



The Workforce Development Board for the Pittsburgh Area

Request for Bids

PARTNER4WORK 2018 STATE/LOCAL
INTERNSHIP PROGRAM (SLIP)

Proposal Due:
May 14, 2018

Partner4Work
Formerly Three Rivers Workforce Investment Board
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFP Release Date:
May 2, 2018

Partner4Work is pleased to issue this Request for Proposals (RFP) for the State/Local Internship Program (SLIP) that looks to increase the total number of youth served statewide, via paid work experience activities, but will also focus on summer internship placement opportunities with local for-profit and/or non-profit employers.

How can you partner with us?

We are seeking organizations that can connect current and previous Career and Technical Education (CTE) students with paid internships and work experience for young adults between the ages of 16-24 that reinforces skills learned in the classroom. Preferably, placements should be in high-growth industries and occupations. SLIP placements/worksites may be at for-profit and/or non-profit employers.

Intern Work Experience Period: Any consecutive 8-week timeframe between Monday, May 7, 2018 and Friday, August 31, 2018. For this funding, interns must work full-time hours (37.5 or 40 hours/week) and earn at least \$10.15/hour (FICA/Medicare and Workers' Compensation fringe costs may also be covered).

Proposals must also include plans to provide (1) or more of the following workforce preparation training sessions to interns: soft skills training, resume building, interview skills, financial literacy, entrepreneurial skills, diversity training, and prevention of workplace harassment training.

Funding may also cover incidental administrative expenses (no more than 10 percent), youth supportive services (consistent with the local supportive services policy and federal & state statute/guidance). Funding may also cover potential costs of Child Protective Services Law (CPSL) clearances for any direct supervisors of SLIP interns (under the age of 18) that do not already have current clearances in place, or for any SLIP young adult interns (age 18+) who will have on-going direct contact with any minors throughout this internship experience.

Prior to the start of program activity, CTCs must coordinate intern's basic, full-time, work schedule with designated supervisory staff at each worksite to coincide with staff work schedules and the site hours of a given location.

CTCs must also share policies re: summer youth or short-term employment (i.e., time and attendance policy, call-off policy, dress code policy, code of conduct, progressive discipline/termination, pay schedule, etc.) with designated supervisory staff and interns; and establish how any issues, concerns, or violations that arise will be addressed

NOTE: Please describe how such policies/procedures will be shared with SLIP interns, prior to the start of the summer program (i.e., intern orientation session, etc.).

Required outcomes and data collection tied to funding.

Successful bidders will be required to report on a number of outputs and outcomes including but not limited to:

- Total number, demographics, and goals of young adults served
- For how many interns was SLIP 2018 their first job/work experience?
- Number of businesses/worksites that hosted SLIP interns
- What were the goals that the SLIP participants wanted to accomplish from involvement in this internship experience; and were those goals met?
- Which workforce preparation training session(s) did the SLIP interns attend?
- What did SLIP interns value most from this internship experience?
- Were any SLIP interns hired on permanently (full-time or part-time) with their business/employer worksite at the end of this summer program?
- Employer/business satisfaction with this program, overall; and any suggestions for improvement.
- Whether participating employers/businesses would take part in this type of program again; and recommend future participation to other business entities.

Who can apply?

Respondents must be Career and Tech Centers (CTCs) serving high school students in Allegheny County or the City of Pittsburgh.

How to Apply.

Proposals must clearly demonstrate the respondent's ability to provide the requested services. In order to simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

1. **Cover Sheet**
 - a. Name of organization
 - b. Primary contact name, address, phone number and email address
 - c. Proposed budget and cost per participant
 - d. Proposed number of young adults to serve
2. **Who are you?**
 - a. The programs of study (POS) offered by the school, including enrollments in each.
 - b. History of success providing work experience to CTE students.
3. **What's your plan?**
 - a. Who are you serving through this grant? How? What are you planning on doing?
 - b. How will you measure success? We like SMART¹ outcomes.
 - c. Do you have partners in this project? If so, what role will they play?
 - d. Which businesses do you already have connections solidified with?
 - e. Which additional businesses will you target?
 - f. What is the staffing plan for this project?
 - g. What is the timeline and duration of your project?
4. **How much is this going to cost?**
 - a. Making a difference costs money. How much do you need? What will you spend it on?

Submission Process

¹ Specific, Measurable, Actionable, Realistic, Time-oriented.

Partner4Work must receive the proposal(s) no later than 5:00 P.M., Friday, May 11, 2018. Please submit the proposal in a pdf document via email with the subject line marked "(Name of School) - Proposal for Business-Education Partnership Experience" to youth@partner4work.org.

Review Process

The Partner4Work Review Committee will review proposals based on the requirements outlined above.

Questions or Requests

All questions or requests for additional information must be made in writing to youth@partner4work.org. Answers will be posted at www.partner4work.org for all the world to see.

Timeline:

May 14, 2018 5:00 PM:	Proposals due to Partner4Work. Late submissions will not be considered.
May 21, 2018:	Partner4Work Review Committee selects participating organizations.
May 21-26, 2018	Contracting
June 4 – August 31, 2018:	SLIP activities to be conducted and concluded.

Provisions & Disclaimers

1. All solicitations are contingent upon availability of funds.
2. Partner4Work reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. Partner4Work, reserves the right to delay, amend, reissue or cancel, all or any part of this Request for Bids at any time without prior notices.
4. Partner4Work reserves the right to modify the Request for Bids process and timeline.
5. Partner4Work reserves the right to waive informalities and minor irregularities in proposals received.
6. This Request for Proposals does not commit Partner4Work to award a contract.
7. Partner4Work may select a firm based on its proposal received, without discussion of the proposal.
8. Partner4Work retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits before a contract award.

9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
11. 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.
12. The submission of the proposal warrants that the costs quoted for services in response to the Request for Bids are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
13. Applicants are advised that most documents in Partner4Work's possession are considered subject to disclosure.
14. Partner4Work will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals. By submitting a proposal, interested individuals or firms grant Partner4Work the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.