

# *Pennsylvania* **CareerLink**

---

## **Request for Proposals Strategic Planning Services**

### **PA CareerLink® Pittsburgh/Allegheny County System**

The PA CareerLink® Pittsburgh/Allegheny County system is soliciting proposals from organizations or individuals of demonstrated effectiveness to facilitate a strategic planning process and prepare a strategic plan for the PA CareerLink® Pittsburgh/Allegheny County system. The purpose of this solicitation is to obtain proposals in a timely manner to enable the strategic planning process to begin on April 1, 2010 and to have a completed plan by June 30, 2010. **Funding for the total project is not to exceed \$8,000 (plus expenses).** Funding may come from a combination of federal, state, and local sources, both public and private.

The PA CareerLink® Pittsburgh/Allegheny County system is governed by an Operator Consortium made up of representatives of all the funding organizations. Operators include: the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania, PA OVR, Goodwill Industries of Southwestern Pennsylvania, and the Greater Pittsburgh Literacy Council. The PA CareerLink® Pittsburgh/Allegheny County system oversees operation of three comprehensive CareerLink® centers in Downtown Pittsburgh – Regional Enterprise Tower, Allegheny County East – Forest Hills, and Allegheny West – Robinson Township. PA CareerLink® centers are chartered by the Pennsylvania Department of Labor and Industry and are operated under the policy direction of the Three Rivers Workforce Investment Board (TRWIB). As such, the PA CareerLink® Pittsburgh/Allegheny County system strategic plan must be congruous with the strategic plan of the TRWIB while at the same time advancing the mission and goals of the PA CareerLink® Pittsburgh/Allegheny County system.

The current CareerLink® strategic plan can be reviewed at [www.careerlinkpittsburgh.com](http://www.careerlinkpittsburgh.com) and the TRWIB plan at [www.trwib.org](http://www.trwib.org).

The vision of the PA CareerLink® Pittsburgh/Allegheny County system is as follows:

PACareerLink® is a cooperative effort to provide one-stop delivery of career services to job seekers, employers and other interested individuals.

The Pittsburgh / Allegheny County mission states:

PA CareerLink® Pittsburgh/Allegheny County system supports local and regional economic development activities by serving as the foundation for the Allegheny County and City of Pittsburgh workforce development system. As a key delivery point, this performance-based system provides employers and job seekers market-driven services in an integrated, universally accessible setting that supports all customers in making informed hiring decisions or career choices.

The successful bidder will be expected to plan and facilitate half or full day meetings totaling approximately 12 hours with the Operator Consortium in April 2010 to create the Strategic Plan 2010-2013. Prior to these meetings during the development phase of the plan, the successful bidder will be required to participate in short sessions, conference calls and/or e-mails with Operator Consortium members and lead staff and to spend time at CareerLink observing and shadowing supervisory and line staff. A final plan document must be produced by June 30, 2010.

The Operator Consortium will make all meeting arrangements in the downtown Pittsburgh area.

Please submit proposals in triplicate to:

Jonathan Walkush  
Chair, PA CareerLink® Pittsburgh/Allegheny County Consortium  
Allegheny County Department of Human Services  
Human Services Building, 2<sup>nd</sup> Fl  
One Smithfield Street  
Pittsburgh PA 15222  
Fax: 412-350-2785  
Email: jonathan.walkush@alleghenycounty.us

Deadline for submission of proposals is close of business at 4:30 PM on Friday, March 12, 2010. Email submissions are acceptable.

### **Evaluation Criteria**

The evaluation of the RFP will be based on the following criteria:

- a. Expertise and experience
- b. Organization/Personnel Qualifications
- c. Description of Work – evaluation of the proposed plan development analysis of the information and reporting to be provided.
- d. Price



## **I. PROPOSAL SUBMISSION**

Proposers must provide evidence of demonstrated effectiveness and experience. Proposers must also identify the categories and costs required to manage this service.

A response to this solicitation does not commit the PA CareerLink® Pittsburgh/Allegheny County System Operator Consortium to award a contract or pay any costs incurred in the preparation of a proposal.

The PA CareerLink® Pittsburgh/Allegheny County System Operator Consortium reserves the right to request proposer to participate in negotiations and / or submit revisions of proposals, as needed.

Because a contract may be awarded based upon the proposal received without further negotiations and / or revisions, each proposal should be submitted in the most favourable terms from a technical and price standpoint.

One (1) original and two (2) copies should be submitted.

## **II. PROPOSAL INSTRUCTIONS**

An organization responding to this request for proposals must complete the Proposal Summary in full. Brevity and conciseness are appreciated. Each proposal must contain the following:

### **A. Narrative**

- 1. Demonstrated qualifications/ability/prior experience of submitter in providing requested services including knowledge of workforce legislation, operations and WIA reauthorization discussions.**
- 2. Resume(s) of personnel expected to be assigned to this work including qualifications, licenses, degrees, or special certifications held**
- 3. Work Statement / Methodology**
- 4. Schedule**

### **B. Additional Information**

1. Overview of Proposing Organization
  - a. Identify governing body (Board of Directors) listing members, positions and affiliations
  - b. Attach By-laws.
  - c. Provide Agency organization chart.
  - d. Identify number of full time and part time employees by job title / position.
  - e. Provide references
2. Submission of a writing sample required, preferably related to strategic planning
3. Compliance with program and record keeping  
The proposal must testify to the organization's ability to generate accurate and timely information and submit periodic reports.

#### 4. Equal Employment Opportunity / Affirmative Action

Recipients of Federal funds must be in compliance with existing laws related to equal employment opportunity. Therefore, all proposals must include the following:

- a. Written assurance that 1) the organization is in compliance with Section 188 of the *Workforce Investment Act of 1998* (Appendix II) and 2) attests to the absence of discriminatory practices on the basis of race, color, sex, religion, national origin, age, disability and political affiliation.
- b. The organization must indicate whether or not it has an affirmative action plan and if so, must include a copy of this plan.
- c. The organization must assure compliance with the *Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009.*

#### 5. Overview of Fiscal Items

- a. Identify name(s) and amount(s) of current insurance carriers (i.e. General Liability, Automobile Liability, Unemployment and Workman's Compensation). Proof of current insurance **must** be included in any fiscal contract. Note that the **minimum** limit of liability is \$1,000,000 combined single limit for bodily injury and property damage.
- b. Provide audited financial statements (on a fiscal year basis) that an Independent Certified Public Accountant prepared that includes a balance sheet as of the end of the fiscal year and related statements of revenues, functional expenses and changes in equity for the year then ended.

### III. REQUIRED ATTACHMENTS

#### **Attachment A – Budget**

Using the attached budget provide a detailed description of all necessary costs for the proposed service. A brief narrative explanation should be included if necessary.

#### **Attachment B – Certifications Regarding Debarment and Suspension**

Recipients of federal funds must certify that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department of agency. Organization must complete and submit the form with the appropriate signatures.

### **Attachment C – Certification Regarding Lobbying**

Recipients of federal funds must certify that no federal appropriated funds awarded under the subcontract will be used for lobbying activities and that any funds other than federal appropriated funds that have been or will be used for lobbying activities have been appropriately disclosed. Organization must complete with the appropriate signatures and submit certification.

### **Attachment D – Form W-9 – request for Taxpayer Identification Number and Certification**

No payments can be made without an original IRS Form W-9 (Request for Taxpayer Identification Number and Certification) on file. This action is consistent with the IRS guidelines. Please complete and sign. CareerLink can only accept W-9s with **live signatures**, no fax or copies.

### **Attachment E – Form 4224 – Exemption from Withholding Tax on Income Effectively Connected with the Conduct of a Trade or Business in the United States.**

If your Company is exempt from withholdings, you must also provide a copy of the IRS Form 4224 along with the W-9. Form 4224 is also attached.

### **APPENDIXES**

#### **Appendix I – Nondiscrimination; Appendix II – Insurance Requirements**





# DEBARMENT AFFIDAVIT

---

## Contractor's Name and Address

### Debarment Affidavit

BEFORE ME, the undersigned authority, personally appeared

Representative's Name

who, being duly sworn according to law, and under penalty of perjury, deposes and says that neither s/he, to the best of her/his knowledge, information, or belief, **CONTRACTOR** or any affiliated individual is prohibited from entering a bid or participating in a PA CareerLink® Pittsburgh/Allegheny County System contract by reason of disqualification by the any Federal Department or Agency.

**Signature of Agency Official:**

**Name of Agency Official:**

**Title of Agency Official:**

**SWORN TO** and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2010

**Notary Public**

---

(Signature)

(Seal)

## **NON - LOBBYING CERTIFICATION**

---

---

### **Contractor's Name and Address**

As a recipient of Federal Funds, I hereby certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the PA CareerLink® Pittsburgh/Allegheny County System, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

**Signature of Agency Official:**

**Name of Agency Official:**

**Title of Agency Official:**

**Non-Discrimination and Equal Opportunity Provision.**

While performing this Agreement, the CONTRACTOR agrees as follows:

- A. CONTRACTOR shall not discriminate against any employee or applicants for employment on the basis of race, color, creed, ancestry, national origin, place of birth, sex, age, disability, non-job related handicap, sexual orientation, political affiliation, and for beneficiaries only, citizenship or participation in programs funded under Federal Funds.
  
- B. CONTRACTOR shall comply with the applicable provisions of Title I and Title II of the Americans with Disabilities Act, any amendments thereto and any regulations issued there under.

## Certificate of Insurance

Prior to execution of an Agreement, the Contractor must submit a Certificate of Insurance duly executed by the officers or authorized representatives of a reasonable and non-assessable insurance company. The policy must evidence the following coverage:

	<b>Single Limit</b>
<b>General Liability</b>	
Bodily Injury and Property Damage	\$1,000,000.00
<b>Workers' Compensation</b>	Statutory Provisions

### Additional Information

All policies must be on an **OCCURRENCE BASIS**. Claims made policies are not acceptable.

**PA CAREERLINK® PITTSBURGH / ALLEGHENY COUNTY  
STRATEGIC PLAN IMPLEMENTATION: COMMITTEES**



