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**Request for Proposals**

Starting December 1, 2024 through November 30, 2025 with a potential for optional years

Healthcare

**Proposals Due:**

[July 8, 2024 at 11:59 pm]

Partner4Work

650 Smithfield Street, Suite 2400

Pittsburgh, PA 15222

rfp@partner4work.org

**RFP Release Date:**

June 7, 2024

RFP Updated June 12, 2024

**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 RFP will be funded through multiple funding streams. Partner4Work is funded federally $23M (84%) and non-federal $5M (16%), annually.**

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**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 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 RFP is to obtain healthcare, dental, vision, life insurance, short term disability, long term disability and other potential coverages along with services provided.**

**Scope of Services – We are currently an organization with 50 employees. We are seeking quotes for coverages and services for 50 employees and below.**

**How to Apply**

Interested consultants shall submit their proposals in the format as specified below by [date] 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 proposal should be in a .pdf format not exceeding 10 pages in length.

**1. Cover Sheet**-See Exhibit A.

**2. Executive Summary** (2-page maximum) - Name of individual(s)/agency - Primary Contact information (name, address, phone number, email address, website) - Individual(s)/agency history including years in business, names and resumes of the key personnel - Two (2) client references. Indicate the name and position of the person who will be our customer representative.

**3. Services description** (2-page maximum) that describes the strategy and timeline to accomplish the objectives outlined at the best price possible.

**Review and Selection Process**

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

1. Category 1: Cover sheet summary. Maximum: 10 points.

2. Category 2: Executive summary. Maximum: 25 points

3. Category 3: Services description Summary. Maximum: 65 points.

**Review Timeline**

* Release of Request for Proposals June 7, 2024
* Due Date for RFP related questions June 21, 2024
* Reply/Answers release date June 28, 2024
* Proposals Due 11:59 PM EDT July 8, 2024
* Selection July 31, 2024
* Contract Start Date December 1, 2024

**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.(Only if Q&A is applicable)

## **Disclaimers**

* [Executive Order 2021-06, Worker Protection and Investment](https://www.governor.pa.gov/wp-content/uploads/2021/10/20211021_EO_2021-06_Worker-Protection.pdf) must be followed throughout this RFP.
* This Request for Proposals (RFP) 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 RFP and/or consider the funding of proposals not initially funded under this RFP 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 RFP 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 RFPs 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 RFPs.
* 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 RFP.
* 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 Proposals Cover Sheet**

**Lead Applicant:** Click or tap here to enter text.

1. **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.

1. **Legal Information**

Type of organization: For-profit: ☐ Non-Profit: ☐ Government: ☐ Education Institution ☐:

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

1. **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.*
* Certificate of Liability Insurance; Including Cyber Security Coverage
* W9
1. **Additional Requirements**
* By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](https://www.health.pa.gov/topics/Documents/Administrative/contractor_integrity_provisions_7-30-10_doc.pdf). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.