



EARN and Work Ready

RFP Bidders Conference
Partner4Work, December 2024



Agenda

- **EARN and Work Ready program information**
- **Basic RFP information**
- **Proposal requirements**
- **Key concepts**
- **Questions**



EARN and Work Ready

PA Department of Human Services

EARN - Employment Advancement and Retention Network

TANF and SNAP employment and training programs

Work Ready - Extended TANF program

Designed to provide a range of services to meet individuals' needs, including access to education and training opportunities to move clients toward family economic stability.

Based on human-centered design and includes a combination of case management, coaching, licensed counseling, and peer-to-peer experiences to develop a career pathway through job placement and job retention goals for participants referred from CAO.

PADHS refers all participants





EARN and Work Ready in Allegheny County

Four EARN and Work Ready centers run by three different contractors

- **Downtown**
- **Wilkinsburg**
- **Duquesne**
- **Lawrenceville**

Average of 1000 served

45% Downtown and 55% evenly between Wilkinsburg, Duquesne, Lawrenceville

Program year 23/24 436 enrolled EARN and 158 in Work Ready

Participant demographics



RFP Overview

Base contract award: July 1, 2025 – June 30, 2026 (PY25)

- **Three subsequent option years**

Up to \$3.5M for EARN (total) and \$1.1M for Work Ready (total)

- **One or more qualified agencies**

RFP timeline

- **Questions due: December 27, 2024 by 11:59 PM EDT**
- **Proposals due: January 31, 2025 by 11:59 PM EDT**
- **Proposal evaluation/discussion: February 2025**
- **Proposal selection/notification: Late March 2025**

***Must submit a proposal to provide both EARN and Work Ready services**



Proposal Requirements

1. **Cover Sheet (template)**
2. **Executive Summary**
3. **Organization Overview**
4. **Program Narrative**
5. **Budgets (template) - 2 separate (1 for each program)**
6. **Budget Narratives**
7. **Attachments - required (Reference Letters, Service Flow Chart, etc.) vs. optional (LOS)**

***Follow the *Proposal Process and Requirements* section closely**



Proposal Review and Selection

Initial review

- Responsiveness and compliance

Evaluator scoring

- According to RFP criteria
- Clarity, completeness and quality
- Ability and likelihood to effectively perform the work and meet standards and intended outcomes

May be requested to participate in presentations or discussions

PA CareerLink Office Tours to be available in January 2025:

- ❖ Friday, January 17th, 2025 @ 1p (Downtown PA CareerLink Office)
- ❖ Friday, January 17th, 2025 @ 2:30 pm (Monroeville PA CareerLink Office)

Awards recommended to the Board

Contracts subject to successful negotiations



Key Concepts: Important References

RFP

- **Statements of Work**
- **How to Apply**

PADHS Program Manuals

- **EARN - TANF**
- **EARN - SNAP**
- **Work Ready**

PADHS Cash Assistance Handbook

PADHS SNAP Handbook

EARN Budget template

Downtown & Monroeville PA CareerLink® floor plans



Key Concepts: Important Stakeholders

PADHS

- **Bureau of Employment Programs (BEP)**
- **County Assistance Office (CAO)**

Allegheny County EARN and Work Ready - Multiple providers

TANF/SNAP employment and training programs

Human service providers

Pittsburgh EARN - City of Pittsburgh

Pittsburgh Work Ready - Pittsburgh Community Services, Inc. (PCSI)

One Stop System Partner network



Key Concepts: Program Separation and Integration

EARN and Work Ready are separate E&T programs

- **EARN is funded by TANF and SNAP**
- **Work Ready is funded by TANF (ETANF)**

Applicants must submit a proposal to provide both EARN and Work Ready services, but recognize distinctions and follow applicable regulations

Proposals must include service delivery models existing within a co-located environment *and* integrated into the One Stop system

>Please take consideration to read the integration section in the RFP

Applicants should consider appropriate ways to coordinate and leverage resources across programs



Key Concepts: Integration & Co-Location

- **Selected EARN/WR applicant will become a partner within the One Stop system, alongside other partners and programs of PA CareerLink**
- **Please take care to review RFP and corresponding attachments**
 - Integration Language found in RFP
 - Relevant Attachments - RSA & MOU of One Stop Partner Ecosystem
 - Budget template
- **Co-Location**
 - Expectation is for EARN/WR services to be delivered at **both** PA CareerLink offices (in Monroeville & Downtown Pittsburgh)
- **Integration**
 - The goal is to best serve participants in the most comprehensive way possible
 - Service delivery should complement pre-existing services (Ex: Career Services, Business services, Reentry specific workforce engagement, etc.) available at PA CareerLink offices

Key Concepts: Proposal Budgets

- **One-Stop budgeting and resource sharing process:**
 - staff of PA CareerLink® partner agencies, including the contracted provider of EARN and Work Ready services, are provided with the following:
 - basic office furnishings; which includes standard furniture, telephone service and related equipment (e.g., desk phone); internet service; and access to multifunction printer/copier/scanners.

<p><i>Do not include the following in the proposed budget:</i></p>	<ul style="list-style-type: none">● Costs associated with TANF training vouchers● Transportation supports (as described in the Statement of Work)● Language accommodation costs● Adult Literacy services● PA CareerLink® Downtown & East office costs<ul style="list-style-type: none">○ Operations○ Rent○ Utilities○ Building maintenance services○ Information Technology○ Equipment○ Supplies○ Furniture
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***Referenced in the budget and budget narrative sections in the RFP**

Key Concepts: Performance Standards

STANDARD	TANF Participants - EARN & Work Ready	SNAP Participants - EARN only
Assessment	Household assessment within 7 days of enrollment. Goal = 90% of all participants.	Household assessment within 7 days of enrollment. Goal = 90% of all participants.
Individual Employment Plan	IEP completed within 14 days of assessment. Goal = 90% of all participants.	IEP completed within 14 days of assessment. Goal = 90% of all participants.
Counseling	Meeting with licensed counselor or social worker within 14 days of enrollment. Goal = 80% of all participants.	Not applicable, but recommended
Training and Credentialing	Industry-recognized credential or transfer to educational provider. Goal 1 = 50% of participants within a related activity. Goal 2 = 25% of all participants.	Industry-recognized credential. Goal = 50% of all participants

Key Concepts: Performance Standards

STANDARD	TANF Participants - EARN & Work Ready	SNAP Participants - EARN only
Placement	Employment of at least 80 hours in a 4 consecutive week period, paid at least \$2 above minimum wage. Goal 1 = 70% of all who gain employment. Goal 2 = 50% of all participants.	Employment of at least 20 hours per week (80 hours per month), paid at least \$2 above minimum wage. Goal = 50% of all participants
Retention	Unsubsidized employment that closes TANF for a period of 6 months and 12 months. Goal = 70% of all who gain employment.	Participants employed for 90 days. Goal = 65% of all participants
Earned Income	Participant income increases after Placement. Goal = 75% of participants who obtain Placement, measured at the 6 and 12-month marks of retention.	Not applicable, but recommended



Key Concepts: Training and Credentialing

Broad approach

- **Basic education**
- **Career readiness**
- **Vocational training**
- **Work-based training**

Multiple tools for training and credentialing

- **In-house**
- **External, industry-recognized**
- **Work-based training**
 - On-the-Job Training (OJT)
 - Paid Work Experience



Key Concepts: Counseling Services

Access to licensed professional counselors, social workers, or therapists.

Must provide access to counseling services and outlets for discussion regarding any and all aspects of a participant's life, inclusive of mental, social, physical, emotional, and behavioral health aspects that may be beyond the scope of regular staff.

Required for TANF, recommended for SNAP



Key Concepts: Additional Program Components

Incentives

Reverse referrals

Community service

Employer engagement

Contractor Partnership Program (CPP)



Key Concepts: Supplemental Program Components

Partner4Work contracts for the following separately

Successful applicants will be *required to coordinate* the following services:

- **Transportation assistance**
- **TANF Training Vouchers**
- **Literacy services**
- **Financial empowerment**
- **Language assistance**



Key Concepts: Administrative Considerations

Data and reporting expectations

Commonwealth Workforce Development System (CWDS)

Cost reimbursement contracts

- **Your organization must have the financial capacity to pay all program costs up front**
- **No longer a performance payment component**



Key Concepts: Proposal Development

Expected volume and needed capacity

- **Expected volume is difficult to predict; will depend on many factors**
- **Applicants must be able to serve at least several hundred per year**

Location

- **Co-location at PA CareerLink® Offices in Downtown & Monroeville**
- **Physical vs. virtual; need to strike a balance**
- **New vs. existing centers; Partner4Work does not own leases**
 - **New locations require justification and corresponding budgeting**
- **Welcome to submit proposals for one or more locations (*beyond 2 PA CareerLink® offices*)**

Expected funding levels

Contractor transition vs. incumbent outcome; start-up costs allowable

- **Separate transition contracts possible**

***Major qualifications: Co-located Service Delivery**



Submitted Bidders' Conference Questions

- **Deadline Clarification**
 - Final Deadline for Questions: **December 27th, 2024 by 11:59 PM EST**



Additional Questions

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Partner4Work, December 2024