



# **City of Pittsburgh, Allegheny County and Three Rivers Workforce Investment Board**

## **(The Learn and Earn Collaborative)**

### **Request for Proposals**



**FOR THE**

## **2015 Learn and Earn**

## **Summer Employment Initiative**

formerly known as the PITTSBURGH SUMMER YOUTH EMPLOYMENT PROGRAM

Proposal Due Date

March 30, 2015 - 4:00 PM

Learn and Earn Collaborative

650 Smithfield Street, Suite 2600 (c/o 3RWIB)

15222 Pittsburgh, PA

RFP Released: March 9, 2015

EEO/M/F/D

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## **PURPOSE**

On behalf of the Learn and Earn Collaborative, we are pleased to issue this Request for Proposals (RFP) for the 2015 Learn and Earn Summer Youth Employment initiative. Proposals are being solicited for summer employment programs serving youths ages 14-21 from June 29, 2015 through August 7, 2015. We are seeking programs that utilize creative and productive approaches to summer work experiences through service learning, paid work experience and internships.

### ***An Important Note on Funding***

As of the release of this Request for Proposals (RFP), the exact level of funding available for summer youth employment in 2015 is unknown. This RFP is based on a preliminary budget and is subject to change without notice. As of the release of this RFP, anticipated sources of funding may include dollars available via Temporary Assistance for Needy Families (TANF) allocations, City of Pittsburgh, Allegheny County, businesses and philanthropies. All awards are contingent on the availability of funding at the time of contract award.

## **VISION**

Under the joint leadership of Mayor William Peduto, Allegheny County Chief Executive Rich Fitzgerald, and the Three Rivers Workforce Investment Board, the Pittsburgh Summer Youth Employment Learn and Earn Initiative seeks to create a system that launches youth to viable career pathways through academic support, work readiness coaching, and on-the-job skills training. The Learn and Earn Initiative is a means of developing a future workforce who are better prepared to secure meaningful employment and progress to post high school education. The evolution of the program will include an enhanced self-directed approach, where applicants may select a preference for job or occupational tracts that are in line with growing or trending occupational areas within the Pittsburgh region.

This new program design will allow the individual Summer Youth Employment programs provided by the City of Pittsburgh, the County, and the Workforce Investment Board to grow into a more comprehensive youth employment delivery system. Learn and Earn will engage youth workers, ages 14-21, in paid work activities, including a stipend for work readiness and financial literacy training prior to worksite placement. The program will also incorporate a three-tiered model which will allow for more appropriate youth placement and job/skills matching, while further enhancing their overall experience. This, in turn, will further synergize our community partner's efforts and allow us to better assist each youth in identifying career paths, expectations and goals.

The Learn and Earn initiative's enhanced learning opportunities, coupled with peer to peer engagement, will serve to create enduring experiences that have transformative effects for each participant and their communities. The new initiative will expand upon existing partnerships and collaborations to promote youth leadership and increase opportunities for personal growth and economic independence.

## **POPULATIONS TO BE SERVED**

The population to be served is youth, ages 14-21 (may not be younger than 14 or older than 21 by July 1, 2015) living in the City of Pittsburgh and Allegheny County. Applicants will be required to complete an application which identifies personal characteristics and income eligibility criteria. Application information will be verified through third party documentation. Eligibility will be determined by staff of the Learn and Earn Collaborative.

## **ACTIVITY DATES**

The Learn and Earn activity will begin June 30, 2015 and end August 7, 2015. This allows for the management of a six week work experience of up to 25 hours per week and 12 to 24 hours of Work Readiness and/or Career Exploration Training.

Summer Youth Application: The Youth Application and the location of Application submission points will be announced at a **later date**. Applications are reviewed and eligibility is determined at the Application Submission Sites. **Youth may be assigned to participate in approved programs (based on proposals) from a random selection of eligible applications.**

## **SUMMER EMPLOYMENT PROGRAM MODELS TO BE FUNDED**

The Learn and Earn Initiative is envisioned as a three-tiered employment system: Service Learning/Apprentice Level, Work Experience/Project Leader, and Corporate Internship/Project Manager Tier.

### **Service Learning/Apprentice Tier:**

*Up to 25 hours of paid work experience per week (\$7.25/hr.) and 12 hours of Work Readiness training (\$6.00/hr.) prior to placement*

Programs in this tier should employ teaching and learning strategies designed for youth with little or no prior exposure to the world of work. These programs will allow youth to collectively address real-world issues, problems, and needs within the local community. Youth will work in groups in a paid experience to explore these real-world challenges through direct service.

Experience in this tier will allow participants to learn and exemplify the work readiness and soft skills necessary to gain and maintain employment, as well as, advance in their careers. Participants will also learn the fundamental skills in financial literacy. Youth will learn the basic concepts of the entry level types of work or occupations available in the fourteen Learn and Earn career tracks. All Learn and Earn participants in this tier should be placed in an entry-level worksite around their interests, abilities, and career goals. Participants will learn the essential work readiness and cognitive skills sets for the selected career track around the academic, career education and work standards their individual career choice focuses on.

### **Work Experience/Project Leader Tier:**

*Up to 25 hours of paid work experience per week (\$7.25/hr.) and 12 hours of Work Readiness training (\$6.00/hr.) prior to placement*

Programs in this tier should provide a structured paid work experience for youth with limited exposure to the world of work. Participants will engage in structured experiences on a worksite that, when possible, reflects their career of interest. Suitable worksites include community-based organizations and businesses with jobs accessible to the teenage population.

Programs in this tier will allow participants to enhance their work readiness and soft skills necessary to gain and maintain employment. Participants will reevaluate their interests and skill levels, and further develop their post-secondary education and career goals.

Participants will continue to learn fundamental skills in financial literacy. All participants in this tier will be placed in local community organizations, medical facilities, government offices, or government departments around their interests, abilities, and career goals. Participants will have already exemplified the ability to comprehend basic work requirements, handle tasks under the direction of supervisors, and show the capability to work on tasks solely with favorable outcomes or results. The overall outcomes for the participants in this tier will also be aligned with the PA Academic, Career Education, and Work Standards.

**Corporate Internships/Project Management Tier:**

*Up to 20 hours of paid work experience per week (\$8.50/hr.) and 24 hours of Work Readiness training (\$8.50/hr.) prior and during placement*

Programs in this tier should offer an advanced opportunity for youth with prior employment and/or leadership experience. These paid experiences will provide youth with exposure to professional careers otherwise not accessible to the teenage population, opportunities to develop and refine work skills, and engagement in ongoing, weekly professional-development workshops. In addition, internships will provide opportunities for youth to work closely with a trained, adult supervisor, who will serve in an instructional role throughout the duration of the experience. To the extent possible, internships should involve placements in local, high-priority, high-growth industries. Quality internships will offer value-added contextual learning as part of actual supervised work experience.

Programs in this tier will allow participants to solidify their career goals, skills sets, and post-secondary education needs. All participants in this tier will also have shown exemplary capabilities to handle tasks and projects from start to finish, work well as team members, and think creatively for efficient results in their career tracks of interest. Participants will be acting as mentors in financial literacy to their peers.

**TYPES OF SERVICES REQUESTED**

Proposals are sought to a) provide quality Work Experience at any and/or all of the tiers, and b) to ensure implementation of quality Work Readiness Training as an integral part of the work experience. Work Experience is defined as actual supervised entry level work in exchange for wages, subject to appropriate Federal, State and local municipality or taxing bodies withholdings. Work Readiness Training is defined as a program or curriculum effectively preparing youth for an understanding of the workplace, employer expectations and job survival. Both types of services are expected to align with the vision and goals of the Learn and Earn initiative.

**a) Summer Employment/Work Experience**

Proposals are sought from organizations with capability, expertise and background to manage a summer youth employment program and a cohort of summer youth employment participants. Successful bidders for the Learn and Earn Initiative will identify worksites for first and second tier experiences within local non-profit organizations, public agencies, and/or private businesses. Submitters for projects aimed at Tier Three experiences will be expected to work directly with the Three Rivers Workforce Investment Board on securing high-quality internship placements in corporate settings.

All selected contractors will provide direct services and support for all program participants during the entire six weeks of work experience, including but not limited to readiness training, skills development, mentoring, career and goal attainment guidance, and management of each participant's time and wages.

In order to ensure program quality and alignment to standards for contracted agencies, this RFP seeks proposals for summer employment programs that comprehensively address one or more of the following common core competencies through paid work experience:

1. Customer Service
2. Computer Literacy
3. Job Readiness
4. Interpersonal Communications
5. Financial Literacy
6. Problem Solving

In addition to these 6 core competencies, 14 career tracks will be offered based on the growing or trending occupations in the Pittsburgh area:

1. Customer Service
2. Education
3. Community Development (Government and Non-profit)
4. Health Care
5. Human Services
6. Information Technology
7. Insurance
8. Park Management
9. Public Works
10. Recreation
11. Public Safety
12. Labor/Trades
13. Financial/Banking
14. Marketing

In order to receive maximum points on the RFP evaluation rubric, proposal submitters are required to demonstrate to what degree their proposed work placements for youth advance one or more of the six core competencies and align with at least one career track. Proposals should include a list of proposed partners acting as worksites.

Responsibilities of the intermediary organization include recruitment of business partners (worksites), evaluation and appropriate matching of youth with worksites or employers, payroll and monitoring of the work sites and worksite activity. Successful bidders will also be responsible for delivering or facilitating the delivery of the standard Work Readiness Training to all participants.

Proposed work experiences should be appropriate to the age and experiences of the youth to be served.

## **b) Training**

The Learn and Earn Initiative envisions a common curriculum for work readiness and pre-employment soft-skills training. This training and its outcomes should be aligned with the PA Academic and Common Core Standards, including career readiness expectations

exemplified by programs such as the Pittsburgh Promise. The training curriculum along with a train-the-trainer session will be provided by the Learn and Earn Collaborative to all successful bidders.

Successful bidders for the Learn and Earn Summer Employment will be expected to effectively impart the training to all participants.

The training will include, but is not limited to the following topics:

1. **Pre-work requirements**, (pre-employment expectations, I-9's, W-4's and other forms and paperwork require before work);
2. **Employer workplace expectations**, (punctuality, attendance, following directions, proper attire, respect for supervisors and workplace etiquette, teamwork; understanding the job, completion, and accountability);
3. **Workplace Skills** (communications [written, verbal and non-verbal], teamwork, diversity, leadership, listening and questioning skills, customer service);
4. **Life Skills** (time management, computer literacy, pay statements, transportation, social etiquette, decision making, ethical behavior lifestyle and its impact);
5. **Job search** (Interviewing and interview expectations, resumes, follow-up);
6. **Goal Setting** (business plans, graduation requirements, educational plans, training, career planning and career exploration).

Note: Financial literacy is most likely to be included in the curriculum. However, arrangements have been made through third party organizations and special grants to provide Financial Literacy training to summer program providers. This will be blended into the Work Readiness Training.

Work Readiness Training for the tier one and two should be twelve hours in duration and delivered prior to the work experience. The training for the tier three should be thirty hours in duration and delivered prior and during the work experience.

## **LEARN AND EARN MODEL COSTS**

Learn and Earn will maintain the core concept of the prior years' goal of engaging youth workers ages 14-21 in paid work activities for six weeks during the summer months, as well as work readiness and financial literacy training.

**For Tier 1 and Tier 2:** Participant Work Experience wages should be calculated by using the minimum wage of \$7.25 per hour (# of participants X \$7.25 per hour X 5 hrs per day X 27 days). Work Readiness and/or Career Exploration Training (a non-taxable stipend) should be calculated at a rate of \$6.00 per hour (# participants X \$6.00/hour X 12 hrs). The maximum amount of compensation per participant is \$ \$978 in wages and \$72.00 in stipends). FICA must calculated and added into the budget.

**For Tier 3:** Participant Work Experience wages should be calculated by using wage of \$8.50 per hour (# of participants X \$8.50 per hour X 4 hrs per day X 24 days). Work Readiness (a non-taxable stipend) should be calculated at a rate of \$8.50 per hour (# participants X \$8.50/hour X 24 hrs). The maximum amount of compensation per participant is \$ \$816 in wages and \$204.00 in stipends). FICA must calculated and added into the budget.

The **maximum reimbursable cost per person is \$2,000 per participant**, the calculation for which includes wages and stipends, is determined by the total project cost divided by the number of participants.

Note: There are 30 days in the core work period of June 30 through August 7, one day is subtracted for the July 4<sup>th</sup> holiday, leaving 29 days of actual work experience and training.

Bidders should complete a proposal Budget (Attachment B). Budgets should include costs for staff, materials, tools, supplies, work readiness training, participant wages and stipends and other cost deemed practical and necessary for a successful program, as suggested on the Budget form.

## **PROHIBITED ACTIVITY**

Worksites and positions must not replace employees previously displaced or laid off for economic reasons.

Funds made available to support the 2015 PSYEP may not be used for any activity or work experience in logging or forestry operations, bar rooms, casinos or other establishments where legal gambling is permitted. **Participants may also not operate power tools or participate in work that requires the use of 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.portal.state.pa.us/portal/server.pt/community/child\\_labor\\_law/10517](http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517) The Learn and Earn Collaborative, at its discretion, may prohibit work at other locations or businesses, without prior notice, if it is in the best interest of the youth workers to do so.

## **ACT 33/34 BACKGROUND CLEARANCES**

All staff or personnel directly supervising summer youth program participants must have a satisfactory Pennsylvania Criminal Background report and Child Abuse History Report **PRIOR** to the start of program. The Criminal Background Report is obtained through the Pennsylvania State Police PATCH Criminal History Request process at <https://epatch.state.pa.us/Home.jsp>. The cost is \$10.00 and the report is instantaneous. The Child Abuse History Clearance report and information on submitting an application is at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Child Abuse History Clearance results are mailed to the applicant within 14 days from the date that the Clearance request is received by the Commonwealth of PA. Successful bidders will be provided additional information on forwarding the reports to the Learn and Earn Collaborative. Interpretation of results of both the Criminal History and Child Abuse History reports will be made by the Learn and Earn Collaborative and decisions will be made on what is determined to be in the best interest of the youth to be served.

## **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 Learn and Earn Collaborative or its authorized agents.
- Provision of training and orientation for the youth, employers and employers' worksite supervisors.
- 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 Learn and Earn Collaborative for its summer employment contractors.
- Monitoring of all worksites that ensures compliance with regulations, policies, required postings and child labor laws according to standards established by the Pittsburgh Partnership at all worksites, at both in-house positions and remotely located hosted worksites.
- Adherence by the Contractor (intermediary) and the host worksite, to all applicable laws and child labor regulations, including Act 33/34 background clearances.
- Meeting performance standards:
  - Ability to meet Work Readiness standard (90% of participants achieve a score of 39 or better [75%] on last Work Readiness AND Work Experience Progress Report).
  - Retention: Ability to maintain workers and achieve an enrollment percentage (90%) at end of program (percentage of total possible contracted openings).
  - Attendance: Ability to achieve high average percentage (90%) of total possible cumulative hours worked and wages earned.
- Evaluation of program and program participants through Progress Reports, surveys of participants and staff and other forms as needed or necessary.
- 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 Learn and Earn Collaborative as requested.
- Hiring and training of Field Supervisors (Crew Leaders) and other staff as needed or appropriate.
- Adherence to all applicable laws.
- Obtaining end-of-program surveys from all youth.
- Providing Work Readiness for all youths.
  - Contractor is responsible for scheduling and coordinating instruction with work schedules of all participants regardless of Work Track.
  - Contractor is responsible for differentiating, on time and attendance forms, the hours for Work Readiness and Work Experience.
  - Contractor is responsible for providing staff and space as needed.
  - Contractor is responsible to deliver the Work Readiness and/or Career Exploration Training as defined in its proposal to the Learn and Earn Collaborative.
- Comply with any funder-requested or mandated program requirements.

## **DISCLAIMERS**

Requirements and priorities are based on current available information and may change without notice. The Learn and Earn Collaborative reserves the right to require additional information from Bidders subsequent to proposal submission, such as expanded, revised or new proposals. The Learn and Earn Collaborative reserves the right to issue additional RFP's if and when it is in the Learn and Earn Collaborative'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 Learn and Earn Collaborative 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 and the County for outstanding financial obligations including taxes and liens, and no contract will be tendered to any individual or entity without a satisfactory resolution, as determined by the Learn and Earn Collaborative, of these outstanding obligations. The Learn and Earn Collaborative reserves the right to solicit proposals to demonstration or pilot specific concepts or practices at any time during the PSYEP program period or throughout the year. 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.

## **PROPOSAL SUBMISSION**

**Where:** Original proposal with ten (10) copies and one e-mailed electronic version must be delivered to:

Paper copies to:

Learn and Earn Collaborative  
650 Smithfield Street, Suite 2600 (c/o 3RWIB)  
15222 Pittsburgh, PA

Electronic version in MS word or MS Word convertible format to:

[LearnAndEarn@trwib.org](mailto:LearnAndEarn@trwib.org)

**When:** The **Deadline** for proposal submission is 4:00 PM EST, Monday, March 30, 2015. **PROPOSALS OR PORTIONS OF PROPOSALS, EITHER PHYSICAL OR ELECTRONIC, 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 Program Description Page and no more than four additional 8 $\frac{1}{2}$  X 11 pages with font no smaller than 10 Pt. Arial and ½ inch margins)

This is an Arial font at 10 pt setting.

Use of other fonts, page set ups, or additional pages of program description may disqualify the proposal

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. If an administrative or fiscal agent is used, the arrangement must be clearly indicated in the proposal and the proposal must include a letter signed by a responsible, authorized board member of the agent organization acknowledging the arrangement.

## **Technical Assistance**

Technical service is available and inquiries are welcomed. The primary mode of communication between the Learn and Earn Collaborative and potential bidders will be coordinated by LaTrenda Leonard via [latrenda.leonard@pittsburghpa.gov](mailto:latrenda.leonard@pittsburghpa.gov)

All questions and answers will be posted within three business days on [www.trwib.org](http://www.trwib.org) and <http://pittsburghpa.gov/personnel/pittsburghpartnership/psyep> websites.

It is the bidder's responsibility to check the web pages frequently to stay connected and apprised throughout the process. Questions will not be answered over the phone or in person. Questions received after March 25, 2015 will not be answered.

## **Review of Proposals**

Proposals are reviewed by an Independent Review Panel 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, State and local legislation or policy. The availability of funding will determine the number of proposals that will be selected. Successful Bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources.

## **Worksite Requests Only**

Organizations wishing only to host a youth or youths and act as a worksite, may forgo the proposal submission and the responsibilities of being a contractor. If interested only in hosting a youth or youths and acting as a worksite, please send an email to [LearnAndEarn@trwib.org](mailto:LearnAndEarn@trwib.org) with the organization's contact information and a very brief explanation of the job.

**Application Cover Page**

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)

- Tier 1
- Tier 2
- Tier 3

**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: \_\_\_\_\_

**C. Legal Information**

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

Federal Employer Identification Number (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 10 Pt. Arial font).

## Learn and Earn 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 10 pt. Arial font, 1/2 margins. Information may include, but is not limited to, proposed activity, relative experience, resources at hand, outcomes and fiscal/administrative ability. (This paragraph is displayed in 10 pt. Arial font with 1/2 margins)

*Remainder of page intentionally left blank.*

# Budget Form – Work Experience

# 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	<b>SUBTOTAL</b> (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 5 hrs/day X 27 days for Tier 1 & 2; # of participants X \$8.50/hr X 4 hrs/day/24 days )		
12	Participant F.I.C.A (Total Wages X .0765)		
13	Participant Unemployment/Workers Compensation (if applicable)		
14	Other Direct Participant Costs		
15	Work Readiness Participant Stipends*** (# of participants X \$6.00/hr. X 12 Hours for Tier 1 & 2; (# of participants X \$8.50/hr. X 24 Hours for Tier 3)		
16	<b>SUBTOTAL</b> Participant Costs (add lines 4 through 15)		
17	<b>TOTAL</b> Project Cost (Line 3 + Line 16)		
18	<b>COST PER PARTICIPANT</b> (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

\*\*\* Work Readiness and/or Career Exploration 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 download **an Excel™ form at** <http://pittsburghpa.gov/personnel/pittsburghpartnership/psyep>

**Note 2:** If the proposal is approved, additional information and budget detail will be required. Prior to contract planning or negotiations, successful Bidders must obtain an updated Certificate of Insurance

and make arrangements with the City of Pittsburgh and/or Allegheny County's Finance Department to resolve any outstanding taxes.

## Budget Form - Work Readiness

## Attachment C

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	<b>SUBTOTAL</b> (add lines 1 + 2) *(line 3 not to exceed 8% of Line 17)		%

4	Program Staff/Trainers wages		
5	Program Staff/Trainers fringe benefits		
6			
7	Consultants		
8	Materials and supplies		
9	Other costs (itemize in Budget Narrative)		
10	Transportation		
11			
12			
13			
14			
15			
16			
17	<b>TOTAL Project Cost</b> (Line 3 + Line 16)		
18	<b>COST PER PARTICIPANT</b> (Divide line 17 by the # of participants)		

## Budget Detail and Narrative Information Attachment B/C (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 for Tier 1 and 2, and \$8.50 per hour for Tier 3. Youth Stipend for Work Readiness and/or Career Exploration hours should be calculated on the basis of \$6.00 per hour for Tier 1 and \$8.50 per hour for Tier 3. Administration is limited to 8% of the total cost of the program or project. Maximum cost per participant is \$2,000, 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 Learn and Earn Collaborative, the subcontractor (a successful bidder selected for funding) must submit a Certificate of Insurance to the designated Program Administrator at the Learn and Earn Collaborative and 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	\$500,000	\$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/Allegheny County must be listed on the Certificate as an ADDITIONAL INSURED. Listing the City/County as a Certificate Holder is not acceptable. Policies must be non-cancelable except upon thirty (30) days prior written notice to the Learn and Earn Collaborative. 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

The Learn and Earn Collaborative provides funding for programs and activities only through contractual arrangements with successful bidders. Funding is not awarded to successful proposal submitters as a grant. 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, including but not limited to, items 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; or payment documentation cannot support the actual costs; or costs are disallowed. Please consult with staff contacts for questions about allowable costs.

**Proposal Evaluation Criteria Work Experience Attachment C**

Criterion	Rating	Weight	Score	
<b>Organizational Capability</b>				
Past performance with training/workforce development		<b>20%</b>		
Organizational experience with similar type programs				
Fiscal and administrative capacity				
Previous program or fiscal monitoring issues				
<b>Program Design</b>				
Quality of work assignments for participants		<b>60%</b>		
Project components in addition to work experience				
Value added work experience (contextual learning)				
Location and accessibility of services				
Badging programs and applied learning (if applicable)				
Cost effectiveness: value of additional services, leveraged resources, cash or in-kind contributions				
Contextual learning or connection to growth work tracks such as: Public Safety, Labor/Trades, Financial/Banking, Marketing, Customer Service (including <i>Retail, Receptionist/Administrative Assistants, Food Service, Sales</i> , Education (including <i>Teachers, Daycare, Community Organizations, Higher Education and Academia</i> ), Community Development ( <i>Government, Non-Profit</i> ), Health Care, Human Services, Information Technology, Insurance, Park Management, Public Works, Recreation.				
One or more Core Competencies addressed: Customer Service, Computer Literacy, Job Readiness, Interpersonal Communications, Financial Literacy, Problem Solving				
Linkages with businesses, community or human service groups				
Shared resources or services				
In-house support services /counseling				
<b>Outcomes</b>				
Ability to meet Work Readiness standard (90% of participants achieve a score of 39 or better [75%] on last Work Readiness AND Work Experience Progress Report)			<b>20%</b>	
Retention: Ability to maintain workers and achieve a high average enrollment percentage (90%) at end of program				
Attendance: Ability to achieve high average percentage (90%) of total possible cumulative hours worked and wages earned				
<b>TOTAL</b>		<b>100%</b>		

**Note:** Actual total ratings for previously or currently contracted Bidders will be adjusted for 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.

## Proposal Evaluation Criteria – Work Readiness Training Attachment D

Criterion	Rating	Weight	Score
<b>Organizational Capability</b>			
Past performance with training/workforce development		<b>20%</b>	
Organizational experience with similar type programs			
Fiscal and administrative capacity			
Previous program or fiscal monitoring issues			
<b>Program Design</b>			
Thoroughness of curriculum – topics covered		<b>80%</b>	
Duration of training			
Ease of administration			
Evaluation of skills acquisition			
Ease of training contracted partners to administer the work readiness training			
Scheduling of contractors			
Evaluation Form			
Conforms to curriculum			
Ease of use			
<b>TOTAL</b>			<b>100%</b>

**Note:** Actual total ratings for previously or currently contracted Bidders will be adjusted for 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.