

Appendix V: Contractor Partnership Program

Introduction and Participant Requirements

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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.

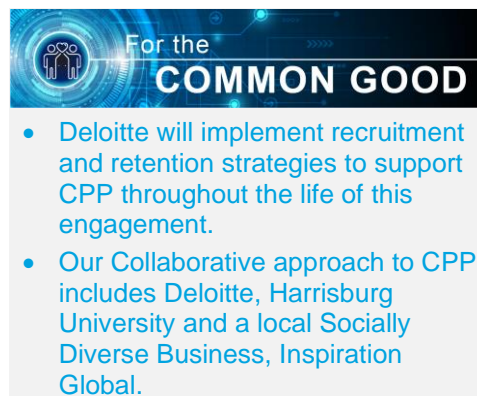
For more information about the Contractor Partnership Program, please contact: RA- BETPCPP@pa.gov or 1-866-840-7214.

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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.

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Our relationships, network and commitment to the Community positions us to provide a unique, collaborative approach to meeting the core mission of CPP program. To support the Commonwealth's goal of employment and career development for public assistance recipients, Deloitte has developed a program in conjunction with Harrisburg University and a Harrisburg-based Small Diverse Business (SDB), Inspiration Global (IG), to identify, recruit, qualify and employ TANF recipients. Together, we work with DHS staff to identify and qualify job candidates through the Department's employment and training programs



For the
COMMON GOOD

- Deloitte will implement recruitment and retention strategies to support CPP throughout the life of this engagement.
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Our Understanding of Participation Requirements and Goals

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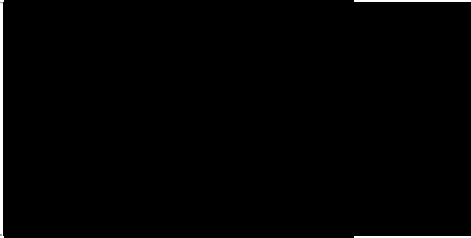
subcontracting staff, is built on the values of diversity, inclusion, learning, and growth. We are committed to identifying and hiring TANF recipients through our collaborative Community relationships with HU and IG. Together we will identify, up-skill and staff individuals that improve the overall quality and effectiveness of our team, while providing new opportunities and improving the marketable skills for the individuals own

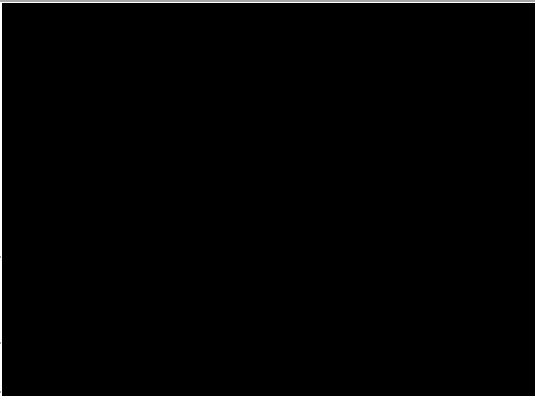
Response to RFP Requirements 3.a through 3.j

Appendix V, Page 2-3

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.

Requirement	Response to Requirement
a. Offeror's name, telephone number and mailing address.	Deloitte Consulting LLP 30 North 3 rd Street – 8 th Floor Harrisburg, PA 17101 (717) 651-6200
b. Type of business entity (i.e. not-for-profit, government entity, public corporation, university).	Limited Liability Partnership (LLP)
c. Address of the company's headquarters; if located in Pennsylvania, include county.	30 Rockefeller Plaza New York, NY 10112-0015
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.	300 Corporate Center Drive Camp Hill, PA 17011 Cumberland County

Requirement	Response to Requirement
	200 Sterling Parkway Mechanicsburg, PA 17050 Cumberland County
	One PPG Place Pittsburgh, PA 15222 Allegheny County
	1700 Market Street Philadelphia, PA 19103-3984 Philadelphia County
	Spring Valley Business Park 2 Braxton Way Glen Mills, PA 19342 Chester County
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Requirement	Response to Requirement
j. Type of positions anticipated to be available during Contract term.	Testers, Program/Business Analysts, Call Center Agents, Training Support Analysts

Figure CPP-1. Deloitte Response to Requirements 3.a. through 3.j.

Response to RFP Requirements 3.k through 3.n

Appendix V, Page 3

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.

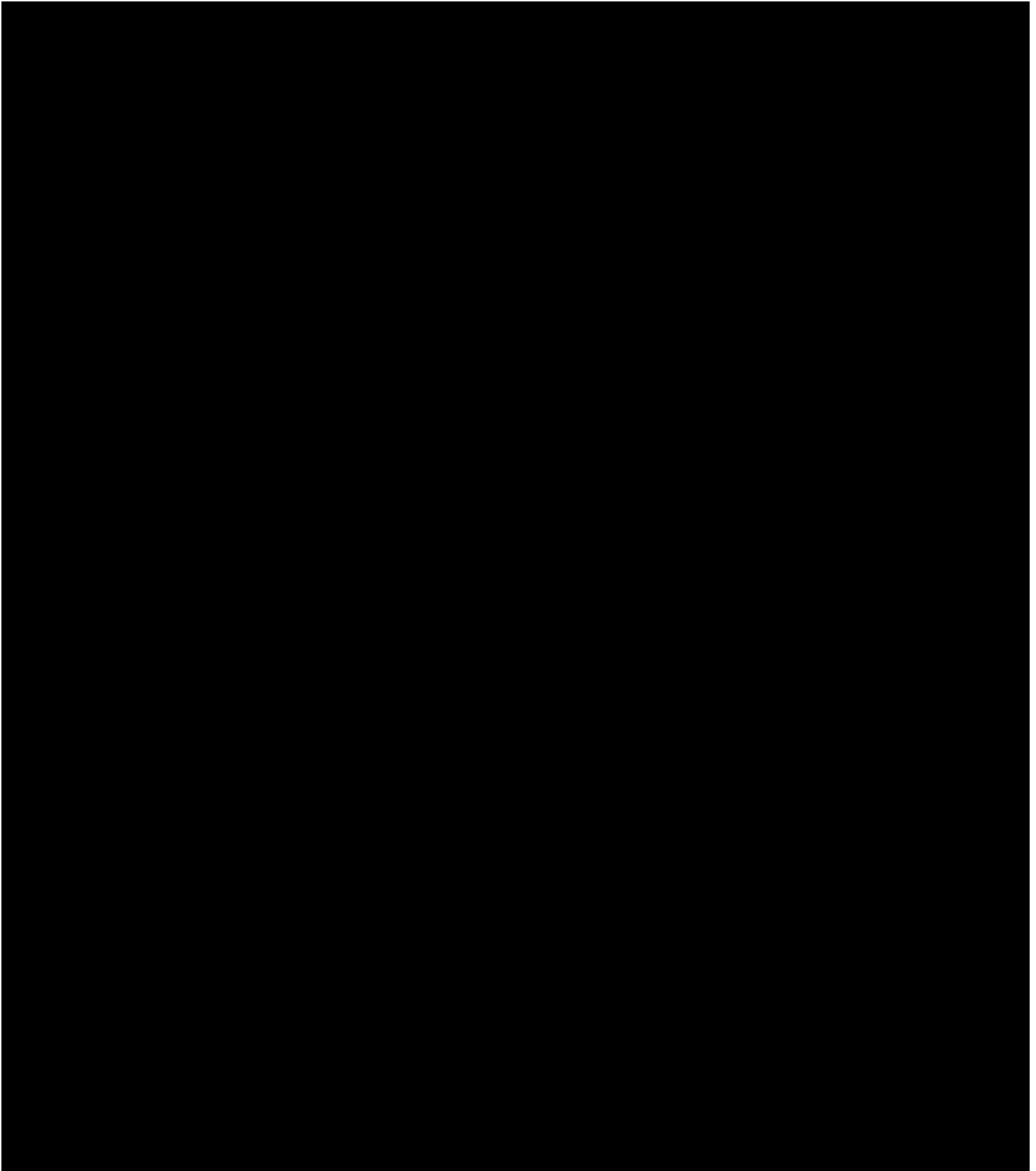
m. Identify the staff and processes that will be used to meet the CPP requirements, including the reporting requirements

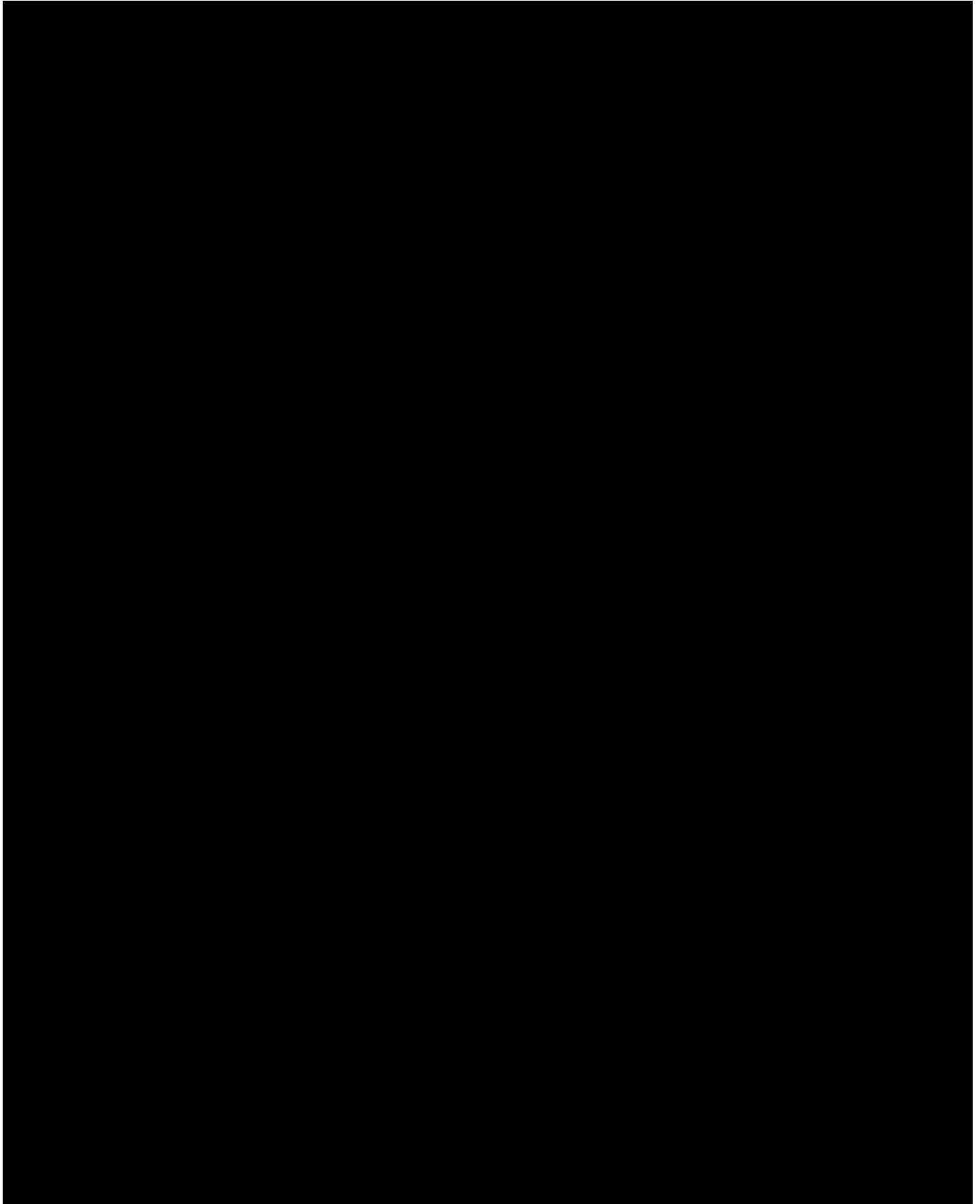
n. Provide a brief explanation of any additional efforts that will be made to meet and maintain TANF hiring commitments.

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.

Our Approach to Identify and Recruit Eligible Contractor Partnership Program Individuals (3.k)

As a long-time business partner of the Commonwealth, we understand the challenges faced by many of our most under-served citizens and that we all have a social responsibility to provide opportunities and environments that help them succeed. Beyond more traditional approaches to obtaining staff, our proposed approach for this contract to support CPP includes several innovative components:





Our Approach to Contract Requirements

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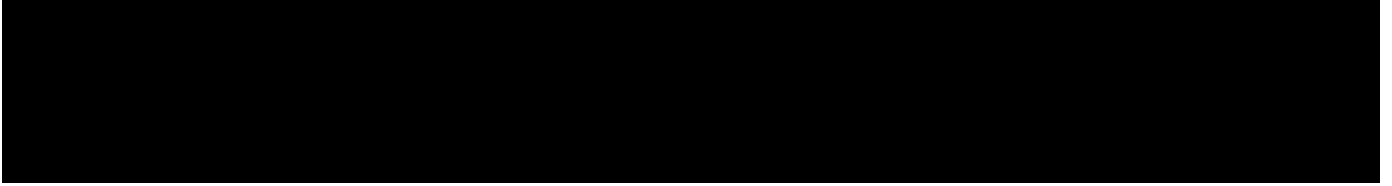
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In addition, the selected Offeror(s) must report information documenting the use and outcomes of their hiring strategies and demonstrating the good faith efforts to hire TANF beneficiaries on a quarterly basis. The Department will work with the selected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



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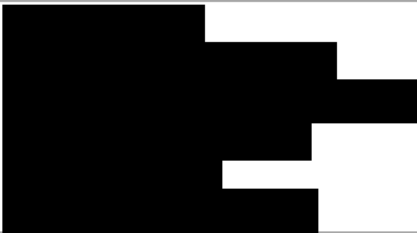
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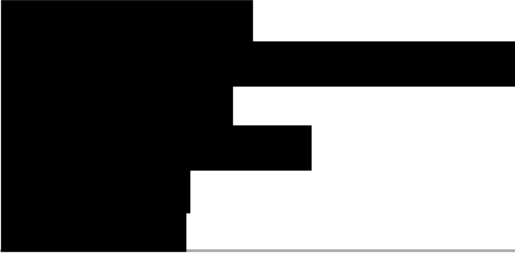


Response to RFP Requirements 3.a through 3.j

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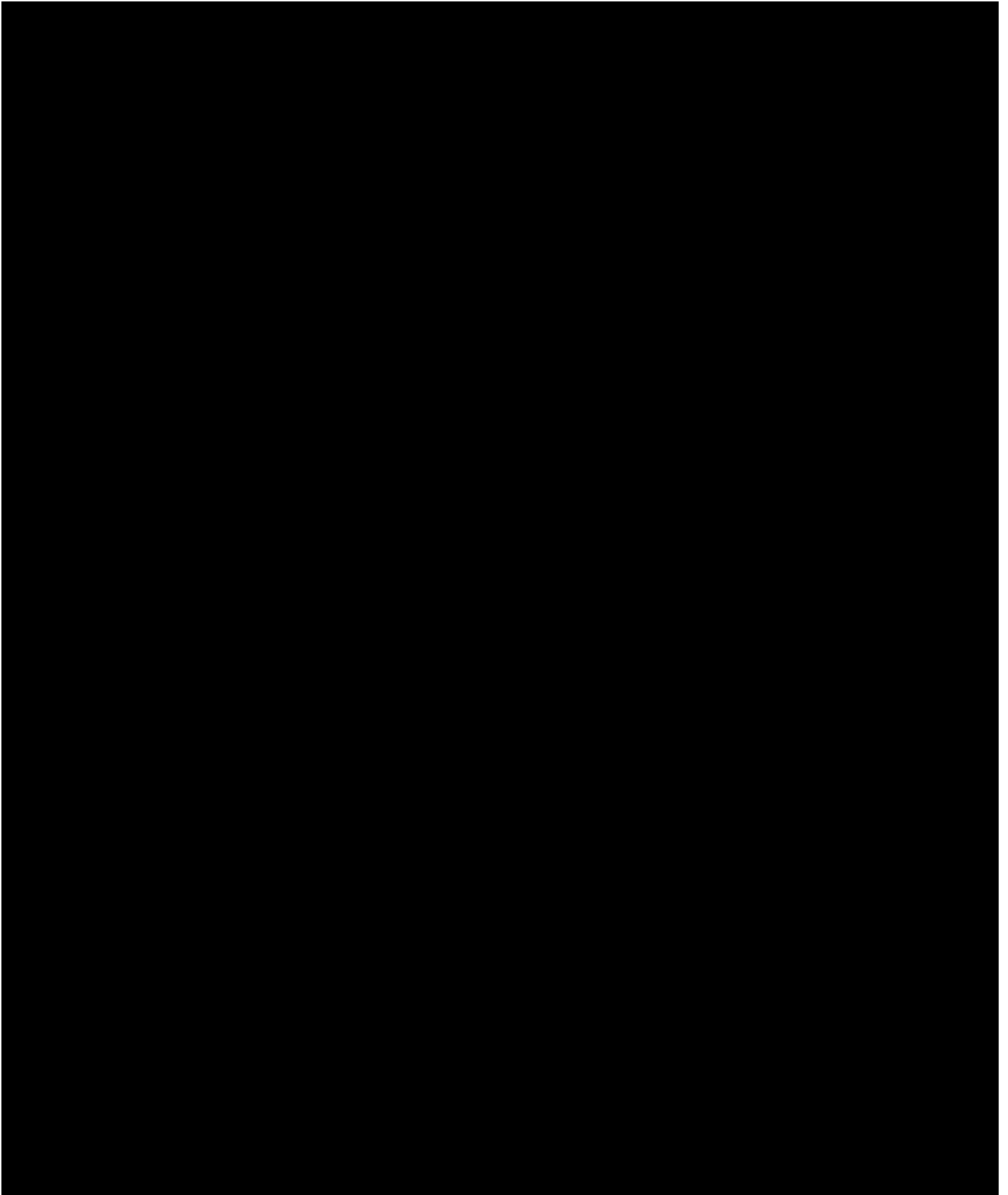
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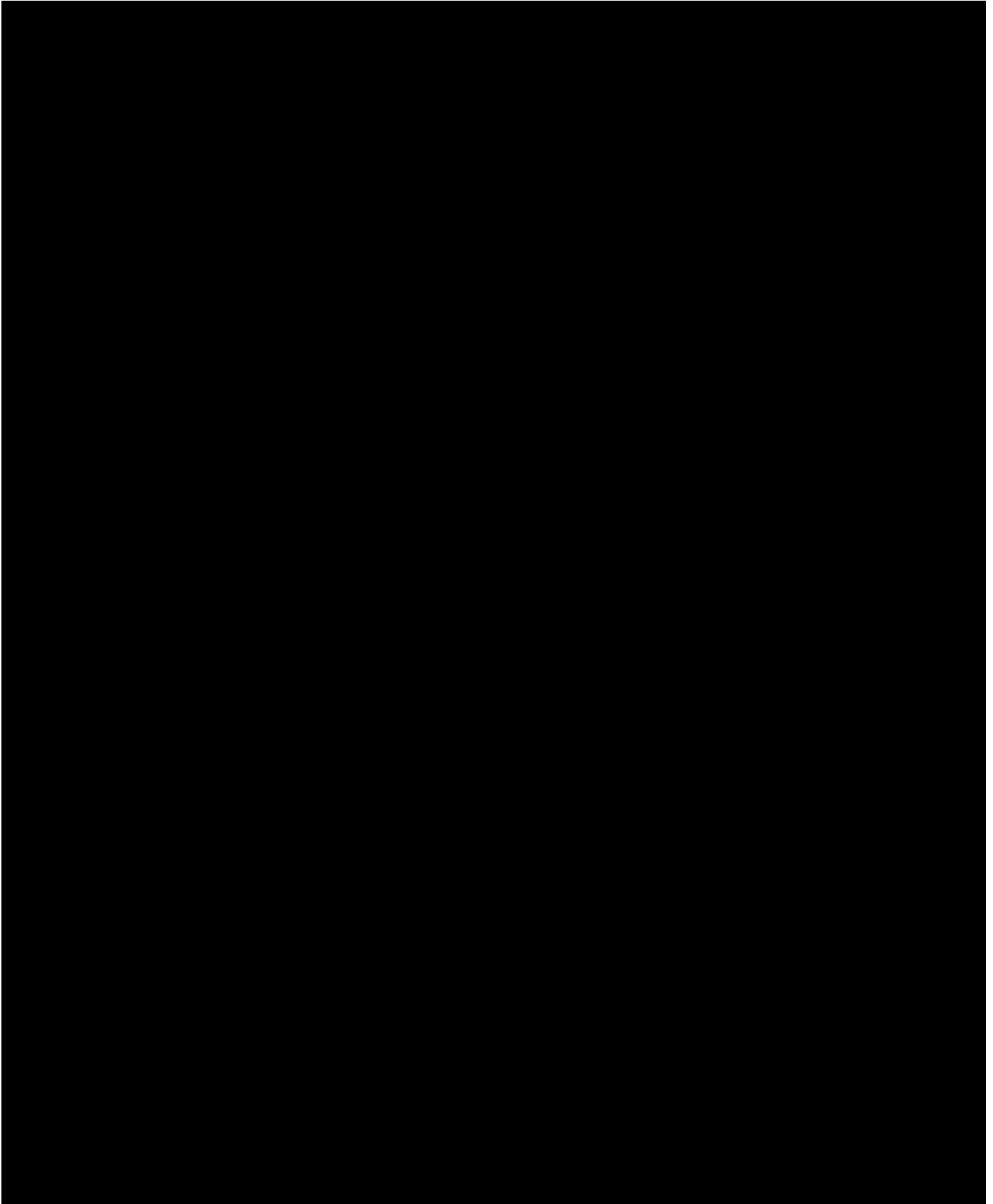
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Engage Our Business Partners in This Initiative





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Contractor Partnership Program

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e. Address of all satellite offices located in Pennsylvania, including the county	<p>300 Corporate Center Drive Camp Hill, PA 17011 Cumberland County</p> <p>200 Sterling Parkway Mechanicsburg, PA 17050 Cumberland County</p> <p>One PPG Place Pittsburgh, PA 15222 Allegheny County</p> <p>1700 Market Street Philadelphia, PA 19103-3984 Philadelphia County</p> <p>Spring Valley Business Park 2 Braxton Way Glen Mills, PA 19342 Chester County</p>
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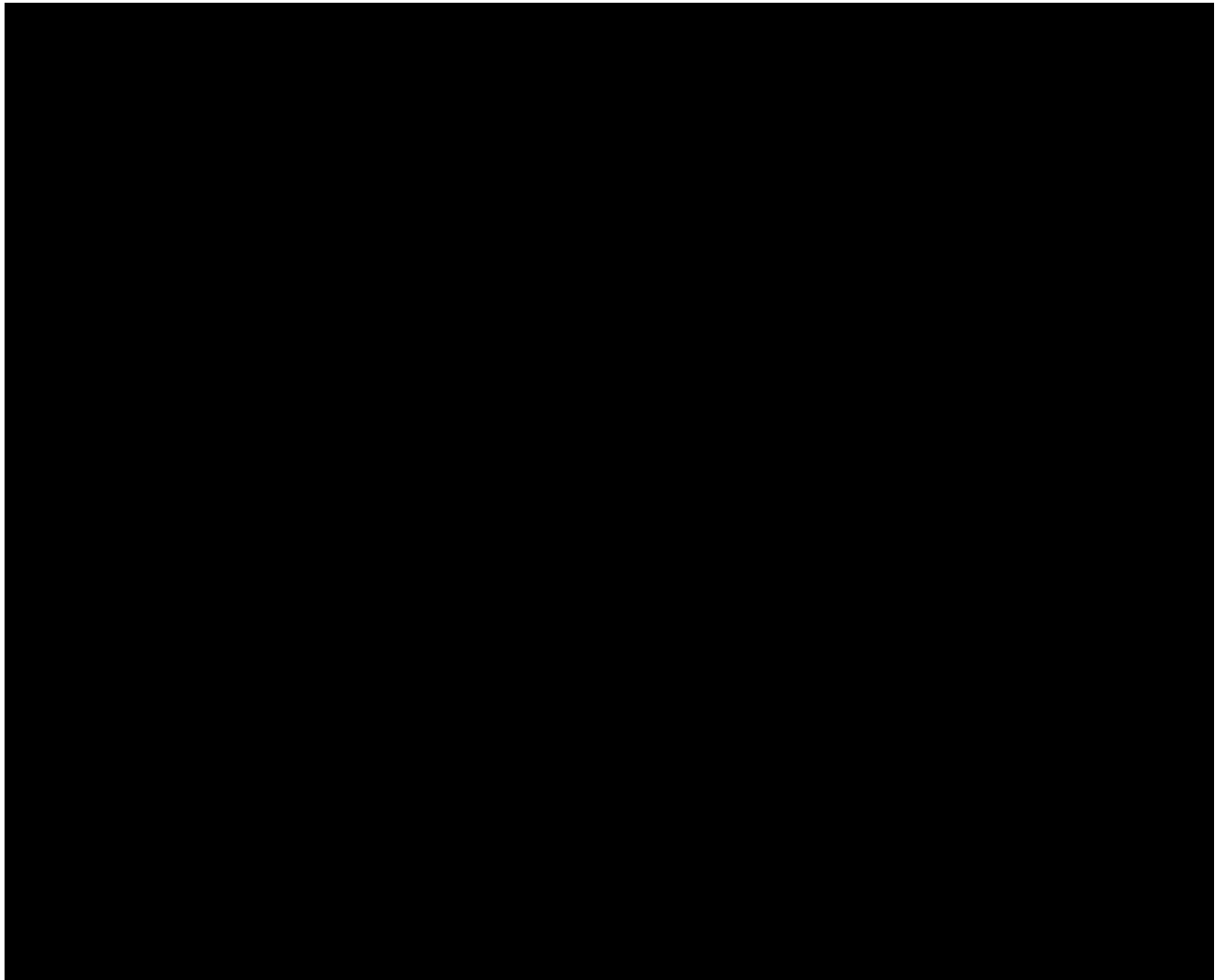
n. Provide a brief explanation of any additional efforts that will be made to meet and maintain TANF hiring commitments.

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.

Our Approach to Identify and Recruit Eligible Contractor Partnership Program Individuals (3.k)

As a long-time business partner of the Commonwealth, we understand the challenges faced by many of our most under-served citizens and that we all have a social responsibility to provide opportunities and environments that help them succeed. Beyond more traditional approaches to obtaining staff, our proposed approach for this contract to support CPP includes several innovative components:

Engage Our Business Partners in this Initiative



[Redacted text line]

[Redacted text line]

[Redacted text line]

Coordinating through CPP

[REDACTED]

[REDACTED]

Our Approach to Staff Retention (3.I)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Staff, Processes, and Reporting (3.m)

Additional Efforts (3.n)

Our Approach to Contract Requirements

Appendix V, 4. Contract Requirements, Page 3

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.

