

Request for Proposals

For the period May 1, 2018 – August 31, 2021
**Learn & Earn Corporate Internship
Program Manager**

Proposals Due:
February 26, 2018 at 12:00 PM (noon)

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222
Summer@partner4work.org

RFP Release Date:
February 2, 2018

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

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

Purpose of RFP

Partner4Work, in partnership with Allegheny County and the City of Pittsburgh, is excited to issue this Request for Proposals (RFP). In it, we seek a provider to run the Corporate internship program for low income young adults age 18-21 from May 1, 2018 through August 31, 2020. Contracts will be awarded for a single contract year, with optional renewal for up to two additional contract years, pending funding.

Historically, Partner4Work has administered the Corporate Internship ourselves, but we know that there are organizations out there doing amazing work supporting youth through professional internships and others with great ideas, but limited experience. We anticipate funding no more than one provider to work closely with us this summer to administer the Corporate Internship program. We will help source business partners, and will support your efforts should you bring business partners to the table.¹ We will screen and refer candidates to you and will work with you to interview them. **You will support the corporate partners and young adults through the summer, serve as the employer of record for the young adults, and plan and deliver the work readiness training.**²

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.³ Partner4Work is proud to partner with Allegheny County and the City of Pittsburgh to deliver Learn & Earn, the leading summer jobs program for young adults in Allegheny County. Providers can serve as both general and Corporate Learn and Earn Programs.

What are we asking you to do?

We are seeking organizations to provide Corporate Internship experiences for young adults in a range of high-growth industries and occupations. The successful Corporate Internship partner 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 an elite program that will successfully engage both young adults and businesses.

We have already begun recruitment of Corporate worksites. We would expect that you will help us to recruit additional sites, help interview/screen potential Corporate interns, and support the interns and worksites throughout the summer.

¹ Business partners are required to fulfill the worksite requirements of the general Learn and Earn providers (meaningful work, supervisor dedicated to the mentoring of young adults, etc.) and must contribute \$2,500 to Learn and Earn.

² We have a work readiness curriculum from past years that we can share with you.

³ <https://www.politico.com/magazine/story/2017/09/21/summer-jobs-program-cities-policy-analysis-215632>

Target Audience

During the summer of 2018, the Corporate Internship Program of Learn & Earn will serve Allegheny County and/or City of Pittsburgh residents who are at least 18, and no older than 21, as of June 18, 2018, and who meet income requirements. Interested youth will be required to complete an online application and eligibility will be determined by Partner4Work. The date of the age eligibility cut off will be determined each year of subsequent contracts. We will work closely with you to screen, interview, and place young adults in the Corporate Internship program.

Program Dates (all dates are subject to change)

Youth Application Period:	March 5 – May 18, 2018
Youth Selection and Placement:	Throughout application period through June 15, 2018
Youth Orientation:	Starting June 18, 2018
Youth Work Experience:	June 25 – August 3, 2018 (<i>Except for July 4th holiday</i>)

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 2018 Learn & Earn program through outreach to target population
- (2) Attending all mandatory orientations and trainings provided by Partner4Work
- (3) Helping Partner4Work to recruit high level nonprofit, government, and/or business partners to serve as worksites
- (4) Working with Partner4Work to interview young adults for the Corporate program and placing the young adults in an appropriate worksite for the summer
- (5) Orienting all youth participants and worksite supervisors prior to first day of work
- (6) Training youth on work-readiness skills during the summer program
- (7) Supporting youth through mentoring, coaching, resource referrals and other activities as needed
- (8) Paying youth through provider's payroll system, including all applicable taxes
- (9) Monitoring worksites to ensure safety and quality of youth work experience
- (10) Tracking program activity and participant information using Partner4Work's online system
- (11) Maintaining time, attendance, and payroll records for all participants, including W2 forms
- (12) Communicating with Partner4Work throughout the summer program
- (13) Evaluating outcomes and ensuring completion of all required youth and adult surveys
- (14) 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

How is the Corporate Internship Program different from the Learn and Earn General Program?

The Corporate Internship is a highly selective sub-program of Learn and Earn that places up to 50 young adults age 18-21 in professional internships in corporations who commit to contributing a fee of \$2,500 per intern. Candidates for the Corporate Internship submit a resume through the Learn and Earn online application and interview with Partner4Work and your staff before being referred to a corporate placement. Candidates for the program are selected on the basis of past work experience, leadership, and career goals.

Corporate interns will earn \$9.25/hour in pre-tax wages and work up to 120 hours (\$1,110 total wages) and participate in 12 hours of work-readiness training, paid in a non-taxable stipend of \$9.25/ training hour (up to \$111). Training should be offered weekly (historically this has been on Fridays), for two hours each week.

Work Experience

What we want Corporate summer jobs to do:

- Enable young adults to complete 120 paid hours over the 6-week period (up to 20 hours/week) and earn pre-tax wages of \$9.25/hour (\$1,110 total wages)
- Help young adults grow and overcome barriers by connecting them to mentors, job shadowing opportunities, and supportive services if needed
- Give young adults a chance to try their hand at a variety of interesting and meaningful activities
- Expand their professional networks, meeting with decision makers at several levels of the business in which they are placed
- Provide opportunities that are accessible by public transportation

Absolute deal-breakers are any jobs that:

- Replace employees who were previously displaced or laid off for economic reasons
- Ignore best practices around youth safety

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 Corporate Interns participate in 12 hours of work-readiness training and receive a non-taxable stipend of \$9.25/training hour (\$111 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

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 help us to 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, emergency contact information, and Learn & Earn photo release.
- **Youth Placement:** You'll help us to interview youth and match youth to appropriate worksites based on their geographic area, skill level, learning goals, and career interests.
- **Supervision:** You'll work with the Corporation to 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.
- **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 2018 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 cost reimbursement 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 several months between the end of the program and the time of reimbursement.

The **maximum reimbursable cost per Corporate Intern is \$2,280 per participant.** The cost-per-participant includes transportation (i.e. six weeks of bus passes). Expenses must follow the categories outlined in the cost-per-participant breakdown in Attachment B.

How to Apply

Submit your proposal by Monday, February 26, 2018 at 12:00 PM (noon) to summer@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Learn & Earn Corporate 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 your existing relationships with businesses and those you could leverage as Learn and Earn Corporate worksites. You will work with Partner4Work to help secure Corporate worksites. We’ve begun that work already. Have you? Please list the companies you are reasonably confident you could approach for worksite placement, their industry and geographic location, your history with each, and a bit about the work you’d anticipate youth would do.
 - b. What is your experience working with young adults age 18-21? Do you already have existing programs serving this population? *Please note that Partner4Work cannot guarantee placement to any individual youth. Providers must agree to serve youth assigned by Partner4Work.*
 - c. Who are your non-Corporate partners? 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. What is your staffing plan for this program?
 - g. How will you meet performance standards for the Corporate 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 2018?
 - h. 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 2, 2018
Proposal Due Date:	February 26, 2018 by 12:00 PM (noon)
Selection of Providers:	March 6, 2018
Start of Application Process for Youth:	March 5, 2018

Questions or Requests

All questions or requests for additional information must be made in writing to summer@partner4work.org by February 21, 2018 at 12:00 PM. Answers will be posted publicly at www.partner4work.org. Bidders are encouraged to check the website frequently for updates. Questions received after February 21, 2018 at 12:00 PM will not be answered.

Provider Training

We expect to hold provider training sessions on March 14 and 16, 2018. Successful bidders must send at least one staff member to training.

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

	Partner4Work	Learn & Earn Provider
Promotion	-Provides Learn & Earn marketing materials -Performs region-wide outreach activities	-Performs outreach activities to target population
Enrollment	-Screens applications -Determines eligibility -Identifies youth within the Learn and Earn application system who are interested in or potentially eligible for Corporate Internships -Works in partnership with provider to interview and place young adults.	-Contacts youth assigned by Partner4Work -Works in partnerships with Partner4Work to interview and place young adults -Ensures youth complete all required paperwork (e.g. I-9, W4, work permit, parent consent, EOE, photo release, emergency contact, etc.)
Training	-Provides work-readiness curriculum to providers upon request	-Selects and delivers work-readiness training -Pays training stipend
Work Experience	-Helps to recruit Corporate worksites -Provides standard worksite agreement template -Provides employer orientation resources upon request -Conducts site visits of providers and worksites	-Helps to recruit and orients worksites -Ensures worksites complete worksite agreement -Monitors worksites -Pays youth wages including tax withholdings
Evaluation	-Develops evaluation protocol -Sets performance milestones	-Ensures youth and adults complete required surveys -Tracks program data and outcomes
Administration	-Manages summer youth employment system -Provides training on/access to online program management database (Salesforce) -Provides technical assistance to providers	-Manages cohort of assigned youth -Ensures appropriate staffing levels -Maintains participant files and program records (hard copy and Salesforce) -Communicates with Partner4Work weekly and more frequently as needed during program
Fiscal	-Secures program funds -Reimburses providers for approved actual costs	-Raises additional funds as needed -Invoices Partner4Work for approved actual costs

Attachment B: Cost Per Participant

Learn & Earn Corporate Internship Cost Per Participant		
Budget Item	Max. Cost	Notes
Participant Wages (pre-tax)	\$1,110	\$9.25/hour for max. 20 hours/week for six weeks
Work Readiness Training Stipend	\$111	\$9.25/hour for a total of 12 hours Training stipends are non-taxable
Program Costs	\$1,059	Includes 6 weekly bus passes per participant
Total Cost Per Participant	\$2,280	

Attachment C: Scoring Rubric

Scoring Criteria	Description	Points Available
Cover Sheet	<ul style="list-style-type: none"> – Provides organization contact information, legal information, executive summary, list of leveraged funds, and list of worksites 	5
Organizational Capacity	<ul style="list-style-type: none"> – Applicant demonstrates administrative capacity to deliver Learn & Earn program, including financial sustainability and staff support – Describes ability and experience in youth workforce development and working with disadvantaged youth ages 18-21. 	30
Program Design	<ul style="list-style-type: none"> – Applicant communicates who the project will serve and how the project will serve the young adults – Provides a clear plan for promoting Learn & Earn to youth – Provides evidence of a quality Corporate work experience that aligns with Learn & Earn career tracks – Provides evidence of a quality work-readiness training program that meets the core Learn & Earn competencies – Describes partnerships (other businesses, training providers, educators, etc.) they will bring to the table. 	50
Outcomes	<ul style="list-style-type: none"> – Provides a detailed plan for ensuring program outcomes are met – If the organization is a past Learn & Earn provider and did not meet performance outcomes, provides a detailed plan for improvement 	15
TOTAL POINTS:		100

Attachment D: Corporate Learn & Earn 2018 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 2018 Summer program. Initial: _____

(Continues on next page)

(page 1 of 2)

Corporate Learn & Earn 2018 Proposal Cover Sheet

E. Proposed Summer Work Experiences

Program Model:	<input type="checkbox"/> Corporate Internship
Learning Outcomes:	
Number of Jobs to be Offered:	
Career Pathways (Check all that apply)	<input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Community and Human Services <input type="checkbox"/> Culinary Arts and Hospitality <input type="checkbox"/> Education <input type="checkbox"/> Finance, Insurance, and Entrepreneurship <input type="checkbox"/> Government <input type="checkbox"/> Health Care <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
Geographic Locations: (Please be as specific as possible, listing by neighborhood and ZIP code)	
Worksite Partners:	
Target Population:	