



The Workforce Development Board for the Pittsburgh Area

# Request for Proposals

For the period June 19, 2017 – August 4, 2017  
Learn & Earn Summer Youth  
Employment Program

**Proposals Due:**

March 10, 2017 at 5:00 PM

Partner4Work  
(Formerly Three Rivers Workforce Investment Board)  
650 Smithfield Street, Suite 2600  
Pittsburgh, PA 15222  
[Summer@partner4work.org](mailto:Summer@partner4work.org)

**RFP Release Date:**

February 15, 2017

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

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

## **Purpose of RFP**

Partner4Work is excited to issue this Request for Proposals (RFP) for summer youth employment program providers serving low-income City of Pittsburgh or Allegheny County residents age 14-21 from June 19, 2017 through August 4, 2017.

## **Why do summer jobs matter?**

Young adults learn to work by working. Soft skills, career exploration, leadership development, and income are among the many short-term benefits offered by summer youth employment programs. Research indicates that these programs can have far-reaching long-term outcomes as well, even decreasing the likelihood of incarceration and mortality. Partner4Work is proud to partner with the City of Pittsburgh and Allegheny County to deliver Learn & Earn, the leading summer jobs program for young adults in Allegheny County.

## **How can you partner with us?**

We are seeking organizations to provide meaningful summer work experiences for teens and young adults in a range of high-growth industries and occupations. Each Learn & Earn provider will manage and support a cohort of young adults throughout the summer program, including intake, orientation, work readiness training, and the work experience itself. We want to partner with organizations that have the drive, expertise and capacity to run a comprehensive program that will successfully engage both young adults and businesses.

## **Target Audience**

Learn & Earn will serve City of Pittsburgh and/or Allegheny County residents who are at least 14, and no older than 21, as of June 19, 2017, and who meet income requirements. Interested youth will be required to complete an online application and both eligibility and selection will be determined by Partner4Work.

## **Program Dates** (all dates are subject to change)

Youth Application Period:	April 1 – May 20, 2017
Youth Selection and Placement:	June 1 – June 16, 2017
Youth Orientation:	Starting June 19*
Youth Work Experience:	June 26 – August 4, 2017 ( <i>Except for July 4<sup>th</sup> holiday</i> )

\*Orientation will continue on a rolling basis for any youth who start work later than June 19. We keep a waitlist of youth and backfill positions as they become available.

## **Who can apply?**

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations are welcome to apply.

Fiscal agents: Organizations with existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the proposal must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

## Program Requirements

Learn & Earn is a program with many moving parts. We want to see that you can deliver a seamless, quality summer work experience for youth from start to finish. As a provider, your responsibilities will include:

- (1) Promoting the 2017 Learn & Earn program through outreach to target population
- (2) Attending all mandatory orientations and trainings provided by Partner4Work
- (3) Recruiting nonprofit and/or business partners to serve as worksites
- (4) Enrolling youth assigned by Partner4Work
- (5) Orienting all youth participants and worksite supervisors prior to first day of work
- (6) Training youth on work-readiness skills prior to or during the summer program
- (7) Placing youth participants with a worksite
- (8) Supporting youth through mentoring, coaching, resource referrals and other activities as needed
- (9) Paying youth through provider's payroll system, including all applicable taxes
- (10) Monitoring worksites to ensure safety and quality of youth work experience
- (11) Tracking program activity and participant information using Partner4Work's online system
- (12) Maintaining time, attendance, and payroll records for all participants, including W2 forms
- (13) Communicating with Partner4Work throughout the summer program
- (14) Evaluating outcomes and ensuring completion of all required youth and adult surveys
- (15) Securing funds to cover the entire costs associated with Learn & Earn programming up-front and submitting invoices for all actual costs (including receipts) to Partner4Work

## Work Experience

We don't believe in a "one-size-fits-all" approach to summer employment. What matters most to us is connecting young people to experiences that will excite, engage and inspire them. So while you can place youth in traditional worksites, we are also open to other creative ways for them to get work experience. Possibilities include, but are not limited to:

- **Career Exploration:** Youth pair hands-on work experience with job shadowing and classroom-based activities that teach them about career pathways.
- **Service-Learning:** Youth complete projects that benefit others locally or globally.
- **Work-Study:** Youth balance traditional on-the-job hours with college coursework at a local college or university.
- **Entrepreneurship:** Youth learn about what it takes to be an entrepreneur through activities like apprenticing at a start-up or creating and marketing their own product

What we want ALL summer jobs to do:

- Enable youth to complete 150 paid hours over the 6-week period (up to 25 hours/week) and earn pre-tax wages of \$7.25/hour (\$1,088 total wages)
- Help youth grow and overcome barriers by connecting them to mentors, job shadowing opportunities, and supportive services if needed
- Give youth a chance to try their hand at a variety of interesting activities
- Make sure youth are safe, meaning all jobs must comply with child labor laws
- Provide opportunities that are accessible by public transportation
- Expose youth to career tracks that are expected to grow over the next 5-10 years, including:

- Arts, Entertainment, and Recreation
- Culinary Arts and Hospitality
- Education
- Entrepreneurship
- Finance and Insurance
- Government and Community Services
- Health Care and Human Services
- Labor and Trades
- Marketing, Advertising, and Graphic Design
- Park Management and Public Works
- STEM: Science, Technology, Engineering, Mathematics

Absolute deal-breakers are any jobs that:

- Replace employees who were previously displaced or laid off for economic reasons
- Require participants to operate power tools
- Engage youth in working at logging or forestry operations, bars, casinos or other establishments where gambling is permitted
- Ignore Child Labor Laws and best practices around youth safety

For more information on Child Labor Laws, including prohibited work activities, please visit:

[http://www.portal.state.pa.us/portal/server.pt/community/child\\_labor\\_law/10517](http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517).

### **Work-Readiness Training**

How will you help youth expand their college and career readiness skills? As a provider you'll have the flexibility to use the training curriculum and instructional methods that work best for the youth you serve. We're interested in approaches that are highly interactive and that meet all of the following criteria:

- All youth participate in 12 hours of work-readiness training and receive a non-taxable stipend of \$7.25/training hour (\$87 total)
- Training is developmentally appropriate and designed to meet the needs of participants
- Training helps participants gain skills in each of the following required areas:
  - Communication
  - Productivity and accountability
  - Initiative and self-direction
  - Problem-solving
  - Teamwork
  - Financial literacy

Training can be offered up-front at the start of the program (week of June 19) or throughout the program (weekly). Partner4Work will review training curricula prior to the program to ensure quality and alignment with the skill areas mentioned above.

## Program Management and Compliance

We count on our providers to keep youth safe, keep good records, and collect data that will help us continue to grow the program.

- **Worksite Recruitment:** You'll identify businesses, non-profits, and/or government partners to serve as worksites, work with them to develop a complete Worksite Agreement and job descriptions, and ensure their staff are knowledgeable about Learn & Earn goals, policies, and best practices.
- **Enrollment:** You'll be responsible for ensuring participants complete all required paperwork including but not limited to: I-9, W-4, work permit (if under 18), Equal Opportunity Employment form, grievance policy, parent consent (if under 18), emergency contact information, and Learn & Earn photo release.
- **Youth Placement:** You'll match youth to appropriate worksites based on their geographic area, skill level, learning goals, and career interests.
- **Supervision:** You'll designate at least two adults who will supervise youth at each worksite (one primary supervisor and one alternate supervisor). Supervisors need to be familiar with Learn & Earn program goals, policies, and procedures.
- **Clearances:** All provider and worksite personnel who directly supervise youth must have the following background clearances prior to the start of the summer program: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. Providers will provide copies of all clearances to Partner4Work upon request.
- **Online Database:** You'll use the Learn & Earn online database to track program activities, worksite information, youth attendance and earnings, and other required documents. Partner4Work will train successful bidders on the online database prior to the start of the program.
- **Timesheets and Payroll:** You'll collect youth timesheets and will directly manage payroll for participants, including all applicable tax withholdings.
- **Evaluation:** You'll make sure that youth, provider staff, and worksite staff complete all required program surveys.

## Learn & Earn 2017 Performance Standards

We want youth to get the most out of their summer job, which means completing a robust training program and maintaining high levels of participation. Partner4Work measures performance for all providers using the following standards. Your ability to reach these milestones is something we'll consider when determining future participation as a Learn & Earn provider.

Retention	At least 90% of participants will complete the 6-week program.
Attendance	Youth will work at least 90% of possible work hours collectively.
Work Readiness	At least 90% of participants will complete 12 hours of work readiness training.

## Program Costs and Budget Considerations

Please note: Learn & Earn is a reimbursement-based program. **This means 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. The reimbursement timeline and a list of allowable expenses will be finalized during the contract negotiation. Historically, there has been a delay of 3-4 months between the end of the program and the time of reimbursement.

The **maximum reimbursable cost per person is \$2,215 per participant**. The cost-per-participant includes transportation (i.e. bus passes). Expenses must follow the categories outlined in the cost-per-participant breakdown in Attachment B.

### **How to Apply**

Submit your proposal by Friday, March 10, 2017 at 5:00 PM to [summer@partner4work.org](mailto:summer@partner4work.org). Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Learn & Earn Provider Proposal.” Your proposal must contain all of the following:

1. **Cover Sheet** – Use attached form
2. **Organization Description**
  - a. What is your organization’s mission?
  - b. What programs and services do you offer?
  - c. Describe your organization’s experience in workforce and youth development.
3. **Program Description** – Complete the attached form and answer all questions below.
  - a. Describe the summer work activities you will offer youth. What career tracks and industries are you highlighting?
  - b. What youth populations are you best positioned to serve? *Please note that Partner4Work cannot guarantee placement to any individual youth. Providers must agree to serve youth assigned by Partner4Work.*
  - c. Who are your partners? List all businesses that will serve as summer worksites, including their geographic location and industry. Also include any partners that will support the program in other ways, such as training or mentoring. Please indicate which partnerships you’ve already secured.
  - d. What will your work-readiness training look like? Identify the curriculum and training schedule to be used, if already known.
  - e. Describe any other services, programs, or resources you will offer youth in the Learn & Earn program, if applicable.
  - f. How will you promote Learn & Earn to youth?
  - g. What is your staffing plan for this program?
  - h. How will you meet performance standards for the Learn & Earn program? If you were a past provider and you did not meet performance standards, what is your plan for ensuring that standards are met in 2017?
  - i. What other funds will you leverage for this program?
4. **Budget** – Please submit a budget for your Learn & Earn costs, referring to the cost-per-participant guidelines in Attachment B.

## Review and Selection Process

The Partner4Work Review Committee will score proposals based on the requirements outlined above. The number of proposals selected will depend on the availability of funding. Successful bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources. Attachment C contains the scoring rubric to be used.

### Review Timeline:

Release of RFP:	February 15, 2017
Proposal Due Date:	March 10, 2017 by 5:00 PM
Selection of Providers:	March 24, 2017
Start of Application Process for Youth:	April 1, 2017

## Questions or Requests

All questions or requests for additional information must be made in writing to [summer@partner4work.org](mailto:summer@partner4work.org) by March 10, 2017 and 12:00 PM. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org). Bidders are encouraged to check the website frequently for updates. Questions received after March 10, 2017 at 12:00 PM will not be answered.

## Disclaimers

- This Request for Bids does not commit Partner4Work to award a contract.
- Partner4Work may select a firm 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 retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits 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 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 RFP are not in excess of those that would be charged 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 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.

## Attachment A: Program Structure and Roles

	<b>Partner4Work</b>	<b>Learn &amp; Earn Provider</b>
<b>Promotion</b>	<ul style="list-style-type: none"> <li>-Provides Learn &amp; Earn marketing materials</li> <li>-Performs region-wide outreach activities</li> </ul>	<ul style="list-style-type: none"> <li>-Performs outreach activities to target population</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>-Screens applications</li> <li>-Determines eligibility</li> <li>-Matches youth to providers</li> </ul>	<ul style="list-style-type: none"> <li>-Contacts youth assigned by Partner4Work</li> <li>-Ensures youth complete all required paperwork (e.g. I-9, W4, work permit, parent consent, EOE, photo release, emergency contact, etc.)</li> <li>-Matches youth to worksites</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>-Provides work-readiness curriculum to providers upon request</li> </ul>	<ul style="list-style-type: none"> <li>-Selects and delivers work-readiness training</li> <li>-Pays training stipend</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>-Provides standard worksite agreement template</li> <li>-Provides employer orientation resources upon request</li> <li>-Conducts site visits of providers and worksites</li> </ul>	<ul style="list-style-type: none"> <li>-Recruits and orients worksites</li> <li>-Ensures worksites complete worksite agreement</li> <li>-Collects worksite supervisor clearances (FBI, Act 33/34)</li> <li>-Monitors worksites</li> <li>-Pays youth wages including tax withholdings</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>-Develops evaluation protocol</li> <li>-Sets performance milestones</li> </ul>	<ul style="list-style-type: none"> <li>-Ensures youth and adults complete required surveys</li> <li>-Tracks program data and outcomes</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>-Manages summer youth employment system</li> <li>-Provides training on/access to online program management database (Salesforce)</li> <li>-Provides technical assistance to providers</li> </ul>	<ul style="list-style-type: none"> <li>-Manages cohort of assigned youth</li> <li>-Ensures appropriate staffing levels</li> <li>-Maintains participant files and program records (hard copy and Salesforce)</li> <li>-Communicates with Partner4Work weekly and more frequently as needed during program</li> </ul>
<b>Fiscal</b>	<ul style="list-style-type: none"> <li>-Secures program funds</li> <li>-Reimburses providers for approved actual costs</li> </ul>	<ul style="list-style-type: none"> <li>-Raises additional funds as needed</li> <li>-Invoices Partner4Work for approved actual costs</li> </ul>



Attachment B: Cost Per Participant

Learn & Earn Cost Per Participant		
Budget Item	Max. Cost	Notes
Participant Wages (pre-tax)	\$1,088	\$7.25/hour for max. 25 hours/week for six weeks
Work Readiness Training Stipend	\$87	\$7.25/hour for a total of 12 hours Training stipends are non-taxable
Program Costs	\$1,040	Includes 6 weekly bus passes per participant
<b>Total Cost Per Participant</b>	<b>\$2,215</b>	

## Attachment C: Scoring Rubric

Scoring Criteria	Description	Points Available
<b>Cover Sheet</b>	<ul style="list-style-type: none"> <li>– Provides organization contact information, legal information, executive summary, list of leveraged funds, and list of worksites</li> </ul>	<b>5</b>
<b>Organizational Capacity</b>	<ul style="list-style-type: none"> <li>– Applicant demonstrates administrative capacity to deliver Learn &amp; Earn program, including financial sustainability and staff support</li> <li>– Describes ability and experience in youth workforce development and working with disadvantaged youth ages 14-21.</li> </ul>	<b>30</b>
<b>Program Design</b>	<ul style="list-style-type: none"> <li>– Applicant communicates who the project will serve and how the project will serve the young adults</li> <li>– Provides a clear plan for promoting Learn &amp; Earn to youth</li> <li>– Provides evidence of a quality work experience that aligns with Learn &amp; Earn career tracks</li> <li>– Provides evidence of a quality work-readiness training program that meets the core Learn &amp; Earn competencies</li> <li>– Describes partnerships (other businesses, training providers, educators, etc.) they will bring to the table.</li> </ul>	<b>50</b>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>– Provides a detailed plan for ensuring program outcomes are met</li> <li>– If the organization is a past Learn &amp; Earn provider and did not meet performance outcomes, provides a detailed plan for improvement</li> </ul>	<b>15</b>
<b>TOTAL POINTS:</b>		<b>100</b>

## Learn & Earn 2017 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 served as a Learn & Earn provider 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 summer youth employment program.

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

Our organization understands that Learn & Earn operates on a reimbursement model and we are prepared to front all costs related to Learn & Earn 2017 Summer program. Initial: \_\_\_\_\_

## Learn & Earn 2017 Proposal Cover Sheet

### E. Proposed Summer Work Experiences

Please complete a separate page for each distinct program model you will offer. For example, if you are offering a Work-Study program and an Entrepreneurship program, you should list each opportunity separately.

<b>Program Model:</b>	<input type="checkbox"/> Traditional Summer Job <input type="checkbox"/> Career Exploration <input type="checkbox"/> Service-Learning <input type="checkbox"/> Work-Study/College Readiness <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Other (Describe):		
<b>Learning Outcomes:</b>			
<b>Number of Jobs to be Offered per Skill Level:</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Career Pathways (Check all that apply)</b>	<input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Culinary Arts and Hospitality <input type="checkbox"/> Education <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Finance and Insurance <input type="checkbox"/> Government and Community Services <input type="checkbox"/> Health Care and Human Services <input type="checkbox"/> Labor and Trades <input type="checkbox"/> Marketing, Advertising, and Graphic Design <input type="checkbox"/> Park Management and Public Works <input type="checkbox"/> STEM: Science, Technology, Engineering, Mathematics		
<b>Geographic Locations: (Please be as specific as possible)</b>			
<b>Worksite Partners:</b>			
<b>Target Population:</b>			