

# Request for Proposals

## Technology Services

In support of relocating PA CareerLink® Pittsburgh to  
914-922 Penn Avenue, Pittsburgh, PA 15222

**RFP Release Date:**

March 11, 2022

**Proposals Due:**

March 25, 2022

Partner4Work  
650 Smithfield Street, Suite 2400  
Pittsburgh, PA 15222

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

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

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## 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. 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.

As the Workforce Development Board (WDB) for Pittsburgh and Allegheny County, Partner4Work 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. Partner4Work 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.

Find out more about Partner4Work at: [www.partner4work.org](http://www.partner4work.org)

## About PA CareerLink®

PA CareerLink® is a proud partner of the American Job Center network, designed to provide a full range of assistance to job seekers under one roof, including training referrals, career counseling, job listings, and similar employment-related services. PA CareerLink® transforms the landscape of how job seekers find family sustaining jobs and how employers find the skilled candidates they need by providing user-friendly, premiere workforce development, career, and training services throughout Pennsylvania.

Find out more about PA CareerLink® at: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) or [www.careerlinkpittsburgh.com](http://www.careerlinkpittsburgh.com)

## Purpose of this RFP

Partner4Work is seeking proposals for design build technology services to support relocation of PA CareerLink® Pittsburgh to 914-922 Penn Avenue, Pittsburgh, PA 15222. The new space for PA CareerLink® Pittsburgh, within which the successful applicant will be required to perform services, consists of approximately 15,000 square feet, currently under construction, with substantial completion estimated in June of 2022. Interested and qualified IT service providers (“bidders”) are requested to provide proposals. See the Summary of Work below for a description of the work required by the successful bidder.

Partner4Work has retained Jones, Lang, LaSalle (JLL) as its technical representative in managing the relocation of PA CareerLink® Pittsburgh. In this capacity, and upon Partner4Work’s approval, the successful bidder will engage and coordinate with JLL in performing the services described in this RFP.

## Summary of Work

A general description of the work required through this RFP is described in this section. However, this RFP contains appendices to communicate the basis of design and technical requirements. All bidders should carefully review this RFP and its appendices to fully understand the work required before submitting a proposal in response to this RFP.

The successful bidder will be responsible for providing design build technology services (referred to herein as “technology services”), including all aspects of design, procurement, installation, and warranting of IT cabling, sound masking, security, and AV at 914-922 Penn Avenue, Pittsburgh, PA 15222. The estimated date by which the successful bidder can begin onsite work is June 10, 2022. All work described in this RFP must be completed by June 24, 2022. These dates are subject to change.

Partner4Work is seeking to purchase technology services that adhere to industry standards for requirements of similar size and scope as those described in this RFP. The information in this RFP is intended to provide interested bidders with an accurate understanding of Partner4Work’s requirements. Any discrepancies or omissions found in the documents of

this RFP, including conflicts with industry standards, should be brought to the immediate attention of Partner4Work, who will review and decide whether and how to resolve such issues.

The successful bidder will be responsible for coordinating all aspects of technology services with the building owner/manager, general contractor, furniture contractors, city officials, and other project stakeholders, as required. Any and all associated costs must be included in bidders' proposals. Bidders must be aware of building and related conditions that may impact performance of services. The successful bidder will not be required to utilize union labor, although bidders may choose to propose doing so. However, all labor utilized to complete the work described in this RFP must be compensated at a wage of no less than the prevailing wage for work of a similar character in the locality where the work is performed.

**Building Description.** The site of PA CareerLink's® new office in Pittsburgh will be 914-922 Penn Avenue, Pittsburgh, PA 15222. Known as the May-Stern Building, the building is a National Historic Landmark located in Pittsburgh's cultural district. PA CareerLink® will occupy approximately 15,000 square feet on the sixth floor (which is the top floor). The building's unique co-story structure joins 914 and 922 Penn Avenue by an enclosed walking bridge, creating a contiguous floor plan for the sixth floor of the building. The demarcation point for the space is located in the basement of 914 Penn Avenue at the back of the building. See appendices of this RFP for further information on the floor plan, access requirements, and other specifications.

When reviewing the appended technology drawing, interested bidders will notice two LANs: "non-state" and "state." These two LANs are structured according to the employment status of staff working within the space, who may or may not be employed by the Commonwealth. Connections to the non-state LAN are indicated in blue. Connections to the state LAN are indicated in Red. Servers for both LANs will be located in the same room, shown as room 624 on the appended technology drawing. Some connection points throughout the space will include only non-state or state drops, others will include both, as indicated on the technology drawing. The successful bidder will be responsible for installing both the non-state and state drops.

## Timeline

Bidders must have the capacity to fully complete the services sought by this RFP no later than June 24, 2022. The below table of important project dates is subject to change.

Important Project Dates	
Release of RFP	March 11, 2022
Questions regarding this RFP due	March 18, 2022, by 5:00 pm EDT
Proposals due	March 25, 2022, by 5:00 pm EDT
Partner4Work review of proposals	March 25 - March 31, 2022
Estimated notification to bidders	April 1, 2022
Contract execution and commencement	Early April 2022
Estimated date when successful bidder can begin onsite work	June 10, 2022
Date when all work described in this RFP must be complete	June 24, 2022

## Who can apply?

Interested and qualified IT service providers ("bidders") are requested to provide proposals. Successful bidders will have demonstrated experience and expertise managing projects for IT service design, procurement, installation, and warranting similar to the size and scope described in this RFP.

Bidders must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Bidders 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.

**Bidder 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. Partner4Work 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. If Partner4Work determines, at its sole discretion, that the selected applicant 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.

## How to Apply

Interested and qualified bidders must submit proposals by March 25, 2022 at 5:00 pm EDT to [RFP@partner4work.org](mailto:RFP@partner4work.org). Emails must have the subject line “PACL IT Services [Organization name].” Late or incomplete proposals will not be considered. Proposals 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 Partner4Work webpage for this RFP)
2. **Executive Summary** (maximum 1 page)  
Provide a concise description of the proposed services and related products, including the total cost. Describe the organization’s qualifications and alignment with the services sought by this RFP.
3. **IT Services Description** (maximum 2 pages)  
Describe the IT services and related products proposed and demonstrate how they meet all requirements identified in this RFP and its appendices.
4. **Management Plan** (maximum 2 pages)  
Provide a description of how the proposed project will be effectively managed, including establishing project accountability, facilitating communication, ensuring quality services and related products, handling poor performance, and managing scheduling and invoicing flows.
5. **Timeline** (maximum 1 page)  
Describe how the proposed project will meet the timeline described in this RFP. Provide a schedule of activities with related dates to demonstrate capability of meeting the key dates described in this RFP.
6. **Past Performance** (maximum 1 page)  
Provide two examples of past performance similar to the size and technical scope of this requirement. Past performance must have been performed within the past 3 years. Include the following information:
  - Name and Address of Organization
  - Period of Performance
  - Points of Contact with correct phone numbers, titles, and e-mail addressesPartner4Work will evaluate the relevance, quality, timeliness, and customer satisfaction for past performance. In evaluating past performance, Partner4Work reserves the right to use data obtained from other sources.
7. **Proposed Pricing**  
Bidders must use the template provided to submit proposed pricing. (See Partner4Work webpage for this RFP)
8. **Optional Attachments**  
Bidders may submit optional attachments; however, all attachments must specifically support and relate to the proposed project. Partner4Work may consider optional attachments in evaluating proposals, to the extent they strengthen the content of the proposal, as described in this section. Attachments containing general information not directly relevant to the proposal will not be considered.

## 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 evaluated across each of the areas described in the How to Apply section. Select bidders may be requested to participate in presentations or discussions with Partner4Work. Selection of a proposal for award will be subject to successful contract negotiations.

Partner4Work intends to make an award decision based on best value determination, considering price and non-price factors, including those defined in the How to Apply section of this RFP (i.e., qualifications, IT Services Description, Management Plan, Timeline, and Past Performance). In evaluating proposals, non-price factors combined will be approximately equal to price; however, price will rise in importance when merit among non-price factors of proposals received is comparable. Selection of a bidder for contract negotiation or award is at the sole discretion of Partner4Work.

## Questions

All questions or requests for additional information must be made in writing to [RFP@partner4work.org](mailto:RFP@partner4work.org) by March 18, 2022 at 5:00 pm EDT. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org). Interested parties are encouraged to check the website frequently for updates. Questions received after March 18, 2022 at 5:00 pm EDT will not be answered.

## Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFP.
- This Request for Proposals (RFP) does not commit Partner4Work to award or enter into 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 with 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 products or services in response to the RFP are not in excess of those that would be charged to any other individual for the same products or services provided 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.

## Appendices

This RFP includes appendices that are vital to a complete understanding of the requirement and how to submit a proposal. A list of appendices is provided below, all of which are posted to the Partner4Work webpage for this RFP. All bidders must carefully review these appendices before submitting a proposal in response to this RFP.

- Appendix 1 - RFP Cover Sheet (proposal requirement)
- Appendix 2 - PA CareerLink® Technology Drawing
- Appendix 3 - PA CareerLink® Technology Scope
- Appendix 4 - Pricing Sheet (proposal requirement)
- Appendix 5 - Contractor Rules and Regulations
- Appendix 6 - Certificate of Insurance Requirements