

Request for Quotes

For the period of
October 1, 2021 – March 31, 2023

Certified Recovery Specialist Training Provider

Deadline: Quotes are due by August 27, 2021 at 5:00PM, EST

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222

RFQ Release Date:
August 2, 2021

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

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

Purpose of this RFQ

Partner4Work (Partner4Work) has issued this Request for Quotes (RFQ) to identify a training provider to deliver Certified Recovery Specialist training classes to one or more training cohorts in Pittsburgh and Allegheny County. Trainers must be certified by the Pennsylvania Certification Board (PCB) to deliver PCB-approved curriculum resulting in Recovery Specialist certification.

Training participants will be engaged in PA CareerLink® employment and career services prior to enrollment in Certified Recovery Specialist training. PA CareerLink® will identify one or more cohorts of 10-24 participants interested in CRS training and together with Partner4Work will schedule training classes with the provider identified through this RFQ. Training classes will be held at PA CareerLink® offices in Pittsburgh and Allegheny County.

Desired Impact

The provision of Certified Recovery Specialist training in Pittsburgh and Allegheny County is supported by an Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) grant from the Appalachian Regional Commission, which aims to assist in moving individuals from substance abuse treatment to recovery to employment, with a focus on support services that enable and support individual successful entry or reentry into the workforce, thereby creating an employment “recovery ecosystem.”

Partner4Work will act as the fiscal and administrative agent of the grant as well as the lead planner and administrator of programs and services.

How can you partner with us?

Partner4Work will provide funding to successful respondent(s) to cover costs related to providing Certified Recovery Specialist training in Pittsburgh and Allegheny County. Per current Pennsylvania Certification Board restrictions barring virtual delivery of Certified Recovery Specialist training curriculum, in the event of government-mandated restrictions regarding the delivery of in-person services, training classes will be postponed.

Program Dates

Funding for Certified Recovery Specialist training will be available during the period of October 1, 2021 - March 31, 2023. Agreements resulting from this RFQ will be valid for up to one 18-month period, contingent upon performance and availability of funding, at the discretion of Partner4Work.

Anticipated Award

Partner4Work plans to select one training provider to enter into an agreement to deliver Certified Recovery Specialist training. Quotes that demonstrate reasonable and necessary costs to support the delivery of training will be considered. The total funding available is \$43,200 and is 100% funded through federal dollars.

Who can apply?

Training providers certified by the Pennsylvania Certification Board (PCB) to deliver PCB-approved Certified Recovery Specialist curriculum may respond to this RFQ. Respondents to this RFQ will be expected to provide Certified Recovery Specialist training to one or more training cohorts during the period of October 1, 2021 - March 31, 2023. Respondents should be prepared to deliver training classes at PA CareerLink® offices in Pittsburgh and Allegheny County.

Fiscal agents: Organizations with an existing federal tax ID may serve as a fiscal and/or administrative agent for an unincorporated entity. If so, the quotes must clearly state the arrangement and include a letter signed by an authorized board member of the agent organization acknowledging the arrangement.

Payment

Training providers that receive awards resulting from this RFQ must submit invoices to Partner4Work that are certified true and correct by the authorized signer. All costs must be reasonable, allocable and allowable, according to all applicable federal, state and local regulations, including but not limited to the Uniform Guidance¹ regulations. All funding will be made available on a cost reimbursement basis.

How to Apply

Interested and qualified parties are invited to submit quotes at any time to RFQ@partner4work.org. Quotes will be accepted and reviewed on a rolling basis until Friday, August 27, 2020 at 5:00 PM. Incomplete quotes will not be considered. Emails should have the subject line “[Organization name] Certified Recovery Specialist Training Provider Quote.” Quotes must be submitted in PDF format. The quote must contain all of the following content:

- 1. Cover Sheet** – Use template provided. Attach certificate of insurance, W-9, DUNS number, and a copy of the organization’s most recent financial audit.
- 2. Organization Description** (limit to two pages) – Describe each of the following for your organization:
 - a. Basic organizational description, including mission, principal programs and services, and number of full-time staff.
 - b. Past experience in delivering Certified Recovery Specialist training and proof of status as a Pennsylvania Certification Board certified instructor.
 - c. Description of curriculum and schedule of classes, including final test and certification.
- 3. Project Costs** – Provide the following:
 - a. Costs for delivery of Certified Recovery Specialist training, including curriculum, testing fees, trainer, and travel.
 - b. A brief narrative describing the proposed project cost, including all project-related and administrative costs items. 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.
- 4. References** – Contact information for three employers, community agencies, or other institutions that if contacted can demonstrate support for the bidder’s services.

Review and Selection Process

Partner4Work will review quotes according to the required content described in the How to Apply section with attention to clarity, completeness and quality. Successful bidders will be invited to enter into an agreement with Partner4Work.

Review Timeline (all dates are subject to change):

Release of RFQ: August 2, 2021

Questions regarding this RFQ due: August 20, 2021 by 5:00 PM EST

Bid due date: August 27, 2021 by 5:00 PM EST

Selection of providers: TBD

¹See the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

Questions or Requests

All questions or requests for additional information must be made in writing to RFP@partner4work.org. Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Questions received after August 20, 2021 at 5:00 PM EST will not be answered.

Disclaimers

- This Request for Quotes (RFQ) does not commit Partner4Work to award any contract or agreement.
- Boilerplate contract language is available at www.partner4work.org. Potential respondents should review it prior to responding.
- Partner4Work may select a firm based on its initial quotes received, without discussion of the quotes. 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 applicants 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 bid, or to reject any and all bids in whole or in part. Rejection of a portion of a bid does not necessarily negate the entire bid.
- No costs will be paid to cover the expense of preparing a bid 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 bid 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 bid warrants that the costs quoted for services in response to the RFQ are not in excess of those that would be charged to 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 with access to this RFQ.
- Additionally, applicants must have an active DUNS number, registration in SAM.Gov and be capable of complying with our contract template available at Partner4Work.org

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.

DUNS Number: Click or tap here to enter text.

C. Requirements / Documents *(quotes 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 Insurance

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 quotes you certify that you are compliant with the following [PA state](#)



[integrity policy](#). If you are not, please submit along with your quotes a written explanation of why such certification cannot be made