

# Request for Proposals

For the period of August 1, 2019 – June 30, 2023

## Consortium Grant Management Services

**Proposals Due:**

July 20, 2019

Partner4Work  
650 Smithfield Street, Suite 2600  
Pittsburgh, PA 15222

**RFP Release Date:**

July 10, 2019

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

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

Partner4Work's Consortium Grant Management Services are funded by Federal grants provided by the US Department of Labor (USDOL). Any agreements resulting from this RFP may be funded by Partner4Work through the Federal grants provided by USDOL. The contractor must comply with all applicable regulations and the terms and conditions of the grant.

# Table of Contents

GENERAL INFORMATION .....	3
About Partner4Work.....	3
Purpose of this RFP .....	3
Overview: WIOA Trade and Economic Transition National Dislocated Worker Grant (DWG) .....	4
Service Dates.....	4
Anticipated Award .....	4
Who can apply?.....	4
STATEMENT OF WORK.....	6
PROPOSAL PROCESS & REQUIREMENTS .....	8
How to Apply.....	8
Review and Selection Process .....	9
Questions .....	9
Disclaimers .....	10

## GENERAL INFORMATION

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

### **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 job seekers. 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, job seekers, public agencies and policymakers by:

- Providing labor-market insights to help employers and policy-makers make informed decisions.
- Bridging the gap between job seekers 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 job seekers 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 job seekers 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 RFP**

Partner4Work (P4W) was awarded a regional Trade and Economic Transition National Dislocated Worker Grant (DWG) from the U.S. Department of Labor (USDOL) and expects additional Federal Awards in the future. P4W is issuing this Request for Proposals (RFP) to identify a consultant to oversee Partner4Work's Federal Grant portfolio directly connected to a multi-city consortium during the period of August 1, 2019 through June 30, 2023. Partner4Work is a member of a 13 urban workforce development board consortium that works together for Federal grant opportunities. One of the thirteen boards apply for Federal Award opportunities and fulfills the fiscal and administrative functions of the grants.

We are seeking an organization that has experience in grant management services with multiple cities for Federal Awards and can fulfill certain fiscal and administrative functions of the WIOA Trade and Economic Transition National Dislocated Worker Grant (“DWG”). The various responsibilities are defined under the Statement of Work section below.

### **Overview: WIOA Trade and Economic Transition National Dislocated Worker Grant (DWG)**

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers and other stakeholders in the United States, primarily administered by the U.S. Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Please visit the USDOL website at [www.doleta.gov/WIOA/Overview.cfm](http://www.doleta.gov/WIOA/Overview.cfm) for a more thorough overview of WIOA. All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of WIOA and all its implementing guidelines; the selected applicant(s) must follow and comply with all rules and regulations therein. Section 170 of WIOA authorizes funding for Trade and Economic Transition National Dislocated Worker Grants (DWG), which provide grantees with the opportunity to “help address dislocations that can be traced to broader workforce needs or economic changes that could reach across multiple sectors.” For more information about DWGs, please refer to Training and Employment Guidance Letter (TEGL) No. 2-18 at [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_2-18\\_acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2-18_acc.pdf). All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of TEGL No. 2-18.

### **Service Dates**

The selected applicant will begin delivering the full range of services as described below on August 1, 2019 and continue for 14 months ending on September 30, 2020 unless extended for additional Federal Awards obtained by Partner4Work.

### **Anticipated Award**

P4W plans to award up to \$400,000 to one organization for the consortium grant management services of the DWG Grant with the opportunity of additional funds from future Federal Awards obtained by Partner4Work for these same functions.

### **Who can apply?**

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work (P4W) are ineligible to apply. See Appendix A for more information on administrative requirements for selected applicants.

<sup>1</sup> See Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

A group of two or more applicants may apply as a consortium, but the lead applicant must be clearly identified. In this scenario, P4W will contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. P4W requires assurance that the selected applicant(s)'s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If P4W determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

## STATEMENT OF WORK

All proposals must be concise, well-organized, and demonstrate how your proposed services, approach and methodology, qualifications, experience, and terms meet or exceed Partner4Work's requirements, which are outlined below:

- **Subrecipient and Vendor Management**
  - Develop and negotiate Scope of Work for subrecipients and vendors.
  - Develop tracking system for “soft” Outcomes and Outputs (employer engagement, best practice development, etc.) and incorporate the management of that system through subrecipient and vendor scope(s) as well as through a grant-specific project workplan.
  - Develop monthly program reporting framework and tools.
  - Train subrecipients and vendors in the expectations for program reporting and the application of the tools provided for grant management.
  - Accompany Partner4Work on scheduled subrecipient/vendor compliance monitoring visits to learn more about program operations, partner relationships, and grants management practices.
  - Provide technical support to subrecipient/vendor with addressing or remediating any issues or findings discovered through compliance monitoring.
  - Communicate progress on remediation of compliance monitoring issues or findings to Partner4Work through the monthly reporting process.
- **Data Analysis:** Regular (at least monthly) review of data score card to validate data accuracy, appropriateness, and eligibility. This review will be documented for each subrecipient and/or vendor included in each grant through a monthly report submitted to Partner4Work by the 10<sup>th</sup> of each month.
  - Participant data will be reviewed through one-on-one calls hosted by the Consultant monthly with subrecipient or vendor program staff. This review will focus on issues related to accuracy, validity and completeness. Concerns about technical assistance needs to remediate data entry challenges will be addressed during these calls.
  - Program progress will be reviewed during one-on-one calls with subrecipient or vendor program staff. Monthly outcomes will be compared against the planned outcomes as clarified in the negotiated Scope of Work. Significant variances between planned and actual will be identified and (when necessary) an action plan will be developed to modify the program plan to get the project back on track.
  - When an action plan is developed, the Consultant will work more closely with the subrecipient or vendor program staff to ensure adequate progress in its implementation. Progress reports for each subrecipient or vendor will be included in the monthly program report submitted to Partner4Work by the 10<sup>th</sup> of each month.
  - Grant management activities will inform Compliance Monitoring.
  - Partner4Work program monitoring staff hired to coordinate the data management and reporting functions of the Grant(s) will work closely with the Consultant to facilitate regular and consistent communication.
- **External Reports:** Work in close coordination with Partner4Work to generate reports on the progress of subrecipients/vendors for each of the DOL awarded grants. These reports will include both planned quantitative and qualitative outcomes and will incorporate both hard and soft outputs as authorized according to the approved Scope of Work in the Notice of Award.

- Prepare and submit QNR (narrative reports) to Partner4Work by the 15<sup>th</sup> day after the end of each quarter.
- Review and validate participant data report (QPR) prior to upload by Partner4Work in to the WIPS system.
- Review and validate quarterly financial reports prior to submission by Partner4Work.
- Develop and disseminate a quarterly report card for subrecipient/vendor CEO to ensure that the executive, program, and fiscal teams are aware of the subrecipient/vendor progress and/or challenges.
- Develop and disseminate a regional report card to share the successes of the Grant(s) with all stakeholders.
- Submit monthly billing invoice to Partner4Work substantiated by monthly program report and requisite back up material.
- **Technical Support:** Provide support to subrecipients/vendors to help them accomplish the goals identified in their Scope of Work. This Technical Support is extended to all members participating in grant objectives. It is accomplished through monthly one-on-one calls with subrecipient/vendor (and Partner4Work) program staff.
  - Review progress to date on each grant objective as compared to planned progress in Scope of Work.
  - Identify areas of concern and develop corrective action plan.
  - Review budget expenditures as compared to program progress to ensure adequate and appropriately paced spending.
  - Identify areas of concern and develop corrective action plan.
  - Provide guidance in resolving challenges in achieving planned outcomes.
  - Coordinate shared planning and identification of emerging best practices for dissemination and replication throughout the network.
  - Develop monthly newsletter to promote the best practices as they emerge.
  - Host webinars focused on solutions to common challenges that have emerged or on emerging best practices that should be shared in order to cultivate and grow the capacity of subrecipient/vendor (and Partner4Work) program staff.
  - Facilitate dialogue between programs to share experiences and foster peer-to-peer learning.
  - Host bi-annual program sessions to promote successes and facilitate learning and program development and enhancement.
  - Create report card for each subrecipient to confirm grant progress to date, highlight areas of success, flag areas of concern, and communicate required or expected next steps.
  - Provide current report card to subrecipients/vendors within one week of each month's one-on-one conference call.

## PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

### How to Apply

Interested and qualified applicants must submit proposals by July 20, 2019 at 5:00 pm EST to [dwg@partner4work.org](mailto:dwg@partner4work.org). Emails must have the subject line "DWG Grant Management Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

1. Cover Sheet – Use template provided.
2. Executive Summary – Include each of the following: (maximum 1 page)
  - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
  - b. The total amount of funding requested.
3. Organization Description – Describe each of the following for your organization: (maximum 1 page)
  - a. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
  - b. Past experience in grant management services similar in size and scope to that required by this RFP, including but not limited to type and size of grants, scope of work and outcomes.
  - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate reports.
4. Service Description – Provide a work plan for completing this project (maximum of 5 pages). Include an estimate of the hours you believe it will take for your team to complete each phase of work. Your proposal must describe your approach for assisting with administering and overseeing the DWG Grant, including how you plan to communicate with Partner4Work's team and DWG Subrecipients to effectively facilitate the exchange of necessary information and how you plan to monitor and evaluate grantee performance, both on-site and remotely. Provide a detailed, step-by-step process for how you propose performing on-site and remote grantee performance evaluations. Your process must include a comprehensive review of grant-related documents and budget materials, interviews with relevant subrecipient staff and stakeholders, and an examination of the implementation of projects.
5. Cost – Provide a budget for this project, including an itemization of expected direct and indirect costs. We anticipate awarding a time and materials contract with a maximum dollar amount; accordingly, your proposal must include:
  - a. Hourly rates for each proposed consultant assigned to the project;
  - b. An estimate of the total number of days or hours the applicant expects to bill for the project;
  - c. An estimate of the total cost of the project, including expenses.

- 6. References – Provide professional references (including full contact information) concerning the applicant’s performance on three comparable projects
- 7. Other Information – You may provide other information or materials that you believe is relevant to our evaluation or that provides additional features or value.

**Review and Selection Process**

All proposals received by the submission deadline will be initially reviewed by P4W for completeness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other P4W staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Service Description	50 points
5. Cost	30 points
6 & 7. References & Other Information	May support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP:	July 10, 2019
Proposal Due:	July 20, 2019 by 5:00 PM EST
Selection:	July 31, 2019
Contract Start Date:	August 1, 2019

**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 [dwg@partner4work.org](mailto:dwg@partner4work.org). Answers will be posted at [www.partner4work.org](http://www.partner4work.org) to make them available to the public and ensure a fair and transparent process.

## Disclaimers

- This Request for Proposals (RFP) 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 may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves 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.
- 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.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- 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 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.
- 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.