

# Request for Quotes

For

## Career and Technical Education Teacher in the Workplace Grant

Quotes Due:  
August 26, 2019 at 5:00 PM

Partner4Work  
650 Smithfield Street, Suite 2600  
Pittsburgh, PA 15222

**Release Date:**  
August 1, 2019

Any agreement resulting from this RFQ will be funded through the Workforce Innovation and Opportunity Act (WIOA) Statewide Activity funds), via Partner4Work as the grant recipient, provided by the US Department of Labor (USDOL). Project Title: Teacher in the Workplace. Total grant value: \$1,000,000. Any organization awarded a contractual agreement resulting from this RFQ must comply with all applicable regulations and the terms and conditions of the grant provided by USDOL.

**Partner4Work (TRWIB, Inc.) is an equal opportunity employer.  
Auxiliary aids and services are available upon request to persons with disabilities.**

## GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFQ. This section also describes important details regarding the services and stakeholders related to this RFQ, as well as characteristics of any agreements that may result from this RFQ.

### About Partner4Work

Partner4Work (P4W) is the Workforce Development Board (WDB) for Pittsburgh and Allegheny County. We connect funding, expertise and opportunities to develop a thriving workforce in the Pittsburgh region. Nationally recognized for innovation, P4W delivers workforce development solutions to meet the current and future needs of businesses and jobseekers. Through collaboration with 100+ partners, P4W connects more than 60,000 adults and more than 8,000 young adults to training and employment opportunities each year. We help employers, jobseekers, public agencies and policymakers by:

- Providing labor-market insights to help employers and policy-makers make informed decisions.
- Bridging the gap between jobseekers and businesses in need of talent.
- Preparing young adults for their career paths.

#### 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 jobseekers 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 jobseekers 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.

### Purpose of this RFQ

The Teacher in the Workplace Grant (TIW) program is funded through the Workforce Innovation and Opportunity Act (WIOA) Statewide Activity funds from the U.S. Department of Labor (USDOL). P4W is issuing this Request for Quotes (RFQ) to select career and technical education (CTE) partners for the TIW program. P4W is the fiscal and administrative agent of this grant, and P4W will directly fund one or more Career and Tech Centers (CTCs) for this program. With this RFQ, P4W wants to strengthen the connections between CTCs, their sending school districts, and employers. The first goal of this grant is to increase the understanding of what CTE has to offer local employers, sending school districts, and young adults. Additionally, this grant aims to increase the interaction and information sharing between employers and educators. Not only can these interactions directly improve students' and educators' understanding of the opportunities available through CTE, they can improve the curriculum that prepares students for the workplace. Finally, this grant will connect employers to their future employees and give them access to a trained talent pool.

Overall, it is a requirement that this program must serve a minimum of 25 educators.

## How can you partner with us?

To achieve these goals P4W is seeking CTE partners to recruit businesses and create teams of educators from their sending school districts that include: teachers, counselors, principals, curriculum coordinators, and central office staff including, when practical, a superintendent. Ideally, teams should be composed of middle school and early high school teachers, so that career technical education pathways may be marketed to students before the end of 9<sup>th</sup> grade.

Applicants must also bring business and industry connections to this project. Employer and businesses should be recruited from Occupational Advisory Committee members and employers in industries for which employees can be trained through Career and Tech Ed. Employer partners must be willing to host Educator in the Workplace tours and should be interested in continued relationships with the CTC and/or sending school educators.

## Program design

Program design should follow this framework:

1. An initial site visit should be held at the CTC for sending school educators. This visit should allow for interaction between CTE staff and sending district educators, an understanding of the training facility and curriculum for students and should improve the labor market knowledge of sending school educators. The goal of this visit should be to increase the sending school district educator's understanding about the training, resources and opportunities that CTE provides to students. The initial meeting should also prepare sending school educators for employer site visits.
2. After the initial site visit to the CTC, sending school educators teamed with CTE educators should visit multiple businesses aligned with the programs of study offered at the CTC. During these visits, employers should share with educators current/future employment opportunities, skills needed, and entry requirements. At the end of each on-site experience, employers and educators should be given time to discuss the day's activities.
3. After site visits, applicant should assist educators with curriculum planning, giving educators the support to align what they have learned during CTC and employer visits.
4. Programming should include two follow up sessions for educators. During these follow up meetings, discussions should be focused on the updated curriculum being implemented and how on-site experiences informed their classroom and students.

Simply put, programming should aim to increase CTE enrollments from sending schools, enhance curriculum that prepares students for the workforce, and create a direct pipeline from CTC to employer.

## Required outcomes

By the end of this grant,

- Participating educators should be able to identify 2-3 high-demand occupations within each sector.
- Educator teams should develop and implement new educational opportunities, curriculum, and/or lessons based on their experiences at CTCs and businesses.
- Curriculum and lesson changes should lead to:
  - An increase in awareness for students from sending schools in CTE career pathways, both traditional and non-traditional, and the relationships between CTE and employment opportunities
  - Improvements in both academic and soft skills needed for success in the workforce for students from sending schools.

Applicants should include in their proposal how they plan to evaluate the impact of this grant.

## Program Dates

The Career and Technical Education Teacher in the Workplace grant will be from September 1, 2019 until June 30, 2020. These funds will remain available for this period, contingent upon performance and availability of funding, at the discretion of P4W.

## Anticipated Award

Partner4Work plans to award approximately \$45,000 for the period of September 1, 2019 to June 30, 2020. Partner4Work reserves the right to fund multiple or no contracts.

## Who can apply?

Lead applicants must be a CTC based in the City of Pittsburgh or Allegheny County. Partnerships should include education providers and businesses.

## Payment

Payment related to any agreement resulting from this RFQ 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 Guidance WIOA regulations.

## How to Apply

All proposals must be submitted to Partner4Work (P4W) electronically via email to [youth@partner4work.org](mailto:youth@partner4work.org) no later than 5 p.m. on August 26, 2019. Emails must have the subject line "Teacher in the Workplace." Late proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman font, double-spaced with 1-inch page margins. Your proposal will 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 RFQ and establish the capacity, expertise and program design needed to meet the required standards and goals.

**Cover Sheet:** Use template provided. Attach certificate of insurance, up-to-date enrollments for all CTCs, and a copy of the organization's most recent audit.

1. **Organization Description:** (limit to one page) – Describe each of the following for your organization:
  - a. Basic organizational description, including mission, principal programs and services, and number of paid staff.
  - b. Experience in managing programs similar in size and scope to that required by this RFQ,
  - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, manage resources and personnel, and produce timely and accurate program reports.
2. **Program Description:** (limit to three pages) – Describe the following for your program:
  - a. Who is the lead agency for the program? Who are the key partners (sending schools and businesses)? What is the role of each partner?
  - b. Industry Focus: Which industries/programs of study/career pathways are being included in Teacher in the Workplace activities? Why were these pathways chosen?
  - c. What is the recruitment and outreach plan for teachers and industry? Include already established partnerships and employers that will be associated with this grant.
  - d. Describe the schedule, location and approach for events. This should include all site visits and activities associated with this grant.
  - e. What are the proposed outcomes and evaluation plan? Describe how you will meet the required outcomes for this grant. Add any additional goals that you wish to achieve with this funding. Additionally, include your plan to evaluate the impact of this grant. Including but not limited to pre and post surveys.

3. **Program Budget:** Provide the following:

- a. Provide a complete budget and a detailed budget justification, reflective of the scope of the project and number of participants to be served, that identifies where and how funds will be spent. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded. Funds eligible for reimbursement with this grant include: staff time, travel, participant materials, food, and teacher compensation. All costs must be reasonable, allocable, and allowable, according to all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

4. **Attachments**

- a. Letters from employers, community agencies, or other institutions demonstrating support for the program.

**Review and Selection Process**

P4W will review quotes according to the required content described in the “How to Apply” section with attention to clarity, completeness, relevancy, and quality. Successful bidders will be invited to enter into a vendor agreement with P4W for the program(s) described in the quotes.

**Review Timeline (all dates are subject to change):**

Release of RFQ:	August 1 <sup>st</sup> , 2019
Questions Regarding this RFQ due:	August 20 <sup>th</sup> , 2019 by 5:00pm
Quote due date:	August 26 , 2019 by 5:00pm
Selection of providers:	September 2019

**Questions or Requests**

All questions or requests for additional information must be made in writing to [youth@partner4work.org](mailto:youth@partner4work.org) by 5:00pm EST on August 20, 2019. 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 5:00 PM EST on August 20, 2019 will not be answered.

**Disclaimers**

- This Request for Quotes (RFQ) does not commit Partner4Work to award any contract or agreement.
- Partner4Work may select a firm based on its initial quote received, without discussion of the quote. Accordingly, each quote 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 providers it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- Partner4Work reserves the right to fund portions of a quote, or to reject any and all quotes in whole or in part. Rejection of a portion of a quote does not necessarily negate the entire quote.
- No costs will be paid to cover the expense of preparing a quote 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 quote 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 quote warrants that the costs quoted for services in response to the RFQ are not in excess of

those that would be charged any other individual for the same services performed by the bidder.

- Bidders are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFQs if and when it is in Partner4Work's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFQs.
- 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.