

Request for Quotes:

Public Sector, IT, and Coordination Consulting Services

Who We Are

Partner4Work (formerly Three Rivers Workforce Investment Board) 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 opportunities 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

Statement of Need

In 2018, Partner4Work instituted eight new industry partnerships (IPs) based on labor market information that demonstrated a need for more workers/talent in the Pittsburgh/Allegheny County region. Through these industry partnerships, Partner4Work can ensure that the public workforce system delivers a true supply-demand model of services. Partner4Work's strategic employer engagement includes, but is not limited to, the following services:

- Host conversations with industry leaders to learn industry needs including, but not limited to, talent sourcing, incumbent training, and anticipated future disruption prevention.
- Engage industry leaders as IP members. IP membership includes continuously engaging in reviewing and vetting relevant training programs to ensure that the public workforce system is meeting their expectations.
- Determine IP members forecasted short-, medium-, and long-term hiring needs.
- Strategically increase IP member engagement. Increased employer engagement may include activities such as posting jobs or hosting recruitment fairs.

Partner4Work needs to engage additional entities in the public sector and employers in the informational technology industry as well as other employers with a significant presence of information technology occupations, and augment strategic employer engagement with them. Partner4Work also needs coordination between those efforts and the efforts to augment strategic employer engagement in other industries that are undertaken by Partner4Work staff and consultants.

Coordination and Collaboration Activities

Partner4Work seeks the coordination of strategic employer engagement services, including those to be provided to industry partners in the public sector and in information technology, and those provided in other industries. Examples of strategic employer engagement services are recruiting and engaging employers in IPs. (Please see the Required Applicant Qualifications, Required Project Activities and Deliverables sections below for more information about related roles and responsibilities.)

Public Sector Activities

A pipeline of skilled workers is critical for the success of the Pittsburgh region. Public Sector entities can play a key role in ensuring that young adults preparing for the workforce have meaningful work experience and are ready to contribute to businesses upon hire. Partner4Work seeks consulting services to recruit Public Sector entities and engage them in the Public Sector Partnership generally, and to build a youth summer program specifically.

Public Sector coordination services will play a major role in developing and coordinating these services with industry partners in the Public Sector, with emphasis on the City of Pittsburgh. Additionally, with support from the coordination and collaboration services described above, these services will include close collaboration with Partner4Work staff, and additionally with carefully selected groups of community partners representing the workforce development, economic development, and education sectors that will provide on-going assistance to the Public Sector IP. These partners bring specialized resources, expertise, and capacity to help design and execute solutions.

Partner4Work is seeking Public Sector coordination services that build upon strong knowledge of the Public Sector in the City of Pittsburgh, in order to be effective in more fully integrating business needs into the public workforce system and develop a program model to path City of Pittsburgh students into public sector careers. The successful applicant will have the capacity and expertise to plan and execute an effective strategy for coordinating services between educators, public sector employers, PA CareerLink of Pittsburgh/Allegheny County, and Partner4Work. The successful applicant will also have a proven ability to collaborate with non-profit, government, and industry partners to achieve outcomes.

(Please see the Required Applicant Qualifications, Required Project Activities and Deliverables sections below for more information about related roles and responsibilities.)

Information Technology-Related Activities

An IP in which information technology employers are engaged, and employers that have a significant number of employees engaged in information technology occupations, can identify priorities for IT-related workforce needs and guide efforts to achieve them. Partner4Work seeks consulting services to recruit related employers, engage them as members of an Information Technology IP, and engage them in identifying workforce-related needs and priorities. (Please see the Required Applicant Qualifications, Required Project Activities and Deliverables sections below for more information about related roles and responsibilities.)

Services may also include engaging employers in guiding the development of solutions and participating in implementation.

Required Applicant Qualifications

- Proposals will be accepted from any of the following: an individual, private for-profit agency, private non-profit organization, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFQ.

- The selected applicant will demonstrate a deep understanding of delivery of services to recruit and engage employers in industry partnerships, successful experience in delivering the services, and successful experience both in providing related oversight and in coordinating related activities, and successful experience in collaborating with a Pennsylvania Workforce Board’s leadership and with industry partnership and program staff its leadership designates.
- As a provider of strategic employer engagement to the public sector in Allegheny County, the selected applicant will actively participate with Partner4Work in shaping and informing the local workforce development system. As such, the selected applicant will demonstrate strong relationships with Pittsburgh public sector entities. The provider will also demonstrate knowledge of and expertise in:
 - Federal, state, and local policies;
 - Local labor market information, including workforce and employer dynamics.
- As a provider of strategic employer engagement in the information technology industry, the selected applicant will demonstrate successful experience as an information technology business leader and will demonstrate reasons for an expectation of success in the delivery of services to recruit and engage employers in an information technology IP.

Required Project Activities

The selected applicant will perform the following activities:

Coordination and Collaboration

- **Provide administrative and other support** to members of the applicant’s team it selects to provide services pursuant to this contract.
- **Build strong relationships** between members of the applicant’s team who provide the public sector activities and the information technology-related activities described in those sections above and Partner4Work’s C-level leaders and staff they designate, and as appropriate, other consultants who deliver strategic employer engagement services to Partner4Work’s IPs.
- **Drive collaboration** among selected members of the applicants’ team, Partner4Work’s C-level leaders and staff they designate, and other consultants as appropriate. doing so with the objective of benefiting all Partner4Work IPs.

Public Sector Activities

- **Network Creation** – Assist Partner4Work in developing a network of public sector employers and employers in career paths aligned with public sector jobs. Employers should help guide program creation. Assess employer needs including but not limited to identifying employer challenges and potential opportunities. All conversations with employers should be documented.
- **Planning** – Meet with key Partner4Work and public sector staff to help plan and implement public sector initiatives modeled on national best practices, including transitional jobs programs for both adults and young adults, job shadowing and internship programs for young adults, and training programs.
- **Technical Assistance** – Support P4W staff in the planning, launch, and operation of its public sector programming by providing ongoing guidance, sharing relevant resources, and

troubleshooting challenges. The successful applicant will provide support via bi-monthly phone/videoconference calls, regular email communications, and site visits.

- **Meeting Support** – The consultant will attend and observe an initial convening of Public Sector officials and meet with key P4W staff following the meeting to debrief and identify key takeaways and opportunities for action. The consultant will provide similar support at a minimum of two subsequent meetings at the request of P4W.
- **Documentation Support** – In addition to the services described above, the consultant will aid in the development of a Public Sector Partner Memorandum of Understanding (MOU) and reviewing/providing feedback on materials developed by P4W to frame, promote, and evaluate the public sector transitional jobs programming.

Information Technology-Related Activities

- **Planning** – Meet with key Partner4Work staff to collaborate on planning recruitment and engagement of employers to be members of an Information Technology IP. Provide information on the workforce needs of the information technology industry and the workforce needs of information technology employers and those with significant numbers of employees in information technology occupations.
- **Employer Recruitment** – Engage with at least 15 employers who are in the IT industry and/or ones who have large IT departments, to discuss their workforce needs and to encourage them to become information technology IP members, and obtain commitments to do so from at least eight.
- **Employer Engagement** – Strengthen engagement with employer members of the IP and identify needs important to the industry overall and to at least several of the employers and related priorities. Obtain commitments from at least one to be a champion for the IP, and from at least one to be the champion for each of the identified priorities. Advise Partner4Work staff on the development of a Regional Support Team for the IP.
- **Industry Partnership Creation** – if appropriate, assist Partner4Work in bringing the industry partnerships' member employers together to approve the development of action plans for each IP priority, and to take action on other agenda items, including the establishment of an Action Team for each IP priority.

Expected Deliverables

- *Coordination and collaboration:* Partner4Work will experience well-executed coordination and collaboration. (ongoing)
- *Administrative support:* Partner4Work will experience rapid and effective actions and responses regarding invoicing, requests for information, etc. (ongoing)
- *Public Sector Program Model:* Identify national best practices, create a draft plan, and provide feedback. Provide recommendations as well as samples of evaluation framework from other public sector work programs. (March 2020)
- *Draft Public Sector Partner MOU:* Work closely with Partner4Work and public sector employers to draft Public Sector Partner MOU and program model for the summer youth employment program in the public sector. (April 2020)
- *Bi-weekly Technical Assistance Sessions:* Two 60-minute conference calls or videoconferences regarding Public Sector activities each month with key P4W staff. (March 2020 – September 2020)

- *Debriefing Sessions:* 60-minute debriefing sessions following each convening of Public Sector partners.
- *Information technology planning:* Partner4Work will experience participation in collaborative planning and will receive information about both the workforce needs and the workforce opportunities identified by the information technology industry's employers and those who have significant numbers of employees in IT occupations. (within one month of the contract's start date)
- *Employer recruitment:* Identify both workforce needs and workforce opportunities of at least 15 employers via discussions with them, and obtain commitments from at least eight employers to be members of the IP. Via discussions with the employers, and the eight members of the IP in particular, identify potential priorities of the information technology IP. Describe identified workforce needs, workforce opportunities, and potential priorities to Partner4Work.
- *Employer engagement:* After working closely with Partner4Work to determine draft priorities for the IP, obtain a commitment by at least one employer for a senior representative to be the IP's business champion, and commitments for senior representatives to be the champions for each of the IP's identified priorities from at least one employer for each priority.
- *Regional Support Team:* Advise Partner4Work staff on the development of a Regional Support Team for the IP.
- *Industry Partnership Creation:* If appropriate, provide assistance to Partner4Work in bringing the industry partnerships' member employers together for a meeting.

How to Apply

Quotes must be submitted by 11:00 PM on March 3, 2020, to youth@partner4work.org. Late or incomplete submissions will not be considered.

Proposals should contain the following information:

1. Cover Sheet – Use template provided
2. Executive Summary (1-page maximum) that includes an overview of your qualifications, including the number of years you have successfully provided strategic employer engagement services, the type of services provided, your experience supporting the public sector, information technology, or other industries outlined in the statement of need, and your capabilities to quickly develop strong public sector connections throughout Allegheny County
3. Capabilities Overview (1-page maximum) that describes each of the following:
 - a. If applicable, basic organizational description, including but not limited to the year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget, and the number of full-time staff.
 - b. Experience in coordination and collaboration of the sort described in the RFQ, managing quality strategic employer engagement and programs similar in size and scope to that required by this RFQ, including but not limited to employers served in the public sector or information technology industry including employers of the types described above, services and activities delivered, contract values and related performance outcomes.
 - c. Administrative and fiscal capacity, including but not limited to your proven ability to provide financial support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

4. Program Narrative Describe each of the following for your proposed program approach: (limit 6 pages)
- a. Coordination and collaboration: Describe your proposal for delivering coordination, collaboration, and administrative support.
 - b. Public Sector Services: Describe your proposal for effectively delivering strategic employer engagement services to public sector employers in Pittsburgh, including how you will accomplish each of the following. (Highly rated responses will clearly demonstrate how the proposed program components connect employers to the workforce system, with an emphasis on building connections between public school systems and public sector employers):
 - i. Providing excellent customer service to public sector employers, including the method of identifying their needs, offering appropriate, value-added services, and follow-up.
 - ii. Developing specific strategies that align with the city’s priority areas and other Partner4Work investment priorities.
 - iii. Establishing and maintaining strong relationships with area employers that mutually benefit customers and employers.
 - c. IT Industry Services: Describe your proposal for effectively delivering strategic employer engagement services to employers in Pittsburgh and/or Allegheny county, including IT industry employers and employers with a large IT staff, including how you will accomplish each of the following (Highly rated responses will clearly demonstrate methods of identifying employers’ needs and developing IP priorities):
 - i. Planning recruitment and engagement of employers to be members of an Information Technology IP
 - ii. Strengthening engagement with employer members of the IP. Identifying needs important to the industry overall and to at least several of the employers.
 - iii. Establishing priorities for the IP.
 - iv. Obtaining commitments from at least one employer to be a champion for the IP, and from at least one to be the champion for each of the identified priorities.
 - v. Advise Partner4Work on bringing the industry partnerships’ member employers together to approve the development of action plans for each IP priority, and to take action on other agenda items, including the establishment of an Action Team for each IP priority.
 - d. Include specific examples of partnerships with agencies you have worked with that provide services and supports beneficial to both customers and employers, including your process for identifying such partners, integrating them into your program model and connecting them to your efforts. Highly rated responses will include letters of support from partnering organizations, which can be attached to your proposal.
5. Budget: Total budget may not exceed \$3,300 for Coordination and Collaboration and other administrative costs, \$18,000 for Public Sector activity and deliverable-related program costs, and \$15,000 Information Technology activity and deliverable-related program costs.
- a. Budget for all program-related and administrative costs. All costs must be reasonable, allowable, allocable, and necessary according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance. Effective budgets will enable the proposed program to meet the intent and requirements of the contract,

while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures.

- b. A narrative that justifies the budget and describes the purpose and calculation of each line item. The extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process.

Review and Selection Process

Partner4Work will review proposals according to the required content described in the How to Apply section with attention to clarity, completeness, and quality. High scoring proposals will clearly demonstrate an ability and likelihood to meet the standards and intended outcomes of these programs. Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
Cover Sheet	Required, but not scored
Executive Summary	Required, but not scored
Capabilities Overview	30
Program Narrative	50
Budget	20
Total Points	100

Timeline

Partner4Work aims to have a summer youth program in the Public Sector ready to launch by June 2020 and for the Information Technology IP ready for its first convening by mid-May 2020. The estimated timeline may be subject to change.

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| ● Release of Request for Quotes | January 31, 2020 |
| ● Questions Due | February 17, 2020 (11 PM) |
| ● Proposals Due | March 3, 2020 (11 PM) |
| ● Selection | March 13, 2020 |
| ● Contract Start Date | March 18, 2020 |
| ● Information Technology ready for its first convening | May 15, 2020 |
| ● Development and start of summer program | June 2020 |

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. Answers will be posted at www.partner4work.org to make them available to the public and ensure a fair and transparent process. Questions must be received by 11 PM on February 17, 2020, to be answered.

Disclaimers

- This Request for Quotes 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.
- 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 RFQ.