobseekers, public agencies and policymakers by:

- Providing labor-market insights to help employers and policy-makers make informed decisions.
- Bridging the gap between jobseekers and businesses in need of talent.
- Preparing young adults for their career paths.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, P4W offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, P4W is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

P4W helps provide adult and young jobseekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. P4W opens the door to career opportunities.

Providing community organizations with resources to make an impact

P4W proudly partners with more than 80 organizations in Pittsburgh and Allegheny County to provide opportunities for jobseekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the WDB for Pittsburgh and Allegheny County, P4W has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County.

Purpose of this RFQ

P4W is issuing this Request for Quote (RFQ) to solicit occupational skills training programs that can be offered to the participants of the SHIFT Program. The program is designed to provide additional support for the dislocated worker population in Pittsburgh and Allegheny County. P4W will serve over 100 participants between October 1, 2018 and September 2020. The selected providers will be involved in the project from July 1, 2019 to September 30, 2020. We are seeking training opportunities in two forms – (1) in five targeted industry sectors and (2) in hard and soft skills that help with the transition into the twenty-first century market.

Firstly, we are seeking occupational skills training, pre-apprenticeship, and apprenticeship programs that align with career pathways in the following five priority industries: (1) Advanced Manufacturing; (2) Financial Services; (3) Information Technology; (4) Health Care, and (5) Transportation and Logistics. Trainings in these industries will prepare participants for placement in high priority occupations. Trainings must result in industry-recognized credentials.

Secondly, P4W is also soliciting training opportunities that can provide dislocated workers with twenty-first century hard and soft skills that can help them transition into the current job market. These trainings may not be industry specific, but they will help to provide participants with the necessary skills to transition to the twenty-first century job market.

Through this RFQ, P4W plans to secure pricing agreements with multiple providers for training programs to be included on the SHIFT Training Provider List. SHIFT participants will be referred to these programs according to participants' choice and suitability toward achieving their desired career outcomes.

Desired Impact

The SHIFT Program is funded through the Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker Grant Program (NDWG) from the U.S. Department of Labor (USDOL). SHIFT aims to provide dislocated workers with a greater variety of viable occupational skills training, pre-apprenticeship, and apprenticeship programs which will help to reconnect them to the workforce with placement in twenty-first century careers in the five targeted industries as described in "Purpose of this RFQ." P4W is not only seeking trainings within the five target industries, but also providers that are able to host participants for gap skills training in topics such as Microsoft Office software, general computer training, leadership, the intergenerational workforce, etc.

Programs should be focused on the target industries and high priority occupations of Southwestern Pennsylvania. P4W has put special emphasis on recruiting dislocated participants classified as mature workers who are 55 years of age and older, individuals with less than a high school diploma, individuals laid off due to automation, and individuals struggling with underemployment. Participants will receive case management and career services through the PA CareerLink®. Participants will be dual enrolled with Title I services at the PA CareerLink® and the SHIFT program. As a result, training providers will not be expected to provide case management services.

P4W's goal is to create a diverse list of training providers for SHIFT participants to select from. We encourage training providers to apply who are already on P4W's Eligible Training Provider List (ETPL), as well as those that are not on the list. The primary goal of SHIFT is to help all SHIFT participants gain unsubsidized employment in a career and industry that results in a self-sustaining income.¹ Participation in approved SHIFT Training Programs should result in lower unemployment rates, increased wages, and the reduction of poverty in Southwestern, PA.

How can you partner with us?

P4W will act as the fiscal and administrative agent of this grant, and P4W will directly fund the employment training services sought by this RFQ. While the selected providers are encouraged to recruit candidates, all eligibility and suitability determinations to participate in the SHIFT program will be determined by the PA CareerLink® Title I service providers. Participants will select training programs in consultation and coordination with PA CareerLink® staff to ensure suitability. Training providers may submit quotes in response to this RFQ that include multiple training programs. P4W is encouraging all interested providers to submit a quote for this RFQ by June 14, 2019 for participants to receive maximum benefit. However, we will keep this RFQ open and accept applications on a rolling basis for training providers throughout the program. Applications received beyond June 14, 2019, will be reviewed on a monthly basis.

Program Dates

Programs on the SHIFT Approved Training Provider List will be available to SHIFT participants effective July 1, 2019 until September 30, 2020. Agreements resulting from this RFQ must allow for adequate time for participants to complete the training program and enter unsubsidized employment before the grant closure date of September 30, 2020. These funds will remain available for this period, contingent upon performance and availability of funding, at the discretion of P4W.

Anticipated Award

P4W plans to select multiple providers to enter into IDIQ-type agreements (indefinite delivery/indefinite quantity) that establish per participant program prices. P4W does not guarantee any number of enrollments in the training providers' program(s). The value of funds paid to selected providers will depend on the level of interest and participation in approved training programs by SHIFT participants. The preferred maximum value of training funds per participant is

¹ P4W Self Sufficiency Policy: <https://www.partner4work.org/uploads/p4w-self-sufficiency-policy-py2018-02122019.pdf>.

\$6,500, but proposals to fund programs with a cost per participant that are lower than or exceed \$6,500 will be considered.

Who can apply?

Nonprofits, for profits, community-based organizations, educational institutions, trade associations or union, apprenticeship and pre-apprenticeship organizations, government institutions, and other entities operating in accordance with federal, state, and local law, and in business for at least three years.

Program Requirements

SHIFT training providers must have demonstrated experience and expertise in the provision of high-quality occupational skills training, pre-apprenticeship, and apprenticeship programming in Southwestern Pennsylvania. For the purpose of this RFQ, Southwestern Pennsylvania is defined as the following 9 counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland. Those with experience serving dislocated workers are preferred but not required. Selected providers will propose established training programs that are employer-driven, provide industry-recognized credentials, align with the 5 industries and twenty-first century skills as described in “Purpose of this RFQ,” and align with career pathways in high priority occupations where advancement is available. Selected providers will also demonstrate established relationships with industry employers through the provision of letters of support from employers.

PA Eligible Training Provider List

Inclusion on the PA Eligible Training Provider List (ETPL) is not required to submit a quote in response to this RFQ.² Interested training providers whose programs are included on the ETPL are highly encouraged to apply for the SHIFT Training Provider List. Inclusion on the SHIFT Training List will streamline and increase access to approved programs for participants.

Payment

Payment will be issued to selected providers on a per participant basis according to the terms and conditions of the agreements resulting from this RFQ. Payment will be issued upon a participant’s completion of the training program. If a participant does not complete the training program, payment will be issued according to the participant’s progress in the training program. P4W will consider an alternative payment structure if proposed by the provider. 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 Guidance and WIOA regulations. Approved providers must be current with required program reporting that agrees with invoice in order to receive payment.

How to Apply

Priority will be given to all interested and qualified parties that submit quotes by Tuesday, June 14, 2019 at 5:00pm to dwg@partner4work.org. While the application process will remain open and new applications will be accepted on a rolling monthly basis, interested parties are highly encouraged to apply by June 14, 2019 to maximize potential involvement in the program. Incomplete quotes will not be considered. Emails should have the subject line “[Organization Name] SHIFT Training Provider Quote.” Quotes must be submitted in PDF format. The quote must contain all the following content:

1. **Cover Sheet:** Use template provided. Attach certificate of insurance and a copy of the organization’s most recent audit.
2. **Organization Description:** (limit to one page) – Describe each of the following for your organization:

² P4W’s Eligible Training Provider Policy: <https://www.partner4work.org/uploads/p4w-eligible-training-provider-policy.pdf>.

- a. Basic organizational description, including mission, principal programs and services, and number of paid staff.
 - b. Organization's adherence to the Americans with Disabilities Act (ADA).
 - c. Provide one of the following: (1) most recently submitted IRS 9-90, (2) most recent independent audit, or a (3) letter from a Certified Public Accountant attesting to the fact that the entity is using accepted accounting practices.
 - d. Past experience in managing occupational skills trainings, pre-apprenticeship, and apprenticeship programs and effectively serving adults with workforce development needs. Please include related outcome data.
3. **Program Description:** (limit to three pages) – Describe the following for each proposed training program:
- a. 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. Enrollment and orientation of participants
 - 2. Recruitment and outreach
 - 3. Explanation of what industry or industries are being targeted
 - 4. Training curriculum to be used and certifying body
 - 5. Credential(s) offered; must be industry and employer-recognized
 - 6. Partnerships and networking opportunities with employers in the target industries.
 - b. Performance outcomes for the previous two years of program implementation, if applicable, including total enrollment, completion credential attainment, job placement, training related job placement, and employment retention.
 - c. Training schedule identifying class dates and times.
 - d. Syllabus or class overview.
 - e. Any other services, programs, or resources you offer participants, if applicable.
4. **Program Costs:** Provide the following:
- a. The per participant cost for each proposed training program. The preferred maximum value of training funds per participant is \$6,500, but proposals to fund programs with a cost per participant above or below \$6,500 will be considered. If a cost per participant that exceeds \$6,500 is proposed, additional funding may be considered. Tuition cannot be more than the amount charged to the general public.
 - b. A brief narrative describing the proposed program cost, including all program-related and administrative cost items. All costs must be reasonable, allocable, and allowable, according to all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

5. Attachments

- a. Letters from employers, community agencies, or other institutions demonstrating support for the training program(s).

Review and Selection Process

P4W will review quotes according to the required content described in the "How to Apply" section with attention to clarity, completeness, relevancy, and quality. Successful bidders will be invited to enter into a vendor agreement with P4W for the program(s) described in the quote. Such agreements will be issued on an indefinite delivery/indefinite quantity (IDIQ) basis.

Review Timeline (all dates are subject to change):

Release of RFQ: May 20, 2019

Questions Regarding this RFQ due: June 3, 2019 by 5:00pm

Bid due date:

June 14, 2019 by 5:00pm

Selection of providers:

Mid-June 2019

Questions or Requests

All questions or requests for additional information must be made in writing to dwg@partner4work.org by 5:00pm EST on June 3, 2019. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after 5:00 PM EST on June 3, 2019 will not be answered.

Disclaimers

- 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 providers 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 RFQ are not in excess of those that would be charged 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 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.