



## **Request for Quotes**

For the period of July 1, 2023 – June 30, 2025

# **Approved Training Programs**

for

# **Young Adult Reentry Project**

**Deadline:** Quotes will be accepted and reviewed on a rolling basis until  
March 3, 2025 at 11:59 PM EDT

**Partner4Work**  
**650 Smithfield Street, Suite 2400**  
**Pittsburgh, PA 15222**

**Date Released:**

**October 30, 2023**

**Partner4Work (TRWIB, Inc.) is an equal opportunity employer.  
Auxiliary aids and services are available upon request to persons with disabilities.**

Partner4Work's Young Adult Reentry Project Program is funded by a Pennsylvania Department of Labor and Industry (L&I) grant provided by the US Department of Labor (USDOL). We are awarding \$120,000.00 through CFDA #: 17.278 and 17.258. Any services purchased through agreements resulting from this RFQ to serve Young Adult Reentry Project participants will be 100% federally funded by Partner4Work through the L&I grant provided by USDOL. Successful applicants must comply with all applicable regulations and the terms and conditions of the L&I grant provided by USDOL.

## Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work (hereafter “P4W”) delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

## Purpose of this RFQ

Partner4Work (P4W) has issued this Request for Quotes (RFQ) to identify vocational training programs and transitional employment programs that can be made available to participants of the Young Adult Reentry Project during the period of July 1, 2023 – June 30, 2025. We are seeking vocational training and apprenticeship, pre-apprenticeships, and transitional employment programs that align with career pathways in in-demand occupations and provide industry-recognized credentials. Through this RFQ, P4W intends to secure pricing agreements with multiple providers whose training programs will be included on the Reentry Approved Training Programs List. Young Adult Reentry Project participants will be referred to these programs according to participants’ choice, readiness, and aptitude.

## Desired Impact

The Young Adult Reentry project is funded by the Youth Reentry Grant funding from the Pennsylvania Department of Labor and Industry (L&I). The Young Adult Reentry Project (YARP) aims to enhance reentry strategies for adults ages 18-24 who have been incarcerated or served in alternative sentencing programs by providing holistic case management, mentoring, career services, supportive services, connections to employment and training, GED and credit recovery programs, and other needed support to obtain quality employment. Operation Better Block (OBB) will act as the primary case management entity where staff will administer meaningful assessments, mentorship/support group activities, collaborative career planning, and wraparound support to eligible participants. All referrals to occupational training and transitional jobs will flow through OBB as the core partner operating this program.

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

P4W is the lead and fiscal agent and organizer of the project and funding the services sought by this RFQ in Allegheny County. P4W has selected Operation Better Block (OBB) as the primary partner on this project to serve as a revitalizing support system for eligible clients due to the organization's commitment to community building and restorative justice practices. Referral partners include but are not limited to the Foundation of HOPE, members of Allegheny County Anchored Reentry Coalition (ACAR), and members of the Allegheny County Jail Collaborative. The vocational training, pre-apprenticeship, apprenticeship, and transitional employment programs selected through this RFQ will be included on the Reentry Approved Training Programs List from which Young Adult Reentry Project participants may choose to attend, in consultation and coordination with their assigned case managers. Training providers may submit quotes in response to this RFQ that includes multiple training programs. P4W may release subsequent RFQs for training providers throughout the program implementation period.

### **Program Dates**

Programs on the Reentry Approved Training Programs List will be available to Young Adult Reentry Project participants from July 1, 2023 to June 30, 2025 and will be available to Young Adult Reentry Project participants from July 1, 2023 to June 30, 2025. Agreements resulting from this RFQ will be valid for one 24-month period, contingent upon performance and availability of funding, at the discretion of P4W.

### **Anticipated Award**

P4W plans to select multiple vocational training providers to enter into IDIQ-type agreements (indefinite delivery/indefinite quantity) that establish per participant program prices. P4W does not guarantee any number of enrollments in the training providers' program(s). The value of funds paid to approved training providers will depend on the level of interest and participation in approved training programs by Young Adult Reentry Project and Career Pipeline participants<sup>1</sup>. The preferred maximum value of training funds per participant is \$5,000 (\$3,750 for Commercial

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<sup>1</sup> Agreements resulting from this RFQ will not include minimum ordering values or guarantees.

Driver's License (CDL) training), but quotes to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary and that the increased cost per participant will result in better outcomes. The maximum total amount available for training under this RFQ is \$120,000.

### **Who can apply?**

Non-profits, for-profits, community-based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations, and government institutions are welcome to apply. Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the quote must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

### **Program Requirements**

Reentry training providers must have demonstrated experience and expertise in the provision of high-quality vocational training, apprenticeship, pre-apprenticeship, and/or transitional employment programming in Allegheny County. Those with experience in serving individuals 18-24 with criminal records are preferred but not required. Successful bidders will propose established training programs that are employer-driven, provide industry-recognized credentials, and align with career pathways in in-demand occupations. Successful bidders will demonstrate established relationships with industry employers through the provision of letters of support from employers. Training providers will accept Young Adult Reentry Project participant referrals and accommodate Young Adult Reentry Project staff and participants' onsite visits and exploration of training programs prior to enrollment. Training providers will enroll and orient eligible participants and maintain contact with reentry program staff during training. Training providers will submit weekly participant attendance reports to program staff so that they may issue training stipends to participants.

Young Adult Reentry Project program staff will provide regular contact and support to both the organization providing the training and the participant to address concerns and ensure a successful experience. Case managers and staff of training providers collaborate in assisting participants to

find unsubsidized employment that provides a sustainable income. If there is an indication that a participant is not performing to training provider standards, YARP staff will meet with the participant to help improve their performance, which may be related to issues outside of training. Approved training providers must regularly report participant attendance, updates, and issues to reentry program staff. Approved training providers must establish and maintain a plan to address all operational and programmatic considerations related to COVID-19 or other outbreaks and emergencies, including providing adequate protective equipment and other preventative measures, having a plan for swift action for containment or mitigation, social distancing, and limitations on large gatherings, specific protections for vulnerable populations, and any other considerations defined federal, state, and local regulations and P4W.

#### **PA Eligible Training Provider List**

Inclusion on the PA Eligible Training Provider List (ETPL) is not required to submit a quote in response to this RFQ. Interested training providers whose programs are included on the ETPL are required to submit a quote in response to this RFQ in order to be approved for Young Adult Reentry Project funding and included on the Reentry Approved Training Programs List.

#### **Payment**

Payment will be issued to approved training providers on a per participant basis according to the terms and conditions of the agreements resulting from this RFQ. Payment will be issued for fifty percent of the per participant cost upon successful completion of the participant's first day in the provider's program. Approved providers may invoice for the remaining fifty percent of the per participant cost upon successful completion of the entirety of the provider's program. If a participant does not complete the provider's entire program, the remaining fifty percent will not be issued to the provider, in whole or in part. Approved providers must submit invoices that are certified true and correct by the authorized signer. All costs must be reasonable, allocable, and allowable according to all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance<sup>2</sup> and WIOA regulations. Approved providers must be current with required program reporting that agrees with invoices in order to receive payment.

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<sup>2</sup> See the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit

## How to Apply

Interested training providers shall submit their quotes in the format as specified below by **March 3, 2025 at 11:59 pm EDT** to [rfp@partner4work.org](mailto:rfp@partner4work.org). Lengthy narratives are discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The quote should be in a .pdf format (zipped if necessary), not exceeding 10 pages in length. Incomplete quotes will not be considered. Emails should have the subject line “[Organization name] Young Adult Reentry Project quote.” Quotes must be submitted in 12-point, Times New Roman font with 1-inch page margins and 1.15 spacing in a pdf format. Your quote may not be considered if page limitations and formatting requirements are not met. Your quote must contain all the content below in the same general order illustrated. Strong quotes will demonstrate a full understanding of the requirements described throughout this RFQ and establish the capacity, expertise, and program design needed to meet the required standards and goals. The quote must contain all of the following content:

- 1. Cover Sheet** – See Exhibit A.
- 2. Organization Description** (limit to one page) – Describe each of the following for your organization:
  - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.
  - b. Past experience in managing vocational training, apprenticeship, pre-apprenticeship, and/or transitional employment programs, and effectively serving individuals with criminal records, including related outcomes data.
  - c. Accreditation to provide educational programs, or, for organizations which are not accredited justification of industry acceptance of the credentials offered by your program.
- 3. Program Description** (limit to three pages per program) – Describe the following for each proposed training program:
  - a. Major components of your proposed training program.

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Requirements for Federal Awards at 2 CFR 200.

- i. Location of the program training site(s).
- ii. Program model, including your approach and arrangements for effectively delivering the following services.
  - 1. Enrollment and orientation of participants.
  - 2. Vocational training curriculum to be used and certifying body.

3. Credential(s) offered that are industry and employer-recognized.

4. Career services, if applicable, focused on preparing participants for work and securing training-related employment that provides living wages.

- b. Performance outcomes for the previous two years of program implementation, if applicable, including total enrollment, credential attainment, job placement, training-related job placement, and employment retention. Data verified by a third party, such as an auditor or the Commonwealth of Pennsylvania, are preferred.
- c. Training schedule identifying class dates and times.
- d. Any other services, programs, or resources you offer participants, if applicable.

**4. Program Costs** – Provide the following (limit to two pages per program):

- a. The per participant cost for each proposed training program. The preferred maximum value of training funds per participant is \$5,000 but quotes to fund programs with a cost per participant that exceeds \$5,000 will be considered. If a cost per participant that exceeds \$5,000 is proposed, the bidder must demonstrate that the costs are reasonable and necessary. Tuition cannot be more than the amount charged to the general public.
- b. A brief narrative describing the proposed program cost, including all program-related and administrative costs items. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations. Please also describe any additional costs, such as books or equipment, that may be required of a participant (if not covered by the program).

**5. Required Attachments**

- a. Letters from employers, community agencies, or other institutions demonstrating support for the training program(s).
- b. Submit copies of all required documents listed in the Appendix A - Cover Sheet.

### Review and Selection Process

P4W will review quotes according to the required content described in the How to Apply section with attention to clarity, completeness, and quality. Successful bidders will be invited to enter into a vendor agreement with P4W for the program described in the quote. Such agreements will be issued on an indefinite delivery/indefinite quantity (IDIQ) basis.

### Review Timeline (all dates are subject to change):

- Release of RFQ: October 30, 2023
- Questions regarding this RFQ due: February 27, 2025 by 11:59 PM EDT
- RFQ answers to questions posted: Rolling
- Quotes due date: Rolling until March 3, 2025 by 11:59 PM EDT
- Selection of providers: Rolling

### Questions

All questions or requests for additional information must be made in writing to [RFP@partner4work.org](mailto:RFP@partner4work.org) by February 27, 2025 at 11:59 PM EDT. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org) to ensure a fair and transparent process.(Only if Q&A is applicable).

Interested parties are encouraged to check the website frequently for updates. Questions received after February 27, 2025 at 11:59 PM EDT will not be answered.



## Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Quotes (RFQ) 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 RFQ and/or consider the funding of proposals not initially funded under this RFQ 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 RFQ are not in excess of those that would be charged to 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 RFQs 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 RFQs.
- 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.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

**APPENDIX A**  
**Request for Quotes Cover Sheet**

**Lead Applicant:** Click or tap here to enter text.

**A. Contact Information**

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

**B. Legal Information**

Type of organization: For-profit:  Non-Profit:  Government:  Education Institution   
Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [Unique Entity ID](#) : \_\_\_\_\_

Please provide your current [CAGE Code](#): \_\_\_\_\_

**C. Requirements / Documents** (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant.

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit(*if applicable*)
- Certificate of Worker's Compensation Insurance(*if applicable*)
- W9

**D. Additional Requirements**

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made