



Request for Proposals

For the period of August 1, 2021 to June 30, 2022
With possibility for annual renewals

Career Services for Dislocated Workers

Proposals Due:
June 22, 2021

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222

RFP Release Date:
May 25, 2021

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

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

Any agreement resulting from this RFP will be funded through the WIOA Dislocated Worker Program, via Partner4Work as the grant recipient, provided by the US Department of Labor (USDOL). Federal Award Id. No. (FAIN): 005-20-006 and 095-20-006. CFDA #: 17.278. Project Title: WIOA Dislocated Worker Program. Any organization awarded a contractual agreement resulting from this RFP must comply with all applicable regulations and the terms and conditions of the grant provided by USDOL.

Table of Contents

GENERAL INFORMATION	3
About Partner4Work	3
Purpose of this RFP	3
Overview: Dislocated Worker Services	3
Population to be Served	3
Program Dates	5
Anticipated Award	5
Program Cost Reimbursement	6
Who can apply?	6
STATEMENT OF WORK	6
Summary	6
Outreach	7
Remote Service Delivery	7
Enrollment and Orientation	7
Career Services	8
Supportive Services	9
Business Services	9
Partner Collaboration and Referrals	10
Staff Training and Development	11
Performance Indicators and Goals	11
Data Management and Reporting	12
Commonwealth Workforce Development System (CWDS)	12
Records and Documentation	12
Contract Oversight and Evaluation	13
PROPOSAL PROCESS & REQUIREMENTS	14
How to Apply	14
Review and Selection Process	16
Questions	16
Disclaimers	17
Appendix A – Administrative Requirements	18
Appendix B – Budget Narrative Instructions	19
Appendix C – Request for Proposals Cover Sheet	20

GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic 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

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 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.

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. P4W also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

Purpose of this RFP

Partner4Work (P4W) is issuing this Request for Proposals (RFP) to identify a provider of career services for Dislocated Workers in Allegheny County and the City of Pittsburgh. The period of performance is expected to be August 1, 2021 to June 30, 2022, with possibility for annual renewals. We are seeking an organization that has experience in serving Dislocated Workers and can implement service delivery in an accessible location, providing recruitment, enrollment, high-quality case management, supportive services, and career services, including job placement and retention. All services procured through this RFP must adhere to the Workforce Innovation and Opportunity Act (WIOA).

Overview: Dislocated Worker Services

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. You can find out more about the WIOA Dislocated Worker Program here: <https://www.dol.gov/agencies/eta/workforce-investment/dislocated-workers>.

Population to be Served

Generally, a Dislocated Worker is an individual who has been laid off through no fault of their own from their prior employment. An individual is eligible to participate if that individual on the date of enrollment meets Dislocated Worker

eligibility as defined by WIOA Sec. 3 (15) and Partner4Work's Adult/Dislocated Worker Eligibility Policy,¹ which includes the following five eligibility categories:

1. Terminated/Laid Off; Eligible for UC and Unlikely to Return
 - a. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);
 - b. Is eligible for or has exhausted entitlement to unemployment compensation; or
 - c. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - d. Is unlikely to return to a previous industry or occupation;
2. Permanent Closure/Substantial Layoff/General Announcement of Employer Closure
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation, or enterprise;
 - b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - c. For purposes of eligibility to receive services other than training services described in WIOA section 134(c)(3), career services described in WIOA section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
3. Formerly Self-Employed/Currently Unemployed
 - a. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
4. Displaced Homemaker - defined as an individual who has been providing unpaid services to family members in the home and who
 - a. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
 - b. Has been dependent on the income of another family member but is no longer supported by that income; or
 - c. Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.
5. Military Spouse
 - a. Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - b. Is the spouse of a member of the Armed Forces on active duty and who also is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

In addition to the above eligibility requirements, the selected applicant will be responsible for collecting documentation to prove a participant's status as a Dislocated Worker. The following are examples of such documents. Please note that this is not an exhaustive list, but rather a sample of documents. For more information please review P4W's Adult and Dislocated Worker Eligibility Policy.

¹ P4W's Adult/Dislocated Worker Policy: <https://www.partner4work.org/document/3rwib-eligibility-policy/>

General eligibility points	Most common documents
Social Security Number	Signed social security card; social security benefits document; employment records or pay stubs (with number); DD-214; UC records
Citizenship or eligibility to work	Birth certificate; alien registration card; public assistance records; social security card (work eligible) with ID; U.S. passport
Age/date of birth	Birth certificate; gov't-issued ID or driver's license; public assistance records
Address	Government issued ID; postmarked envelope; lease; public assistance records
Selective service registration (males 18+ only)	Internet verification of registration; DD-214; stamped post office receipt

Dislocated Worker eligibility points	Document examples
General dislocation	UC claim information, layoff letter from employer, layoff/termination notice
Dislocation due to facility closure	Letter from employer, layoff notice, UI documents
Self employment dislocation	Business license/permit, IRS forms letter, labor market information
Displaced homemaker	Public assistance records, court documents, self-certification, employer verification, spouse's layoff notice
Dislocated spouse of military service member	PCS orders, military ID card

Program Dates

The selected applicant will begin delivering the services described herein on August 1, 2021. The agreement resulting from this RFP will include four 12-month contract periods, as shown in the table below, with the second, third and fourth contract periods renewable at the discretion of P4W, based on performance of the selected applicant and funds available. P4W reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the fourth 12-month period.

Anticipated Program Dates and Contract Periods		
Contract period 1 (base)	August 1, 2021 – June 30, 2022	Base contract award
Contract period 2 (option)	July 1, 2022 – June 30, 2023	Renewable by P4W
Contract period 3 (option)	July 1, 2023 – June 30, 2024	Renewable by P4W
Contract period 4 (option)	July 1, 2024 – June 30, 2025	Renewable by P4W

Anticipated Award

As a result of this RFP, P4W expects to award one cost reimbursement type contract (see below section on cost reimbursement). P4W intends to make up to \$300,000 available (in total) through the contract resulting from this RFP for the period of August 1, 2021 – June 30, 2022. P4W is unable to define with certainty the actual value of any contracts resulting from this RFP and related funds available to the selected applicant. All costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories. P4W reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work,

performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of P4W. The proposal most advantageous to P4W in terms of quality and cost will be recommended for funding.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. This means your organization must have the financial capacity to pay all program costs up front. P4W will require an invoice, proof of expenses, and required documentation to process a reimbursement. P4W will only reimburse the provider for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance² and WIOA regulations.

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, and in business for at least three years. 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.

Selected applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP. Programs should be grounded in the communities they serve, with staff focused on providing culturally competent services and a history of successful workforce development programming.

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. Applicants must meet high standards of public service and fiduciary responsibility. P4W requires assurance that the selected applicant’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 must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy. 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

The following Statement of Work presents a description of the programmatic and administrative requirements applicable to any contract resulting from this RFP. The selected applicant, referred to as “SUBRECIPIENT” below, will be required to comply with all standards described herein.

1. Summary

SUBRECIPIENT will implement an innovative and proven workforce development model, driven by the needs of employers and availability of career opportunities, to deliver WIOA Dislocated Worker Services. The proposed model must align with the principles and requirements of WIOA and the PARTNER4WORK vision of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of jobseekers, helping businesses thrive and creating viable career pathways for residents of Pittsburgh and Allegheny County.

² See OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

SUBRECIPIENT will deliver Dislocated Worker Services (referred to as SERVICES hereafter) as defined by the Workforce Innovation and Opportunity Act (WIOA) and all its implementing guidelines and regulations.

Depending on the status of COVID-19 guidelines governing in-person interaction and work-related safety, SUBRECIPIENT may have to provide all SERVICES to customers virtually. Regardless of COVID-19 pandemic, SUBRECIPIENT will strive to deliver SERVICES to participants remotely to the maximum extent possible.

SUBRECIPIENT will actively participate with PARTNER4WORK in shaping and informing the local workforce development system. As such, SUBRECIPIENT will maintain current knowledge of and expertise in:

- Federal, state, and local policies, including WIOA and its implementing guidance;
- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies and related resources; and
- Local labor market information, including workforce and employer dynamics.

Critical components of SUBRECIPIENT's work will include, but are not limited to:

- Employer engagement to determine human capital needs and match with skills and abilities;
- Comprehensive outreach and recruitment strategies to engage a diverse range of jobseekers;
- Strategies and practices to reach job seekers in neighborhood locations through partnerships;
- Virtual service delivery options that enable participants to fully participate remotely;
- Use of best practices and career pathways to enhance service delivery to jobseekers;
- A level of contact and engagement with jobseekers that addresses needs and meets outcomes;
- Leveraged technology to support service delivery, innovation and continuous improvement;
- Strong command of data and information systems, including CWDS—the Commonwealth Workforce Development System;
- Tracking and communication of jobseeker activity, employer needs, challenges and opportunities;
- SERVICES grounded in human-centered design, responsive to the needs of jobseekers;
- Close coordination with other agencies serving jobseekers and businesses, including PA CareerLink.

2. Outreach

SUBRECIPIENT will conduct regular and broad outreach, communication and recruitment activities to inform jobseekers, employers and other stakeholders of SERVICES to ensure a steady pipeline of customers utilizing SERVICES. SUBRECIPIENT will participate in similar activities led by PARTNER4WORK and its partners and ensure all activities are carefully coordinated with such partners in support of an integrated and unified system of workforce development. SUBRECIPIENT will ensure adequate staff efforts are dedicated to enhancing outreach, communication and recruitment activities to jobseekers, employers and other agencies.

3. Remote Service Delivery

PARTNER4WORK is committed to increasing access for jobseekers and bringing SERVICES and resources to locations beyond traditional service centers. As such, SUBRECIPIENT will work closely with PARTNER4WORK to determine strategies for providing information, general assistance and SERVICES in neighborhood-based locations and through virtual mediums. Selection of host locations for such activities is subject to PARTNER4WORK approval and will consider place-based and/or population-based factors. In response to the COVID-19 pandemic, SUBRECIPIENT must be capable of offering SERVICES to customers virtually, to the maximum extent possible, dependent on the status of guidelines governing in-person interaction and work-related safety.

4. Enrollment and Orientation

SUBRECIPIENT must follow WIOA guidelines, state regulations, and PARTNER4WORK policies in making eligibility determinations and enrolling job seekers SERVICES. Enrollment refers to the completed process by which an eligible participant has been referred for SERVICES and for whom required documents have been completed and entered into the Commonwealth Workforce Development System (CWDS). If an individual is not eligible or suitable for SERVICES, or needs additional supportive services to be ready to work, he or she must be referred to an appropriate vocational, educational or social service agency for assistance. SUBRECIPIENT will comply with all federal, state, and local guidance and regulations regarding priority of service and track the number of individuals served that meet each criterion for priority service and related participant outcomes achieved. SUBRECIPIENT should utilize the referral tool in CWDS where possible to track referrals.

SUBRECIPIENT will employ enrollment and orientation practices that follow applicable regulations and assess/prepare candidates for WIOA activities, but do not impose unneeded requirements on jobseekers and employers. The enrollment and orientation process should be flexible and consist of only reasonable and necessary requirements for jobseekers and employers, minimizing barriers to enrollment and orientation, and streamlining steps to meaningful participation.

5. Career Services

SUBRECIPIENT will deliver high quality SERVICES that create opportunities for economic and career success, and connect jobseekers with employer-driven placement, education, and training options. Every customer will have access to a set of employment-related career services. SUBRECIPIENT will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their individual skills and needs, providing basic, individualized, and follow-up career services. Basic and individualized career services do not have to follow a sequence; rather, they are defined to allow a varied approach to services that meets the needs of a range of jobseekers. In planning and delivering career services, SUBRECIPIENT will employ an evidence-based triage process that effectively assesses jobseekers to determine and provide the most appropriate career services.

Basic career services. Basic career services are universally accessible and must be made available to all individuals seeking employment and training services. Generally, these services involve less staff time and involvement. Basic career services include but are not limited to eligibility determinations; outreach, intake and orientation; initial skill assessments; labor exchange services such as job search, placement assistance, and career counseling; provision of information and assistance regarding the labor market, available training programs and supportive services; and program referrals.

Individualized career services. Individualized career services must be provided when staff determine that such services are required to retain or obtain employment. Generally, these services involve significant staff time and customization to each individual's needs. Individualized career services include but are not limited to comprehensive and specialized assessments of skill levels and service needs, in-depth interviewing and evaluation to identify employment barriers, customized career counseling, short-term pre-vocational skills, work experiences, etc. These services also include development of an individual employment plan (IEP) to identify appropriate career pathways, employment goals, related objectives, and combination of services for the participant to achieve goals.

Follow-up career services: SUBRECIPIENT must provide follow-up services to participants who are placed in unsubsidized employment for up to 12 months after the first day of employment. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; staff assisted job search and re-placement assistance; access to additional workshops and job clubs; and referral to supportive services. Follow-up services must include more than just an attempted contact.

Additional services, if determined appropriate for obtaining or retaining employment as identified by assessment, skill deficiency, or length of unemployment may consist of, but are not limited to:

- Group, individual, and career counseling which may include networking and job clubs.
- Participation in specialized career or training workshops.

- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct.
- Internships and work experiences linked to career pathways.
- Provision of information and referral to additional services as appropriate including financial literacy services and English language acquisition programs.

SUBRECIPIENT will also work closely with PARTNER4WORK to increase jobseeker and employer engagement in IBM SkillsBuild, ensuring that the platform is utilized by SUBRECIPIENT's program to the maximum extent possible.

SUBRECIPIENT will not directly provide occupational training services but will work closely with PARTNER4WORK to determine training eligibility/suitability for participants and facilitate their involvement and success in training programs. When appropriate, SUBRECIPIENT will facilitate the training application and selection process with jobseekers and help coordinate their participation in training programs, including counseling participants on training opportunities and related career pathways and maintaining close communication with training providers throughout the duration of training.

6. Supportive Services

Jobseekers commonly face a wide variety of barriers that make it difficult to achieve and retain meaningful employment. SUBRECIPIENT will think critically and creatively about how to accommodate jobseekers with such barriers and provide or connect jobseekers with supportive services, as appropriate. SUBRECIPIENT will provide supportive services in accordance with the PARTNER4WORK Supportive Services Policy when:

- The participant is registered and receiving WIOA Title I career or training services;
- Supportive services are necessary to enable the participation in services; and
- The participant is unable to obtain similar services from another source

SUBRECIPIENT will build and maintain an effective referral network of service agencies to ensure participants have access to the basic supports needed to fully participate in all services procured through this STATEMENT OF WORK, especially individuals with barriers to employment, as defined in WIOA Section 3, including but not limited to displaced homemakers; low-income individuals; individuals with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; English language learners and individuals facing substantial cultural barriers; individuals who have low levels of literacy; single parents (including single pregnant women); and long-term unemployed individuals. SUBRECIPIENT will maintain and provide information relating to such services and assistance, including but not limited to child care, child support, medical assistance, the Supplemental Nutrition Assistance Program (SNAP), the Earned Income Tax Credit, Temporary Assistance for Needy Families (TANF), transportation, tax preparation, mental and behavioral health services, financial counseling, housing assistance and other supportive services, as appropriate.

7. Business Services

SUBRECIPIENT will provide business services through a proven, demand-driven and highly collaborative WIOA model, to better connect jobseekers with employment opportunities and sustainable careers. SUBRECIPIENT will work closely with PARTNER4WORK and its partners to develop, deliver and coordinate quality business services that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. SUBRECIPIENT will inform, participate in and align all business service activities with PARTNER4WORK's employer engagement and industry partnership efforts.

Business services performed by SUBRECIPIENT will include but not be limited to:

- Establish strategic relationships with employers that lead to increased use of SERVICES as a complete end-to-end recruiting service for jobseekers from all classifications.
- Identify potential employers to partner with through data analysis and market research.
- Develop and promote employer openings to jobseekers engaged in SERVICES.

- Utilize strategies to recruit and place participants in job openings to meet the hiring needs of employers.
- Prepare jobseekers for applications and interviews with participating employers.
- Provide businesses with information and assistance regarding the labor market and workforce development system, including industry trends, jobseeker characteristics and promising practices.
- Mobilize staff and resources in response to employer events including mass hiring and recruitment events.

8. COVID-19 and Response Planning

PARTNER4WORK is committed to ensuring programs are equipped and prepared to operate safely. In delivering SERVICES, SUBRECIPIENT must follow all federal, state, and local regulations regarding health and safety, including but not limited to the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allegheny County Health Department. SUBRECIPIENT 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 PARTNER4WORK.

Depending on the status of COVID-19 guidelines governing in-person interaction and work-related safety, SUBRECIPIENT may have to provide all SERVICES to customers virtually. Regardless of COVID-19 status, SUBRECIPIENT will strive to deliver SERVICES to clients remotely to the maximum extent possible.

9. Partner Collaboration and Referrals

SUBRECIPIENT will work closely with PARTNER4WORK to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by PARTNER4WORK. Such initiatives include but are not limited to PARTNER4WORK programs funded by WIOA, TANF, and other public and private funds. To facilitate collaboration and coordination of activities, SUBRECIPIENT will:

- Share information and best practices with PARTNER4WORK and its network of providers;
- Coordinate service delivery with partner programs to increase efficiency and reduce duplication, including career services, training services, business services and supportive services;
- Assist PARTNER4WORK in developing strategies for co-enrollment with partner programs;
- Participate in meetings, conference calls, pilot programs and recruitment events organized by PARTNER4WORK and its network of providers, including meetings of the PA CareerLink® partner agencies.

To ensure all jobseekers have access to the services that best meet their needs, SUBRECIPIENT will readily embrace collaboration and coordination with partner agencies, providing referrals to partner agencies appropriately, including but not limited to programs within the PA CareerLink® and PARTNER4WORK networks. SUBRECIPIENT will work closely with partner agencies to determine the best ways to triage clients, ask appropriate questions and make effective referrals, ensuring participants can make informed decisions about the network of referral services made available through SUBRECIPIENT. SUBRECIPIENT will track, monitor and report on referrals made to and received from partner agencies, identifying trends and opportunities for system improvements.

PARTNER4WORK supports customer participation in multiple programs and services, referred to as co-enrollment, when such participation provides an added value to the customer and complies with applicable rules and regulations. Co-enrollment is not supported when participation in multiple programs and services results in duplication or inefficient use of resources. SUBRECIPIENT will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered and add value to the customer's progress toward program goals.

Participant Referrals. SUBRECIPIENT will work with PARTNER4WORK to select quality candidates for partnership opportunities that include: occupational training, work-based training, employment and/or additional opportunities. SUBRECIPIENT will respond to PARTNER4WORK requests for work ready candidates in a timely fashion and will refer candidates appropriately, according to the criteria of requests by PARTNER4WORK.

10. Staff Training and Development

SUBRECIPIENT must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by PARTNER4WORK. SUBRECIPIENT will ensure all staff adhere to the highest level of professional conduct, demonstrating professionalism and responsiveness at every level of interaction with customers, PARTNER4WORK staff and other stakeholders. SUBRECIPIENT staff are required to maintain current knowledge and expertise in the following:

- Career counseling and customer service best practices
- Delivery of workforce services to job seekers and businesses remotely, through virtual platforms
- Labor market information, including characteristics of supply (labor) and demand (employers)
- Initiatives, programs and services of PARTNER4WORK and the broader workforce development system
- Viable career pathways and how to connect with PA CareerLink® appropriately
- Availability of industry and employer-recognized training and educational opportunities
- Commonwealth Workforce Development System (CWDS)
- Impact of trauma and poverty on jobseekers and related interpersonal strategies
- Local resources and services to assist individuals facing barriers to employment
- Culturally competent service delivery
- Federal, state, and local policies, including WIOA and its implementing guidance

Staff must have the capacity to effectively work remotely and deliver SERVICES through virtual mediums.

11. Performance Indicators and Goals

Contract Performance Indicators and Goals: SUBRECIPIENT must meet or exceed the following goals during the term of any agreement resulting from this RFP.

Performance Measure	Definition	Minimum Goal
Enrollment	Number of individuals enrolled in the program.	Proposed
Placement	Number of individuals who obtain unsubsidized employment.	Proposed
Wages	Number of individuals who are placed in unsubsidized employment at \$15.34 or higher per hour.	Proposed
Employment 2nd Quarter after Exit	Number of individuals who are employed in the second quarter after exiting the program.	78%
Employment 4th Quarter after Exit	Number of individuals who are employed in the fourth quarter after exiting the program.	78%

SUBRECIPIENT must track placement wages and make every attempt to place participants in jobs that pay at least a self-sufficient wage. For more information on the definition of self-sufficiency, refer to P4W’s self-sufficiency policy.³ Please note that the above measures are subject to change. PARTNER4WORK reserves the right to add any additional goals for SUBRECIPIENT.

³ P4W’s Self Sufficiency Policy. <https://www.partner4work.org/uploads/p4w-self-sufficiency-policy-py2018-02122019.pdf>

Poor Performance: In the event SUBRECIPIENT's performance does not result in the contract goals, PARTNER4WORK will work with SUBRECIPIENT to improve performance; however, especially in cases of chronic underperformance, PARTNER4WORK may implement corrective measures or terminate any agreement resulting from this RFP upon notice to SUBRECIPIENT.

12. Data Management and Reporting

SUBRECIPIENT must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications. SUBRECIPIENT is required to provide PARTNER4WORK with timely reports and supporting documentation that clearly demonstrate program enrollment, participation, progress, outputs, and outcomes. PARTNER4WORK will work with SUBRECIPIENT to understand reporting requirements and program exiting procedures, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of PARTNER4WORK. Possible reporting criteria include but are not limited to:

- New WIOA registrations
- Active WIOA participants
- WIOA participants receiving follow up services
- Training participation
- WIOA program exits
- Job placements
- Median hourly wage of job placements
- Credentials attained
- Partner referrals
- Customer satisfaction rates
- Number of businesses served
- Number of job orders posted/filled

13. Commonwealth Workforce Development System (CWDS)

SUBRECIPIENT will be required to utilize the Commonwealth Workforce Development System (CWDS) as the information system of record for all participant and employer communication, service provision, and other program activity and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing CWDS, including querying and producing reports from CWDS. PARTNER4WORK will utilize data from CWDS, as well as data collected from other sources, to determine program compliance and evaluate performance of SUBRECIPIENT. SUBRECIPIENT will adhere to the PA CareerLink® Systems Manual for guidance on proper documentation for SERVICES. In addition, SUBRECIPIENT will maintain internal protocols for uniformed and detailed case notes to ensure clear and consistent tracking and documentation of progress throughout the program. SUBRECIPIENT will participate in quality and compliance activities, as well as regular meetings and review of performance reports, and other written reports when requested.

SUBRECIPIENT will identify staff members whose work requires access to CWDS and submit applications for CWDS access per local protocols, subject to approval by PARTNER4WORK. Appropriate staff members to receive CWDS access include case managers, employment specialists, job developers, and other staff members who have regular contact with participants or whose work requires monitoring and oversight of participant data maintained in CWDS. CWDS account credentials and login information may not be shared between staff members or other individuals. SUBRECIPIENT must submit notification if any staff member with CWDS access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of CWDS access for SUBRECIPIENT and contract termination.

14. Records and Documentation

SUBRECIPIENT must retain, secure and ensure the accuracy of all program files and records, whether related to jobseekers, businesses or general operations, in compliance with WIOA requirements, related federal and state regulations, and PARTNER4WORK's record retention requirements. Case files are the property of PARTNER4WORK and must contain a variety of documentation including, but not limited to: program eligibility, suitability, and assessment data; Individual Employment Plans (IEPs); regular customer contacts and updates; progress reports, time and attendance sheets (training services); and case notes. Files must be retained for SEVEN (7) years after PARTNER4WORK reports final expenditures to the funding source. SUBRECIPIENT must allow PARTNER4WORK and representatives of other regulatory authorities access to all WIOA records, program materials, staff, and participants.

SUBRECIPIENT is responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and PARTNER4WORK policies. Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. SUBRECIPIENT acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this STATEMENT OF WORK is strictly prohibited. Staff of SUBRECIPIENT may have access to this information only on a "need to know" basis. SUBRECIPIENT must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

15. Contract Oversight and Evaluation

PARTNER4WORK is responsible for all levels of program monitoring, compliance and evaluation for SERVICES. SUBRECIPIENT will be required to keep good records and collect data that will help PARTNER4WORK comply with such requirements and sustain highly effective workforce development programming.

PARTNER4WORK Responsibilities: PARTNER4WORK will monitor, evaluate and provide guidance and direction to SUBRECIPIENT in the conduct of services performed under this STATEMENT OF WORK. PARTNER4WORK has the responsibility to determine whether SUBRECIPIENT has spent funds in accordance with applicable laws and regulations, including federal audit requirements and will monitor the activities of SUBRECIPIENT to ensure such requirements are met. PARTNER4WORK may require SUBRECIPIENT to take corrective action if deficiencies are found.

SUBRECIPIENT Responsibilities: SUBRECIPIENT will permit PARTNER4WORK to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, and funding source guidelines, and SUBRECIPIENT agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

SUBRECIPIENT shall cooperate fully with any reviews or audits of the activities under any agreement resulting from this STATEMENT OF WORK by authorized representatives of PARTNER4WORK or federal or state agencies and SUBRECIPIENT agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

SUBRECIPIENT understands that all books and records pertaining to any agreement resulting from this RFP, including payroll and attendance records of participating employees, are subject to inspection by PARTNER4WORK, federal or state agencies and others for auditing, monitoring or investigating activities. Said books and records shall be maintained for a period of SEVEN (7) years beyond the completion of any agreement resulting from this RFP. If SUBRECIPIENT receives notice of any litigation or claim involving any agreement resulting from this RFP, SUBRECIPIENT shall retain records until otherwise instructed by PARTNER4WORK.

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 June 22, 2021 at 5:00pm DST to RFP@partner4work.org. Emails must have the subject line "DW Service Provider Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 11-point, Calibri 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. (See P4W webpage for this RFP)
2. **Executive Summary** – Include each of the following: (maximum 2 pages)
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. Concise description of the proposed program.
 - c. The total amount of funding requested.
3. **Organization Description** – Describe each of the following for your organization: (maximum 2 pages)
 - a. Basic organizational description, including but not limited to year established, legal status, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in managing quality workforce development programs, especially those similar to the program sought by this procurement, and effectively serving dislocated workers, including related performance outcomes. Provide contact information for at least two past or current funders (other than Partner4Work) who can directly attest to the work you describe and verify your ability to serve customers, achieve deliverables and meet performance goals similar to those required by this RFP. Partner4Work reserves the right to consider any previous performance data from workforce development programs.
 - 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 program reports.
4. **Program Description** – Describe each of the following: (maximum 8 pages)
 - a. Program model. Major components of your proposed program, according to the requirements described in this RFP. Applicants should directly respond to each of the sections below; however, strong responses will clearly demonstrate how the applicant will effectively meet all the standards, expectations and desired outcomes found in this RFP. Applicants must think creatively and strategically in developing program design, exceeding basic requirements and incorporating innovative ideas and technologies.
 - i. Location of the program, including characteristics of the space, and how location and space will provide access and support effective service delivery to program participants. Include strategies to ensure participants may also be served remotely and in neighborhood-based locations.
 - ii. Staffing plan for program-related, administrative and executive positions that will support your proposed model, including titles, basic roles, responsibilities, and level of effort. Attach an organizational chart to your proposal illustrating all positions with substantive involvement in the proposed program and lines of authority and responsibility.⁴ Be sure to address how you will accomplish the following: employ professional staff with the knowledge and expertise in the Statement of Work; ensure a high level of staff performance, competency and quality customer service; maintain regular and clear communication between proposed staff and Partner4Work. Partner4Work encourages applicants to ensure all staff members employed through any

⁴ The attached organizational chart will not count toward the 8-page limitation of the program description.

agreements resulting from this RFP receive a salary or wage of at least the Partner4Work self-sufficiency wage.

- iii. Service delivery, including your proposed approach for delivering the following services. Attach a flow chart depicting program entry, engagement and participation, progress and exit that clearly connects the services and activities of your proposal with desired outcomes.⁵
 1. Participant outreach and recruitment, including reaching and enrolling the target population. Effective responses will demonstrate how the target population will be reached and how program eligibility and suitability will be determined.
 2. Case management, including needs assessment, service planning and provision or navigation of supportive services to facilitate program participation and address barriers to employment.
 3. Career services focused on preparing participants for work and securing employment that provides living wages in high-demand occupations and sectors.
 4. Business services that assist employers in recruiting, retaining, and developing talent, and that connect participants with meaningful career pathways.
 5. Follow-up services to support retention and advancement, mediate workplace issues, and address identified needs.
 - b. Performance goals. How your proposed program will meet the performance standards required by this RFP. Proposals must include goals for program enrollment, job placement, and wages, as shown in the *Performance Indicators and Goals* section of the Statement of Work, Be sure to address how you will track performance and regularly communicate status of required standards and goals. If you are a provider who has not met performance goals of any prior P4W contracts, address how you will ensure goals are met for this program.
 - c. Partnership and referrals. Describe how you will collaborate, coordinate and establish strong relationships with project stakeholders and other community agencies to benefit participants. Be sure to address how you will promote and facilitate referrals to and from your proposed program.
 - d. Information technology. Describe the technologies you will use to support service delivery, program reporting and other key elements of your proposed model. Be sure to describe your approach to client information management, including how you will capture individual participation, including but not limited to participant enrollment, assessment, case notes, contact, planning, service delivery, referrals, training, placement, program exit, follow-up and outcomes.
 - e. Timeline illustrating the major activities, tasks and services of the proposed program.
 - f. Any other services, programs, or resources you will offer participants, if applicable, and any funds or resources you plan to leverage in support of your proposed program, if applicable.
5. **Budget** – Provide a budget including all program and administrative costs, using the required budget template provided (see P4W webpage for this RFP). All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding source in conjunction with the Uniform Guidance to identify disallowed costs associated with this grant. See Appendix B for further guidance regarding the budget and budget narrative.
6. **Budget Narrative** (maximum 2 pages) – Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated, and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to clearly communicate the calculation for staff, supportive services, space, equipment, general operations, technology, administration, indirect and any other necessary costs. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. See Appendix B for further guidance regarding the budget and budget narrative. If your proposal includes leveraged resources of your organization or another organization, use the budget narrative to describe the actual or estimated value of the leveraged resources. If applicable, also attach a letter of support from any organization providing leveraged resources in support of your proposal.

⁵ The attached service flow chart will not count toward the 8-page limitation of the program description.

7. Attachments

- a. Required attachments
 - i. Service flow chart. See *Program Description, Service Delivery*.
 - ii. Program organizational chart. See *Program Description, Staffing Plan*.
- b. Optional attachments
 - i. Letters of support. Only attach letters of support attesting to partnerships and relationships with other organizations that you plan to leverage or involve directly in your program model, as described in your proposal. See *Program Narrative, Partnership and Referrals* for further information. Strong letters of support will agree with the description of the support in your proposal and quantify the value of services or resources leveraged in support of your proposed program. Letters of support from employers you have worked with describing past successes are also encouraged. Although not required, letters of support may be considered in proposal evaluation, to the extent that they strengthen the sections of your proposal scored by evaluators, as described below.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance with 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 Partner4Work 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. Program Description	55 points
5 & 6. Budget & Budget Narrative	20 points
7. Attachments	5 points; also used to 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:	May 25, 2021
Proposal due date:	June 22, 2021 at 5:00pm DST
Questions regarding this RFP due:	June 11, 2021 at 5:00pm DST
Selection of provider:	Early July 2021

Questions

All questions or requests for additional information must be made in writing to RFP@partner4work.org by June 11, 2021 at 5:00pm DST. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after June 11, 2021 at 5:00pm DST will not be answered.

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 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 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.
- 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 – Administrative Requirements

Overview of Administrative Requirements

At a minimum, all subrecipient organizations must meet the Standards for Financial and Program Management found at 2 CFR 200 in the OMB Uniform Guidance, as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams

Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e., Partner4Work).

2. Fiscal reporting on an accrual basis

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial Reporting and 200.328 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish and accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

3. Maintaining documentation supporting all spending and assets

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Maintaining internal controls that ensure compliance with all funding regulations

Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303 Internal Controls.

5. Producing a budget to actual report

Comparison of expenditures with budget amounts for each Federal award.

6. Processing payments on a reimbursement basis

Written procedures to implement the requirements of § 200.305 Payment.

7. Budgeting and spending funds in allowable cost categories (i.e., direct, indirect, program, and admin costs)

Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.

Links to Relevant Fiscal and Program Policies and Regulations

[2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

[Pennsylvania Workforce System Policy 3-2015 Financial Management Policy](#)

[Pennsylvania Solicitation of Funds for Charitable Purposes Act](#)

[Workforce Innovation and Opportunity Act](#)

[US Dept of Labor Employment and Training Administration WIOA Related Advisories](#)

[Pennsylvania Dept of Labor and Industry Workforce System Directives](#)

Appendix B – Budget Narrative Instructions

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

Use the following guidance for preparing the budget narrative:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable and allocable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

2 CFR 200.75 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: <https://www.dol.gov/oasam/boc/dcd/index.htm>.

Appendix C – Request for Proposals 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 [DUNS Number](#): _____

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 (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Most recent financial audit
- 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