



## **Request for Quotes:**

### **WIOA Regional and Local Plan Community Engagement Session(s) Facilitation**

**Deadline: November 8, 2024 at 11:59 PM EDT**

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

**Date Released: October 9, 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 RFQ will be funded 100% by federal funding up to \$5,000 and 0% through non-federal funding.

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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 \$30 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.

## Background

The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards (LWDBs) and chief elected officials to engage in an integrated regional and local workforce planning process to prepare, submit, and obtain approval of a single collaborative regional plan that incorporates local plans for each of the local areas within the given workforce planning region. These plans serve as four-year action plans to develop, align, and integrate service delivery strategies to support the Commonwealth's vision, strategic and operational goals.

The Southwest Planning Region is a nine-county workforce development planning region made up of five local workforce development areas (WDAs). Four LWDBs oversee these local areas:

### **Southwest Corner Workforce Development Board**

- Southwest Corner WDA
- Counties: Beaver County, Greene County, and Washington County

### **Three Rivers Workforce Development Board, also known as Partner4Work**

- Allegheny County WDA and City of Pittsburgh WDA
- Counties: Allegheny County

### **Tri-County Workforce Development Board**

- Tri-County WDA
- Counties: Armstrong County, Butler County, and Indiana County

### **Westmoreland-Fayette Workforce Development Board**

- Westmoreland-Fayette WDA
- Counties: Fayette County and Westmoreland County

## Purpose of this RFQ

Partner4Work seeks an individual or organization to serve as a facilitator for one in-person and one virtual community engagement meeting in order to obtain stakeholder input that informs the development of the WIOA Local Plan for the Allegheny County and City of Pittsburgh workforce development areas. Potential stakeholders include, but are not limited to:

- PA CareerLink partner programs
- Community-based organizations
- Employers
- Job Seekers

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- Training providers
- Institutions of higher education
- Government stakeholders
- Economic development organizations
- Labor organizations
- Philanthropic organizations

## Scope of Work and Deliverables

The selected individual or organization will assist in the planning and facilitation of at least one in-person and one virtual meeting of community stakeholders, including:

- Assist in the development of meeting facilitation questions;
- Establish meeting agenda and structure, in consultation with Partner4Work;
- Facilitate meetings, including ensuring attendees' engagement and participation, as well as note taking / documenting stakeholder feedback;
- Analyze stakeholder feedback and provide a summary report on key issues and trends to Partner4Work; and
- Provide a presentation on the summary report to Partner4Work staff.

## How to Apply

Interested individuals or organizations should submit a quote in the format specified below to [rfp@partner4work.org](mailto:rfp@partner4work.org) by **11:59 PM EDT on November 8, 2024**.

- 1.) **Cover Sheet:** Please complete the cover sheet and submit all required information and documentation required in Appendix A of this RFQ.
- 2.) **Summary** (2 pages maximum): A summary of the individual or organization submitting a quote. Summaries must include:
  - a.) Primary Contact (First/Last Name, Address, Phone Number, and Email Address);
  - b.) Brief description of the individual or organization's background and experience relevant to the scope of work and deliverables for this RFQ; and
  - c.) Resumes (as attachments) of any individuals who will be involved in achieving the scope of work and deliverables. Attached resumes are not included in the 2-page maximum limit for this section.
- 3.) **Budget** (1 page maximum): Quotes must include a brief budget describing all costs associated with meeting the scope of work and deliverables for this RFQ, including staffing, meeting materials, and other costs.

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## Timeline

- RFQ Release Date: **October 9, 2024**
- Deadline for Submitting Questions: **November 1, 2024**
- Deadline for Submitting Quotes: **November 8, 2024**
- Applicant Selection by: **November 15, 2024**
- Contract Start Date by: **November 22, 2024**
- Planning of Community Engagement Meetings: **November 22 - December 6, 2024**
- Facilitation of Community Engagement Meetings: **December 9, 2024 - January 10, 2025**
- Deadline for Submitting Summary Report to Partner4Work: **January 24, 2025**
- Deadline for Providing Presentation on Summary Report to Partner4Work: **January 31, 2025**

## Questions

Questions or requests for additional information must be made in writing to [rfp@partner4work.org](mailto:rfp@partner4work.org) by **November 1, 2024**. Answers will be posted at [www.partner4work.org](http://www.partner4work.org) to make them available to the public to ensure a fair and transparent process.

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## 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/>.

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## 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)

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#### 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.