# Appendix F: Required Forms

All proposals must have the forms included in this section completed to be considered. Word versions of the forms are available at [www.partner4work.org](http://www.partner4work.org). Additional proposal requirements are included in the [How to Apply](#_How_to_Apply) section. Forms in this section are not included in page limits.

## Request for Proposals Cover Sheet

**Please check the RFP you are responding to:**

[ ] EARN Program [ ]  Title 1 Adult and Dislocated Worker One Stop [ ]  WIOA and TANF Youth

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

**Indicate Area to be served (Select one or both):** [ ] Allegheny County [ ] City of Pittsburgh

1. **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.

1. **Legal Information**

Type of organization: For-profit: [ ]  Non-Profit: [ ]  Government or School District: [ ]

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

Please provide your current [DUNS Number](https://www.dnb.com/duns-number/get-a-duns.html): Click or tap here to enter text.

Please provide your current [CAGE Code](https://cage.dla.mil/): Click or tap here to enter text.

1. **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](https://www.sam.gov/SAM/) (SAM)
* Completed Pre-award Assessment ([complete online](https://www.surveymonkey.com/r/ZKN2B6W))
* Most recent financial audit
* Certificate of Liability Insurance
* Certificate of Worker’s Compensation Insurance
* W9
1. **Budget Information**

**Budget Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Allegheny County** | **City of Pittsburgh** | **Total** |
| **Total Amount Requested** |  |  |  |
| **Number of Participants to be served** |  |  |  |
| **Cost per participant served (if applicable)\*** |  |  |  |

**\*** Divide proposed program costs by proposed number of participants served

If applying for youth funding, please check one or both intended funding sources: [ ]  WIOA [ ]  TANF

**Leveraged Funds:**

Please list all other sources of funding that will support your proposed program, if applicable.

|  |  |
| --- | --- |
| **Funding Source** | **Amount** |
|  | $0.00 |
|  |  |
|  |  |
|  |  |
|  |  |
|  | ***Total*** |
|  |  |

[ ] Our organization understands that this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

 Initial: \_\_\_\_\_

## Proposal Checklist

It is the bidder’s responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements, please submit a question in writing to Partner4Work to be answered on our website.

Before submitting your proposal, check the following:

[ ]  Five hard copies of Proposal Response Package are mailed or hand delivered to Partner4Work

[ ]  One electronic copy of Proposal Response Package emailed to youth@partner4work.org

**Proposal Response Package Requirements**

[ ]  1. Proposal Cover Page, Pre-Award Assessment, and all required documents therein

[ ]  2. Proposal Checklist

[ ]  3. Proposal Executive Summary *(Maximum 2 Pages)*

[ ]  4. Baseline Requirements

[ ]  5. Statement of Compliance Form

[ ]  6. Organization Overview and Capacity *(Maximum 3 Pages)* + **Requested Attachments**

[ ]  7. Staffing and Location *(Maximum 2 Pages) +* **Requested Attachments**

[ ]  8. Program Model Description *(Maximum 8 Pages) +* **Requested Attachments**

[ ]  9. Program Budget and Budget Narrative (*Maximum 2 Pages)*

[ ]  10. Letters of Support and/or Partner MOUs (if applicable; employers, education/training providers, service providers)

## Baseline requirements

Successful bidders to this RFP must demonstrate a commitment to several program elements deemed by Partner4Work to be required components of the WIOA/TANF Youth program design.

Please indicate your commitment below to implementing these elements into your program design:

|  |  |  |
| --- | --- | --- |
| Yes[ ]  | No[ ]  | Agree that the most money possible will be spent directly on participants without compromising the success and realistic costs associated with the system. |
| Yes[ ]  | No[ ]  | Agree to provision of services that will at a minimum: incorporate an intensive case management system, including educational and career counseling, educational supports, and supportive services or referrals;incorporate career exploration, academic supports, and work experience to connect participants to sustainable, career path employment; achieve or surpass negotiated performance measures; andfollow Partner4Work’s vision of youth workforce development system.  |
| Yes[ ]  | No[ ]  | Agree to enable Partner4Work staff to maintain regular, ongoing personal contact and communication with the contractor staff and, as needed, with customers at all locations. |
| Yes[ ]  | No[ ]  | Agree to collaborate with the PA Department of Labor and Industry on system changes and partner with Partner4Work to augment and grow the public workforce system. |
| Yes[ ]  | No[ ]  | Agree to collaborate and connect with key Partner4Work initiatives, including but not limited to: assisting in addressing systemic barriers affecting youth programming and employment, supporting the work of industry councils, and identifying and applying for funding opportunities as appropriate. |

## Statement of Compliance Form

As the authorized signatory official for:

 Submitting Lead Organization

I hereby certify:

* That the above-named proposer is legally authorized to submit this application requesting funding
* That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, Commonwealth of Pennsylvania Department of Labor and Industry issuances, Temporary Assistance for Needy Families, Partner4Work policies and guidelines, and other administrative requirements issued by the Governor of the Commonwealth of Pennsylvania. The vendor shall notify Partner4Work within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
* That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
* That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that Partner4Work reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Partner4Work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Typed Name of Authorized Representative Title of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Date

## Access to the 14 elements

Partner4Work requires that all youth and young adults are provided access to each of the 14 elements listed below, if necessary. Please indicate in the table below whether your organization will provide access to the element in-house or refer out. If you will refer out, please indicate your referral partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Element | Provided in house? | Referred out? | Referral partner (if applicable) |
| 1 | Tutoring, study skills training, and instruction leading to the completion of secondary school, including dropout prevention strategies |  |  |  |
| 2 | Alternative secondary school services, as appropriate |  |  |  |
| 3 | Paid and unpaid work experience that links academic and occupational education, which may include summer employment, emp. opportunities throughout the year, pre-apprenticeship programs, internships and job shadowing, and on the job training |  |  |  |
| 4 | Occupational skills training, as appropriate, particularly training that leads to industry recognized credentials aligned with in-demand industry sectors |  |  |  |
| 5 | Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster |  |  |  |
| 6 | Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors |  |  |  |
| 7 | Supportive services |  |  |  |
| 8 | Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months |  |  |  |
| 9 | Follow-up services for not less than 12 months after the completion of participation, as appropriate |  |  |  |
| 10 | Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate |  |  |  |
| 11 | Financial literacy education |  |  |  |
| 12 | Entrepreneurial skills training |  |  |  |
| 13 | Career awareness, counseling, and exploration |  |  |  |
| 14 | Activities that help youth prepare for and transition to post-secondary education and training |  |  |  |