



***Pre-Apprenticeship* Participant Support and Placement Request for Proposals**

Partner4Work (P4W) announces funding opportunity for experienced organizations to provide supportive and job placement services for individuals with barriers to employment beginning their careers in the Pharmacy industry.

Who We Are

Partner4Work is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in the Pittsburgh area. We partner with businesses to source and train the talent needed to grow the region's economy. We partner with job seekers to break down barriers and open doors to opportunity for careers in growing industries. And we partner with agencies to make an impact in communities, to reach people where they are, and set them on the path for a promising future.

Background and Statement of Need

Together with a healthcare partner, Partner4Work is creating a pipeline for pharmacy technicians in the Allegheny County and Pittsburgh region through the creation of a pre-apprenticeship program. This work builds on work done nationally in cities such as Philadelphia, Milwaukee, Detroit, Dallas, and Gary, IN. With more than 150 annual openings and 2,100 total jobs in Allegheny County, Pharmacy Technician positions represent a critical component of the healthcare system and a first step on a career pathway leading to Pharmacist positions.

Specifically, P4W strives to create opportunities for unemployed and underemployed individuals to gain the skills needed to enter this field, with an emphasis on creating opportunities for those with non-traditional backgrounds, no college education, and/or those who are un- or under-employed. Participants will begin in a pre-apprenticeship, participate in an externship, be hired into an apprenticeship and receive additional training.

We are seeking experienced organizations and/or individuals capable of providing supportive and job placement services to *Pharmacy Technician Pipeline* participants from this program.

Where You Come In

The Pharmacy Technician Pipeline is designed to connect businesses with the talent they need and job seekers with meaningful careers. Funding is available for organizations that can enable these job seekers to successfully complete technical training programs and obtain an entry-level position in the Pharm Tech field. Some program participants will be hired by our business partner upon successful completion of the program. Successful bidders will have a plan to help place the others. The business partner and CCAC will deliver the online, classroom based technical training and source referrals into the program; P4W is seeking proposals to provide the wrap-around support and job placement services for the training participants. We are looking for proposals that possess the following qualifications and can meet the following expectations.

Required project activities (to take place between September and December 2018):

- Serve at least 25 Pharmacy Technician program participants from assessment through completion of programming, with a goal of 20 participants successfully completing training programs and at least 20 obtaining placement in related jobs by December 2018. These services will include assisting participants with TABE testing, drug testing and obtaining clearances. The successful bidder will include stipends for participants in training in their budget.
- Provide appropriate case management, supportive services, and job placement services for individuals with barriers to employment participating in training. Such barriers may include: lack of education, criminal history, English as a second language, disability, income at or below the poverty line, and chronic unemployment;
- Support Pharmacy Technician participants through externships, secured in partnership with our business partner. Successful bidder will have the capacity to payroll participants for 4-week externships. Participants must be paid \$10.15/hr. for 80 hours of work. These costs should be included in bidder's budget. While we expect most participants to complete an externship, it is possible that some will not continue on to externship after the pre-apprenticeship training;
- Support training participants with job search and placement assistance, such as soft skills development, networking and interviewing practice, resume writing tips, identifying and following up on job leads, etc.;
- Under leadership from and in close coordination with P4W, engage additional business partners in the initiative, including participation in networking events, mock interview sessions, and most importantly, interviewing and hiring graduates; and
- Develop in-depth knowledge about all training options and programming and be able to accurately represent the initiative throughout the community as needed.

Required applicant qualifications:

- Proven track-record of retaining individuals in programs and successfully placing individuals with barriers to employment into careers;
- Established relationships with the Pittsburgh business community, including an in-depth knowledge of their talent needs;
- Organizational capacity to work with at least 25 program participants, providing case management, supportive services, and job search assistance;
- Significant experience with job search assistance, job readiness training, and workforce development best practices;
- Ability to communicate quickly and accurately with a network of partners and participants, keeping all parties informed of progress, obstacles, and outcomes;

How to Apply

Bids must be submitted by **5:00 PM October 11, 2018**, to youth@partner4work.org. Late or incomplete submissions will not be considered. Proposals should contain the following information:

- 1. Cover Sheet**
 - a. Name of organization

- b. Primary contact name, address, phone number, and email address
- c. Overview of the organization including mission, years in business, key personnel, and geographic footprint.

2. Project Description

Proposals should outline the strategy proposed to accomplish requirements listed above, including:

- a. Description of organizational capacity to successfully implement and accomplish the proposed services, expertise in serving the target population(s) listed above, including ability to launch at least 20 program graduates into pharmacy careers, and evidence of existing employer partnerships. *Priority will be given to proposals that include letters of support from employer partners.*
- b. Description of proposed job search services and job placement strategies, with specific emphasis on supporting individuals without a college degree and/or other barriers to employment; *Please note that if funded, the placement and supportive services provider will be asked to partner with Partner4Work to help screen and place participants;*
- c. Description of the proposed case management and supportive services, including the applicant’s experience and successes providing these to clients in the past;

3. Budget:

- a. Applicants must submit a detailed budget using the form below. Any out-of-pocket expenses that the proposer expects to incur should be detailed in the form.

Expense	P4W	Other funding source(s)	Total Cost
Personnel			
Operating			
Job placement materials/activities (list by expense)			
Participant services (list by expense)			
Training stipends			
Work experience wages			
Other (list by expense)			
Total Program Cost	Number of individuals to be served		Total cost per individual served
	25		

- b. Applicants must submit a budget narrative outlining how *Pharmacy Tech Pittsburgh* funds will be used to support and implement the program. The budget narrative should thoroughly and clearly describe every category of expense listed in the form above. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

Review Process

Partner4Work's review committee will review proposals based on the proposal requirements outlined above. Proposals that do not address each of the abovementioned requirements will be considered incomplete.

Timeline

Partner4Work aims to have training programs ready to begin by the end of October 2018. The estimated timeline may be subject to change.

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| • Release of Request for Proposals | October 1, 2018 |
| • Proposals Due | October 11, 2018 by 5 PM |
| • Selection | By October 19, 2018 |
| • Contract Start Date: | October 22, 2018 |
| • Contract End Date: | December 31, 2018 |

Questions?

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to youth@partner4work.org. Questions must be received by October 9, 2018 at 5:00 pm. Answers will be posted at www.partner4work.org to make them available to the public and ensure a fair and transparent process.

Disclaimers

- This Request for Proposals does not commit Partner4Work to award a contract.
- Partner4Work may make funding decisions based on initial proposal received, without discussion of the proposal with the applicant. Accordingly, each proposal should be submitted on the strongest terms that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information 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 applicant 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 applicant 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 applicant.

PARTNER WORK

The Workforce Development Board for the Pittsburgh Area

- 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.