



Request for Quotes:

Writing Services

**Proposals Due: On a rolling
basis through June 30, 2025**

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

**Date Released:
July 8, 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% through Management & General Funds and covered by Federal Funding and 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 is seeking individuals to assist in a variety of writing projects including but not limited to reports, proposals, plans, web content, and other deliverables. The qualified individual should plan to research the current functions and operations of the organization.

Scope of Work

The awarded individuals will work on specific writing projects as needed, on an interim basis. These projects could include federal, state, and private funding proposals, planning documents, reports, website content, one-pagers, factsheets, and other materials as requested.

Process and Deliverables

The Consultant will be accountable to the Partner4Work Executive Team and will provide bi-weekly updates in writing on applicable projects and deliverables.

How to Apply

Interested consultants shall submit their quotes in the format as specified below to rfp@partner4work.org. Quotes will be accepted on a rolling basis through June 30, 2025. 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 (zipped if necessary) not exceeding 5 pages in length.

- 1. Summary** (2-page maximum) - Name of individual(s), Primary Contact information (name, address, phone number, email address, website) – history including years in business, names, and a resume(s).
- 2. Fee for Services** (any out-of-pocket expenses proposer expects to incur should be detailed) - Specific per-hourly rate is required as is an expected invoicing schedule.

3. Two Writing Samples (does not count toward the page limit)

Review and Selection Process

P4W's Executive Team will review and award proposals as needed based on business needs.

Review Timeline

Release of RFQ

July 8, 2024

Selection of consultant

As needed through June 30, 2025

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 Proposals (RFQ) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussing 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 firms it deems to fall within a competitive range in its discretion.
- 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 later.
- 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 Quote 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 (if applicable).*

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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