

RFA 19-20

Appendix L

CONTRACTOR PARTNERSHIP PROGRAM

- 1. General Information - Contractor Partnership Program.** The Contractor Partnership Program (“CPP”) was created by the Department to address workforce needs by connecting beneficiaries of Temporary Assistance for Needy Families (“TANF”) to jobs while simultaneously helping to fill the hiring needs of employers. The program is a collaborative effort between DHS and its contractors and grantees to lift families out of poverty.

CPP requires entities who are awarded a contract or agreement with DHS to establish a hiring target that supports TANF beneficiaries in obtaining employment with the contractor, grantee, or their subcontractors for jobs within their organizations that may or may not be related to the contract or grant services. The Department encourages selected Offeror(s) to consider TANF beneficiaries not only for employment opportunities that will be created through the award of an Contract but also for general employment opportunities within the organization. DHS staff will work cooperatively with selected Offeror(s) to assist in meeting their hiring targets by assisting with the identification of qualified job candidates through the Department’s employment and training programs and providing technical assistance as needed. The selected Offeror(s) may also be eligible to receive hiring incentives, such as the Work Opportunity Tax Credit.

Through CPP, DHS expects not only to increase the employment rate for individuals receiving TANF cash assistance, but to continue to contribute to the economic growth of the Commonwealth.

For more information about the Contractor Partnership Program, please contact: RA-BETPCPP@pa.gov or 1-866-840-7214.

- 2. Participation Requirements.** Entities who are awarded a contract or agreement valued at a minimum of \$5 million through a competitive procurement process are automatically included in CPP. To receive credit towards meeting the CPP requirements, these entities must hire or make good faith efforts to hire individuals currently receiving TANF cash assistance. This includes but is not limited to individuals receiving TANF who are currently participating in Department employment and training programs as well as TANF beneficiaries outside of these programs.

The Department’s vision for CPP participation is that the selected Offeror(s) obtain employment for TANF beneficiaries in a number equal to 10% of the average of the annual number of the selected Offeror’s new hires in Pennsylvania over each of the prior three years.

- 3. RFP Requirements.** Offerors must provide a written narrative that addresses the following and must include the information in the CPP Submittal of their proposal(s). If the Offeror is applying for more than one Lot, it must submit separate CPP Submittals for each Lot.
 - a.** Offeror’s name, telephone number and mailing address.

- b. Type of business entity (i.e. not-for-profit, government entity, public corporation, university).
- c. Address of the company's headquarters; if located in Pennsylvania, include county.
- d. The name, title, phone number, mailing address, and email of the Offeror's point of contact for the CPP.
- e. Address of all satellite offices located in Pennsylvania, including the county.
- f. A list the subcontractors' name, address, and phone number; if located in Pennsylvania, include the county.
- g. Type of services being provided under a Contract.
- h. Type of services provided by Offeror.
- i. Based on the calculation below, the anticipated number of positions that will be established as the hiring target.

For each of the prior three years, provide the number of new hires at your organization's Pennsylvania offices. The hiring target will be 10% of the average of the annual number of new hires in Pennsylvania over each of the last 3 years. After selection for negotiations, hiring targets can be discussed with the Office of Income Maintenance CPP staff to determine if changes to this target is warranted.

- j. Type of positions anticipated to be available during Contract term.
- k. Describe the strategies that will be used to identify and recruit TANF individuals.
- l. Describe the methods that will be used to retain the individuals once they are employed, including opportunities for professional development.
- m. Identify the staff and processes that will be used to meet the CPP requirements, including the reporting requirements
- n. Provide a brief explanation of any additional efforts that will be made to meet and maintain TANF hiring commitments.

After selection for negotiations, the Department's Office of Income Maintenance Bureau of Employment Programs will review the CPP Submittal for accuracy and completeness. The Department will either accept a selected Offeror's CPP commitment or negotiate and clarify the hiring target during contract negotiations.

4. **Contract Requirements.** The approved hiring target will become a performance benchmark, included as part of the contract. Hiring targets will apply to the full term of the Contract, including any extensions.

After a Contract has become effective, the selected Offeror(s) must establish a login for the DHS data tracking system, the Commonwealth Workforce Development System ("CWDS"), create a business folder, and complete and submit all required forms to the CPP staff. The selected Offeror(s) must complete the Quarterly Employment Report on a quarterly basis to document the number of TANF beneficiaries hired for that quarter. The Office of Income Maintenance will monitor the submission of the Quarterly Employment Report in CWDS and will share the information with the Program Office responsible for the contract.

Quarters	Begin Date	End Date	Reports Due*
1 – First	July 1	September 30	October 15
2 – Second	October 1	December 31	January 15
3 – Third	January 1	March 31	April 15
4 – Fourth	April 1	June 30	July 15

***if the 15th falls on a weekend or state holiday, the report is due the next business day.*

The selected Offeror(s), regardless of the Effective Date of the Contract must complete the Quarterly Employment Report based on the schedule above. If a Contract begins in the middle of a quarter, the information reported will be based on activity that occurred from the Effective Date through the end of the quarter. If no activity occurred, an entry reporting zero hires must still be submitted via CWDS.

In addition, the selected Offeror(s) must report information documenting the use and outcomes of their hiring strategies and demonstrating the good faith efforts to hire TANF beneficiaries on a quarterly basis. The Department will work with the selected Offeror(s) to develop a form and submission requirements for this reporting.

Verification Process

Data entered in CWDS will be cross referenced with the Client Information System (“CIS”) to confirm TANF eligibility; CIS will automatically credit the selected Offeror(s) whenever a TANF hire is submitted. The CPP staff and the Project Manager will work together to ensure that selected Offeror(s) are meeting their hiring goals.