

Request for Quotes:

Computer software and set up

**Proposals Due: 11:59 PM EDT
July 20, 2023**

**Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222**

**Date Released:
June 15, 2023**

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

Auxiliary aids and services are available upon request to persons with disabilities.
**Any agreements resulting from this RFQ will be funded 100% through Federal Funding and 0% through Non-Federal Funding via
Partner4Work as the grant recipient.**

Who We Are

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. With a budget of more than \$25 million in public and private workforce funds, Partner4Work (hereafter “P4W”) 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.

Purpose of this RFQ

Partner4Work seeks a consultant or firm to set-up and install software on 300 laptop computers for recent new high school graduates enrolled in Temporary Assistance for Needy Families programming.

Scope of Services

For the purposes of this RFQ, respondents should expect:

Setting up the computers to be ready for immediate use by the young adults will entail installing necessary software, configuring settings, and ensuring security measures are in place.

A computer setup typically involves a range of tasks and components to ensure that the computer is ready for use. Here are some common elements included in a computer setup:

1. Device Drivers: After the operating system is installed, device drivers need to be installed for the various hardware components to ensure proper functionality. These drivers allow the operating system to communicate with and control the hardware devices effectively.
2. Software Installation: In addition to the operating system, certain essential software applications may need to be installed during the setup process. This may include antivirus software, productivity suites (e.g., Microsoft Office), web browsers, media players, and other software as per the user's requirements.
3. User Account Creation: During the setup process, user accounts are created to personalize the computer and provide individual access to different users. This includes setting up usernames, passwords, and account preferences.
4. System Updates: After the initial setup, it is important to update the operating system and installed software to ensure that the computer has the latest security patches, bug fixes, and feature enhancements.
5. Testing and Quality Assurance: Before delivering the computer to the end-user, a thorough testing process is typically conducted to ensure that all hardware components, software applications, and connectivity features are functioning correctly.
6. User Training and Support: Depending on the requirements and agreement, computer setup may also include user training sessions or documentation to help users navigate the system, understand the installed software, and utilize the available features effectively.

Budget

While services and costs vary, for budgeting purposes, Partner4Work expects to spend \$112,500.

How to Apply

Interested consultants shall submit their quotes in the format as specified below by July 20, 2023, at 11:59

pm EDT to rfp@partner4work.org. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The quote should be in a .pdf format (zipped if necessary) not exceeding 10 pages in length.

1. Cover Sheet-See Exhibit A.

2. Project description (2-page maximum) that describes the strategy and timeline to accomplish the objectives outlined above and the methodology for tracking and meeting project deadlines and reporting monthly hours spent on project activities.

3. Fee for Services (any out-of-pocket expenses proposer expects to incur should be detailed) - The hourly compensation rate for providing required services, broken down by personnel, service type, or provided as a blended rate; the estimated number of hours needed to complete the required services outlined above, broken down by service type.

4. Timeline Partner4Work expects completion within 12 weeks of contract award and execution.

Review and Selection Process

A quote review committee will review and score quotes according to the required content described in the How to Apply section with attention to clarity, completeness, and quality. The maximum points any quote can receive are 100 based on the following criteria:

1. Cover Sheet. Maximum: 5 points.

2. Description. Maximum: 35 points

3. Fee: Maximum: 35 points.

4. Timeline: Maximum: 25 points

Review Timeline

- Release of Request for Quotes June 15, 2023
- Deadline for questions June 22, 2023
- Quotes/Bids Due 11:59 PM EDT July 20, 2023
- Selection July 21, 2023
- Contract Start Date August 1, 2023

Questions

Questions or requests for additional information must be made in writing to rfp@partner4work.org. Answers will be posted at www.partner4work.org to make them available to the public to ensure a fair and transparent process.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Quotes (RFQ) does not commit Partner4Work to award 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 from 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 RFQ and/or consider the funding of proposals not initially funded under this RFQ 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 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.
- 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 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.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

APPENDIX A
Request for Quotes 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.

Please provide your current [Unique Entity ID](#) : _____

Please provide your current [CAGE Code](#): _____

C. 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.

- Registration in the [System for Award Management](#) (SAM) if not a sole proprietor
- Certificate of Liability Insurance
- Most recent financial audit (*if applicable*)
- Certificate of Worker's Compensation Insurance (*if applicable*)
- W9

D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.