

Request for Quote

For the period May 15, 2020 – August 7, 2020

Learn & Earn: Digital Work Readiness Resources

Quotes Due:

May 8, 2020 at 12:00 PM (noon)

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

RFQ Release Date:

April 27, 2020

Partner4Work's Learn & Earn is partially funded by Temporary Assistance for Needy Families Youth Development Funding provided by the US Department of Health & Human Services (USHHS) via the Pennsylvania Department of Labor and Industry (PA L&I). CFDA #: 93.558. Any agreements resulting from this RFP may be funded by Partner4Work through the TANF grant provided by USHHS and PA L&I. The subrecipient must comply with all applicable regulations and the terms and conditions of the TANF grant and any other grant funding Partner4Work determines is appropriate for the services.

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

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

Purpose of RFQ

Partner4Work is pleased to issue this Request for Quotes (RFQ) for the development or provision of Digital Work Readiness Resources for the Learn & Earn 2020 program year. In it, we seek:

- A contractor with proficiency using Google Classroom to curate a curriculum made of high quality and flexible work readiness content that can be used for youth ages 14-21;
- A contractor with knowledge and skill in facilitating project based learning to develop and implement a training for Learn and Earn providers to enable them to develop and facilitate digital projects based on the needs of worksite partners or providers and and provide implementation support as needed for staff through the six week summer; and
- A contractor with a credible, ready-made digital product that could be used by young people to gain work experience that can be implemented over a six week program in the space of youth workforce development.

One contractor may apply using a single application for one or more components:

1. Digital Work Readiness Curriculum
2. Training for the Implementation of Digital Project Based Work
3. Digital Workforce Development Products

What is Learn and Earn?

Learn and Earn is a 6-week summer youth employment program operated on behalf of Allegheny County and the City of Pittsburgh. Traditionally, close to 2,000 young people have been trained by providers and worked 25 hours a week at a variety of worksites throughout the Allegheny County and the City of Pittsburgh. In response to the pandemic of COVID-19, assembling in large groups may be prohibited by State and Local government; therefore many brick and mortar worksites will be unavailable. Given this, it is the desire of the Learn & Earn team to support the provider network in shifting what would have been in-person work experience to digital work experience for program participants. Timing is of the essence. Learn & Earn programming is scheduled to begin on June 22, 2020, so it is critical that successful bidders either propose high-quality, turn-key curricula that can be implemented quickly or have the capacity to quickly develop curricula and provide training.

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. These programs can have far-reaching long-term outcomes as well, even decreasing the likelihood of incarceration and mortality.¹ 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. In light of the COVID-19 pandemic, and to maintain public health standards, it will be necessary to offer virtual training and work experiences while still providing meaningful opportunities that build workplace skills for young people.

¹ <https://www.politico.com/magazine/story/2017/09/21/summer-jobs-program-cities-policy-analysis-215632>

Who can apply?

Eligible applicants include non-profit organizations, private sector entities, public school districts, community colleges, trade associations or unions, and pre-apprenticeship programs. 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.** Eligible applicants registered in the System for Award Management (www.SAM.gov) in order to receive federal funds. 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 are ineligible to apply. Successful applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFQ.

Proposal Requirements

Respondents can quote services for one, two, or three of the components below. In each case, respondents should clearly articulate the scope, sequence, outcomes and timeline of their curricula, training or program with the understanding that the Learn and Earn provider network consists of 26 providers with varying experience and skill in implementing digital projects or programs. Some or all of these providers may take advantage of new digital offerings sought by this solicitation. Included should also be evidence of their ability to deliver credible, high quality and scalable digital products, and a description of the strategies to support provider staff in implementation and any business partners they may bring to the table. Respondents can and should expect both Partner4Work and providers to have business partners who are interested in partnering with young people working digitally, but preference will be given to those with employer partners already familiar with the proposed services or products.

Component 1: Digital Work Readiness Curriculum:

Respondents to the Digital Work Readiness Curriculum proposal should detail a virtual curriculum with a scope and sequence for Work Readiness training that meets the criteria outlined in the table below. When practical and possible, it should also align with PA Career Education and Work Standards and be focused on developing Career Ready Skills per the requirements of the Pennsylvania Department of Education (PDE). The base curriculum should be 12 hours long with the ability to alter programming to meet the needs of students requiring additional support. All activities should be curated on Google Classroom and encompass the deliverables listed below. It will be necessary to include the time and materials needed to train provider staff so that they can successfully lead training modules and assist youth with assignments. As a contractor, your responsibilities will include:

1. Collaborating with the Partner4Work Staff to build a virtual work readiness curriculum for use during the 2020 Learn & Earn program year.
2. Creating a virtual work readiness curriculum that:
 - a. Provides 12 hours of base work readiness content that will be shared with and implemented by all 26 LE providers.
 - b. Can be modified for use for all LE youth ages 14-21.
 - c. Can be presented in multiple formats such as written and video to accommodate different learning styles.
 - d. Is developmentally appropriate and designed to meet the needs of youth.
 - e. May be adapted for use with a provider’s current work readiness curriculum.
 - f. Helps participants gain skills in each of the following required areas:
 - i. Communication
 - ii. Productivity and Accountability
 - iii. Initiative and Self-Direction
 - iv. Problem-solving
 - v. Teamwork
 - vi. Financial Literacy
 - g. Includes the deliverables listed below.
 - h. Includes an adapted version for young people with limited access to technology.
3. Training all provider staff prior to the first day of work readiness instruction.
4. Providing technical assistance for the duration of the program.

Curriculum Overview

Competency	Description	Deliverables
Communication	Articulates thoughts and ideas clearly and effectively, demonstrates knowledge of professional email etiquette, advocate for oneself both in the form of a resume and as a personal pitch.	Personal statement or pitch (written or video-student choice) Resume critique (younger students will critique a sample resume, older students will create their own resume and critique) Written email Script or recording of a professional phone call
Productivity and Accountability	Works hard, completes assigned projects in a high-quality manner, demonstrates the importance of keeping a schedule, and takes responsibility for one’s own work. In a virtual environment, young people should also recognize they are accountable for the content they post online and its impact on their professional lives.	A gmail account with a professional name A calendar and/or work schedule (older students will do both) Written or recorded reflections on the definition of accountability and what it means to be accountable
Initiative and Self- Direction	Sets short-term and long-term goals, plans effectively to meet goals, demonstrates commitment to learning as a lifelong process.	SMART goal statements- at least one to reach by the end of Learn & Earn program, and at least one goal to reach by the end of the year

Problem Solving	Exercises sound reasoning and analytical thinking, uses knowledge, facts, and data to solve workplace problems.	Reflection on how they approached a problem that they had to solve. The problem could be a prompt written by the worksite or one they have encountered in their own lives. The reflection could be a video or written response.
Collaboration	Builds productive and professional working relationships with colleagues, supervisors, and customers; able to work with diverse teams; able to negotiate and manage conflict in the workplace.	Group Project (multiple options to accommodate youth 14-21) A product to demonstrate resolving conflict or communicating with adults
Financial Literacy	Makes appropriate personal economic choices by setting a financial goal and budgeting accordingly, understands how to read a pay stub and pay a bill, demonstrates the capacity to set a financial goal and budget accordingly to meet it.	A correctly completed timesheet A product to teach someone how to read a pay stub Including but not limited to taxes, net vs. gross income A budget goal with a calculation of the number of work hours needed to achieve that goal and a plan for reaching the budgeting goal

Component 2: Training for the Implementation of Digital Project Based Work:

Project-based work that builds from the educational foundation of project-based learning is an approach to engage young people as mini consulting teams as a workforce development strategy. It will be necessary to include the time and materials needed to train provider staff so that they can successfully implement project-based work with the young people placed with their organization. As a contractor, your responsibilities will include:

1. Collaborating with the Partner4Work staff to develop the scope, sequence and all materials for an online training for up to 30 provider staff to implement digital project based work based on project based learning principles
2. Develop an online training that may include, but not be limited to the following topics:
 - a. Descriptions of project-based learning in the context of workforce development;
 - b. Formulating project ideas;
 - c. Facilitating young people in small groups through the process of defining a problem, refining and revising a project idea, planning and executing the project, and presenting the final product;
 - d. Communication tactics to use with students in a virtual format to foster collaboration with staff and across student teams; and
 - e. Strategies for facilitating student work online and monitoring virtual work.

3. Training youth providers prior to the start of the program and provide technical assistance as needed throughout the program.

Component 3: Digital Workforce Development Programs or Products

Existing digital workforce development curricula could include entrepreneurial skills training, career exploration, STEM skills, credential coursework, occupational skills training that leads to industry-recognized credentials, or other competency based programs that support young adults in building skills valuable to them in the workplace. Elements of any digital programs or products essential to their implementation during Learn and Earn are:

1. Products must be 100% digital with preference given to those that are formatted for a variety of devices; computers, phones, tablets, gaming systems
2. Participants must be able to reach an endpoint within the timeframe of Learn and Earn; up to 150 hours over the course of 6 weeks
3. The product should be scalable for the use by large numbers of youth
4. Training for staff and technical support must be included
5. Is developmentally appropriate and designed to meet the needs of youth.
6. Is firmly grounded in principles of workforce development

How to Apply

Submit your quote by May 8, 2020 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 Digital Resources.” Your quote 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 youth education and workforce development.
3. **Program Description** – Answer questions below related to the component of this RFQ to which you are responding.
 - a. Describe in detail how the digital work readiness curriculum (component 1) you will offer meets the specifications in this RFQ; and/or
 - b. Describe in detail how the training for implementing digital project-based work (component 2) for providers will meet the specifications in this RFQ; and/or
 - c. Describe in detail how your digital work readiness products or programs (component 3) will meet the specifications in this RFQ.
 - d. Provide a proposed schedule for delivering your product to Partner4Work and a training schedule that will be used to train LE Providers. Note: It is expected that support for providers to implement digital work readiness training will be most necessary through July 15, 2020. Support for providers implementing digital projects or other programs will be necessary through August 2020.

- 4. Budget** – Please submit a budget and narrative to describe the execution of your quote separated by the components you are addressing. Additional guidance can be found below.

Budget Narrative Instructions

The budget narrative must provide a description of costs associated with each line item in the budget template. It should also include a description of leveraged resources provided (as applicable) to support proposed activities.

Please submit a budget and narrative for each component you are addressing in your proposal. In addition to a description of costs included in each line item on your budget, please include the following in the budget narrative:

Project Budget: Provide a complete budget and a detailed budget justification, reflective of the scope of the project and number of participants to be served, that identifies where and how funds will be spent. If staff will be supported, provide a description of the duties and responsibilities of any applicable staff person. 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.

Services: Provide a specific description of the services that will be provided and the audience (P4W, providers, participants) and projections for scalability.

Products: Provide a specific description of the products that will be provided and the terms of their usage by Partner4Work and/or program providers and participants and projections for scalability. If licenses are required for the project, please clearly indicate the cost of licenses and whether these are included in your budget.

Other: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.

Review and Selection Process

The Partner4Work Review Committee will score quotes 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.

Review Timeline:

Release of RFQ:	April 27, 2020
Proposal Due Date:	May 8, 2020 by 12:00 PM (noon)
Selection of Providers:	May 22, 2020

Questions or Requests

All questions or requests for additional information must be made to summer@partner4work.org by May 1, 2020 by 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 May 1, 2020 by 12:00 PM will not be answered.

Disclaimers

- This Request for Quotes does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial quote 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 or request oral presentations from applicants 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 bid 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.
- Partner4Work reserves the right to fund portions of a quote, 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 quote.
- 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.

Learn & Earn 2020 Digital Work Readiness Resources Quote 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: or Educational Institution:

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [DUNS Number](#): Click or tap here to enter text.

Please provide your current [CAGE Code](#): Click or tap here to enter text.

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 (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Most recent financial audit
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- 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.