



CITY OF PITTSBURGH

Request for Proposals

FOR THE

2010 PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM

Proposal Due Date

March 15, 2010

4:00 PM

Pittsburgh Partnership
406 City County Building
414 Grant Street
Pittsburgh, PA 15219

EEO/M/F/D

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PURPOSE

On behalf of Mayor Luke Ravenstahl, the Director of Personnel, the Manager and staff of the City of Pittsburgh's Pittsburgh Partnership, we are pleased to issue this Request for Proposals (RFP) for the 2010 Pittsburgh Summer Youth Employment Program. Activities may be supported in whole or in part by, but not limited to funds available from the U.S. Department of Labor, the Pennsylvania Department of Labor and Industry, the City of Pittsburgh and other sources. Proposals are being solicited for summer employment programs serving youths ages 14-21 from July 6, 2010 through August 13, 2010. The Pittsburgh Partnership seeks programs that utilize creative and productive approaches to summer work experiences in either Conservation Work or Internships in business environments.

POPULATIONS TO BE SERVED:

Who is to be Served: The population to be served is youths ages 14-21 (may not be younger than 14 or older than 21 at the start of program participation) living in the City of Pittsburgh. Applicants will be required to complete an application which identifies personal characteristics and WIA eligibility criteria. Eligibility will be determined by staff of the Pittsburgh Partnership or its authorized agents.

Target Groups: The City of Pittsburgh encourages all youths to apply and encourages the proposal of programs that serve economically disadvantaged youths between the ages of 14 and 21 who are out-of-school (not attending secondary school), in-school (attending secondary school), or most at risk of dropping out: youths in and aging out of foster care, youth offenders and those at risk of court involvement, homeless and runaway youths, children of incarcerated parents, migrant youths, Indian and Native American youths, and youths with disabilities.

ACTIVITY DATES

Youth Conservation/Field Work and Internship activity will begin July 6, 2010 and end August 13, 2010. This allows for the management of a six week work experience of 30 hours per week. The six week work experience includes an additional 16 hours of work readiness training and an assessment of skills before and after the work readiness training.

Application submission points and eligibility determination locations will be announced at a later date. **Youths may be identified to participate in proposed programs from a random selection of eligible applications.**

TYPES OF PROPOSALS REQUESTED

Work experience provides actual work and wages. Proposals are sought for designs which provide services to youths through one of the following work tracks (a separate proposal must be submitted for each track):

Work Experience Track 1: Conservation Work

Work crews will be engaged in conservation projects, environmental restoration or the improvement and beautification of City Parks, public properties, vacant lots and other City owned or identified properties. The Pittsburgh Partnership is seeking organization(s) that can manage several work crews engaged in the improvement, restoration and maintenance of such public lands and places. Bidders may propose specific areas or projects but work assignments will be made on the basis of priorities established by the City of Pittsburgh's Department of Public Works and Parks Maintenance. Management of work includes the scheduling, tracking and dispatch of crews to appropriate worksites as determined by the City of Pittsburgh, as well as payroll, supervision and management of the health and safety issues for each participant. Work crews

will be comprised of youths drawn at random from an at-large pool of eligible applicants. Work crews are comprised typically of 10 youths and an adult Crew Leader (Supervisor). Proposals should outline organizational capabilities and resources to successfully manage Conservation and Field Work Crews.

Work Experience Track 2: Internships in Businesses or Offices

Internships are work experiences for youths in business offices or professional settings. The Pittsburgh Partnership is seeking organizations (Intermediaries) with experience and ability to broker relationships with various employers and create work sites for youths. Priority will be given to projects which involve activity in one or more TRWIB designated growth employment sectors (Construction, Finance and Insurance, Healthcare and Social Assistance, Manufacturing, Professional and Technical Services). Additional promising clusters outside of the TRWIB growth industries are: Information and Communications, Education, Advanced Materials, Robotics, Financial Services, Health Care and Life Sciences), including "Green Industries" or "Green Jobs." Worksites and positions must not replace employees previously displaced or laid off for economic reasons. Internships may be developed with for-profit and non-profit employers and organizations. Quality internships will offer value added contextual learning as part of actual supervised work experience. Responsibilities of the intermediary organization include recruitment of business partners, placement of youth in positions with employers, payroll and monitoring of the work sites and activity. Proposed programs should be appropriate to the age and school status of the youths to be served. Proposals should also include a list of proposed partners acting as worksites.

COSTS

Bidders should complete a proposal Budget (Attachment B). Budgets should include costs for staff, materials, tools, supplies, participant wages and stipends and other cost deemed practical and necessary for a successful program, as suggested on the Budget form. Participant wages should be calculated by using the minimum wage of \$7.25 per hour (# of participants X \$7.25 per hour X 30hrs Week X 6 weeks) and a non-taxable stipend of \$6.00 per hour (# participants X \$6.00 X 16 hrs.) for the required work readiness training. The maximum amount of compensation a participant may receive throughout the summer is \$1,305 in work experience wages and \$96 in JumpStart Success work readiness stipends. The total amount of compensation for each student depends on the number of hours actual participation in Work Experience (up to 180 hours) and the number of hours spent in Work Readiness training (up to 16 hours of training). The **maximum per person cost is \$3,200**, the calculation for which includes wages and stipends, is determined by the total project cost divided by the number of participants.

PROHIBITED ACTIVITY

Section 1604 of Division A. of the American Recovery and Reinvestment Act states, "none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool." Therefore, the Pittsburgh Partnership will not permit the placement in, or support the activity of summer employment or work experiences in any of these facilities. Participants may not operate power tools. Please refer to the abstract on Child Labor Laws for other information on prohibited employment and occupations, or restriction of hours at <http://www.pittsburghpartnership.org/documents/ChildLabor%20abstract%202008.pdf>

EXPECTATIONS FOR ALL SUCCESSFUL BIDDERS/CONTRACTORS

- Development (recruitment) of worksites and employer relationships
- Development of job descriptions and completion of worksite agreements describing expectations and the relationship between Intermediary and host employer

- Participation in pre-program training or orientation by the City or its authorized agents
- Provision of training and orientation for both the youth and employers or worksites
- Maintenance of records and participant files
- Maintenance of time, attendance and payroll records of all participants
- Completion of all required forms and paperwork as necessary
- Attendance at required meetings convened by the City for its summer employment contractors
- Monitoring worksite and ensuring compliance with regulations, policies, required postings and child labor laws according to standards established by the Pittsburgh Partnership.
- Adherence by the intermediary and the host worksite, to all applicable laws and child labor regulations, including Act 33/34 background clearances
- Meeting performance standard: 50% of Participating Youths must demonstrate proficiency in work readiness as determined by pre and post testing of the Jumpstart Success job readiness and career exploration system, resulting in certification
- Monitoring and reporting all contracted activity
- Orientation of youth workers and participants
- Placement of youths from applicant pool
- Insurance, Safety and Risk Management, including Workers Compensation where applicable
- Monitoring and reporting to the City of Pittsburgh and the Pittsburgh Partnership as requested
- Hiring and training of Field Supervisors (Crew Leaders) and other staff as needed or appropriate
- Adherence to all applicable laws
- Career and Work Readiness Education for all youths (cost of instruction to be incurred by Pittsburgh Partnership - not to be calculated in proposal budgets)
 - Contractor staff must attend initial training by YouthWorks Inc. as preparation for instruction on Jumpstart Success Job Readiness and Career Exploration System, or verify that staff have already been certified
 - Contractor must deliver instruction, based on the above preparation, to all youths in either Work Track, a 16 hour course of instruction based on the YouthWorks Inc. Jumpstart Success Guide to Job Readiness and Career Exploration work and career exploration competency system
 - Contractor is responsible for scheduling and coordinating instruction with work schedules of all participants regardless of Work Track
 - Contractor is responsible for scheduling and coordinating pre-testing and post-testing of all participants regardless of Work Track

Requirements and priorities are based on current available information and may change without notice. The City of Pittsburgh reserves the right to require additional information from Bidders subsequent to proposal submission, such as an expanded, revised or new proposals. The City of Pittsburgh's Pittsburgh Partnership reserves the right to issue additional RFP's if and when it is in the City's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful Bidders under this or subsequent RFP's. The Pittsburgh Partnership 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. All potential contractors are subject to review by the Finance Department of the City for outstanding financial obligations including taxes and liens, and no contract will be extended to any individual or entity without resolution of these outstanding obligations. The Pittsburgh Partnership reserves the right to solicit proposals for demonstration and other specific projects at any time during the program year. All WIA-funded programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

PROPOSAL SUBMISSION

Where: Original proposal with ten (10) copies must be delivered to:
Dorothy Holliday, Acting Manager
Pittsburgh Partnership
406 City County Building
414 Grant St.
Pittsburgh, PA 15219

When: The deadline for proposal submission is 4:00 PM EST, March 15, 2010. Proposals will not be accepted or considered after the submission deadline.

What: All Proposals must include the following:

1. Cover Page
2. Proposal Description (limited to Proposal Description Page and no more than four additional 8 $\frac{1}{2}$ X 11 double spaced pages with 12 Pt. Arial font.)
3. Proposal Budget with Budget Narrative

Who can apply: Non-profit corporations and organizations, for-profit corporations, community based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations may apply. Organizations with existing Federal Tax ID may serve as a responsible fiscal and administrative agent for an unincorporated entity.

Technical Assistance

There are various forms of technical service available:

Staff Resources

RFP and Proposal Submission Questions/Concerns:

Jim Brenner, Youth Services Supervisor, Pittsburgh Partnership at CareerLink
412-552-7035 E-mail: jbrenner@pghcareerlink.org

Fiscal and Budgeting Questions/Concerns

Nancy Sweeney, Account and Contract Supervisor, Pittsburgh Partnership
412-255-2645 E-mail: nsweeney@pghcareerlink.org

Youth Policy Council and Workforce Investment Board Questions

Micah Frankenfield, Youth Program Officer, Three Rivers Workforce Investment Board
412-552-7087 E-mail: mfrankenfield@TRWIB.org

Review of Proposals

Proposals are reviewed by an Independent Review Committee composed of individuals with expertise in the areas of youth programming, proposal construction and grant writing, communications, education, government, business and community organizing. Each proposal is evaluated according to the specifications in this RFP and the weights assigned to each element in the Model Specification section. Proposals are then ranked according to point values received along with other priorities such as population indices, demographics, and changes in Federal and State legislation or policy. Successful Bidders will be invited to negotiate a contract for services based on the project described in the proposal, approved by the Youth Policy Council and the TRWIB, and stipulations of the funding sources.

Application Cover Page

Attachment A

Name of Organization: _____

Address: _____

City: _____ State _____ Zip Code _____

Principal Contact Person: _____ Title: _____

(Note: Principal Contact Person must be someone knowledgeable about the proposal and the program.)

Phone: _____ FAX: _____ E-mail: _____

Fiscal Contact Person: _____

Phone: _____ FAX: _____ E-mail: _____

Executive Director: _____

Phone: _____ FAX: _____ E-mail: _____

A. Model (Check only one Model - a separate proposal is required for each model)

Work Track 1 - Conservation Work

Work Track 2 - Internships

B. Program Information

Total Number of Participants to be served: _____

Number of Youths: _____ Budget Total (line 17 of the Budget Summary): _____

Cost per Participant (line 18 of the Budget Summary): _____

Program Title: _____

Proposed Start Date: _____ End Date: _____

C. Legal Information

Is your organization incorporated? Yes No FOR-PROFIT NON-PROFIT

FEIN: _____

If not incorporated, name of the legal entity that will act as fiscal and administrative agent.

Administrative Agent Name: _____

Contact Person: _____

Phone: _____ FAX: _____ E-mail: _____

Short Executive Summary (short Description of Program - Note: This information may be published if program is funded - Limited to three single spaced lines on this form in 12 Pt. Arial font).

Pittsburgh Summer Youth Employment Program Description

Name of Organization _____ **Program Model:** _____

Location of Activity: (Neighborhood) _____ **Zip** _____

Description must be limited to this page and up to four full additional 8 1/2 X 11 pages, double spaced, in 12 pt. Arial font. Information may include, but is not limited to, proposed activity, relative experience, resources at hand, outcomes and fiscal/administrative ability.

Budget Form and Budget Narrative Attachment B

Organization: _____

Program Title: _____

Fiscal Contact: _____ Fiscal Contact Phone _____

Does the organization have an A-133 audit prepared each fiscal or calendar year? Yes No
If no, please explain:

Line	Item	Costs to be charged to this grant	% of Budget Total
1	Staff Administrative wages		
2	Staff Administrative fringe benefits		
3	SUBTOTAL (add lines 1 + 2) *(line 3 not to exceed 8% of Line 17)		%
4	Program Staff/Trainers wages** (direct client intervention)		
5	Program Staff/Trainers fringe benefits		
6	Activities		
7	Consultants		
8	Participant materials and supplies		
9	Other Program costs (itemize in Budget Narrative)		
10	Transportation		
11	Participant Wages ***(# of participants X \$7.25/hr.X 30 Hrs. X 6 Weeks)		
12	Participant F.I.C.A (Total Wages X .0765)		
13	Participant Unemployment/Workers Compensation (if applicable)		
14	Other Direct Participant Costs		
15	JumpStart Success Participant Stipends*** (# of participants X \$6.00/hr. X 16 Hours)		
16	SUBTOTAL Participant Costs (add lines 4 through 15)		
17	TOTAL Project Cost (Line 3 + Line 16)		
18	COST PER PARTICIPANT (Divide line 17 by the # of participants)		

* Administration is limited to a maximum of eight percent of budget total.

** The recommended staff to participant ratio is 10:1

*** JumpStart Success Work Readiness Training is compensated as a non-taxable Stipend at a rate of \$6.00/hr. All other work experience is compensated at \$7.25/hr. as a taxable wage subject to applicable withholdings.

Note 1: Bidders may elect to convert Budget Form to a MS Excel™ (or equivalent) spreadsheet to perform automatic calculations or request an Excel™ form by e-mail or download one at www.pittsburghpartnership.org.

Note 2: If the proposal is approved, additional information and budget detail will be required. Prior to contract negotiations, successful Bidders must obtain an updated Certificate of Insurance and make arrangements with the City of Pittsburgh's Finance Department to resolve any outstanding taxes.

Budget Detail and Narrative Information

Attachment B (Continued)

The Budget Narrative should clearly indicate how Budget Line Items were calculated. Youth Wages should be calculated on the basis of the minimum Wage of \$7.25 per hour. Youth Stipend for Jumpstart Success hours should be calculated on the basis of \$6.00 per hour. Administration is limited to 8% of the total cost of the program or project. Maximum cost per person is \$3,200, which includes work experience wages and work readiness stipends.

City of Pittsburgh Insurance Requirements

Insurance certificates are not required as part of the proposal, however, prior to execution of a contract with the City of Pittsburgh, the subcontractor (a successful bidder selected for funding) must submit a Certificate of Insurance to the designated Program Administrator at the City of Pittsburgh duly executed by the officers or authorized representatives of a reasonable and non-assessable insurance company. The policy must show evidence of the following:

LIABILITY	Individual Occurrence	Aggregate
GENERAL LIABILITY*	\$500,000	\$1,000,000
WORKERS' COMPENSATION	Statutory Provisions	Statutory Provisions
AUTOMOBILE LIABILITY**	\$500,000	\$1,000,000
Bodily injury including death	\$50,000	\$1,000,000
Property Damage	\$50,000	\$100,000

*Minimum required coverage.

**Required only if a vehicle will be used in connection with the program

Additional Insurance Information All policies must be listed on an OCCURRENCE BASIS. Claims Made policies are not acceptable. The City of Pittsburgh must be listed on the Certificate as an ADDITIONAL INSURED. Listing the City as a Certificate Holder is not acceptable. Policies must be non-cancelable except upon thirty (30) days prior written notice to the City. The legal name on the contract must agree with the name on the insurance certificate.

Note: Insurance coverage must be maintained continuously for the entire period of the contract.

Payment of Invoices

Funding is not awarded to successful proposal submitters as a grant. The City of Pittsburgh provides funding for programs and activities through contractual arrangements with successful bidders. Payments are made after execution of a contract and invoices representing actual costs have been submitted. Contractors may be asked to substantiate actual costs with supporting documentation such as receipts, payroll registers, timesheets and vendor invoices. In some cases payment(s) may be withheld or delayed until adequate support is reviewed and approved. Total payments to a contractor may differ from the total amount allowable in a contract budget if: actual costs are less than the budget amount, payment documentation cannot support the actual costs or costs are unallowable. Please consult with staff contacts for questions about allowable costs.

Proposal Evaluation Criteria

Criterion	Rating	Weight	Score
Organizational Capability			
Past performance with training/workforce development		20%	
Organizational experience with similar type programs			
Fiscal and administrative capacity			
Program design			
Quality of work assignments for participants		60%	
Connection to "green" project or employment			
Project components in addition to work			
Value added work experience (contextual learning)			
Location and accessibility of services			
Program completion clearly defined			
Cost effectiveness: number of youths to be served, cost per participant, shared resources leveraged from outside			
Connection to TRWIB Industry Cluster addressed by the program: Construction, Finance and Insurance, Healthcare and Social Assistance, Manufacturing Professional, and Technical Services			
Linkages with businesses, community or human service groups			
Shared resources or services			
In house support /counseling			
Outcomes			
Ability to meet Readiness standard (50% attainment as determined by passing mark on post-testing of JumpStart Success Work Readiness component)		20%	
TOTAL		100%	

Note: Actual total ratings for previously or currently contracted Bidders will be adjusted for WIA performance benchmark shortfall.

Rating Criteria 1 = Poor - nonexistent / major deficiencies, 3 = Below Average - minor deficiencies, 5 = Average - meets all requirements; 7 = Very Good - exceeds requirements; 10 = Outstanding - has exceptional additional components/features.

Total Score = Rating (1-10) X Weight.