



PA CareerLink® Training Facilitator

Questions received by January 18, 2023 no later than 4:00 p.m. EST

Q1: Create 4 total course topics? DE&I, De-Escalation (Criss Prevention), Conflict Resolution, and Active Shooter Preparedness? And others as defined by local teams?

The number of total training courses and their topics will be dependent on the collaboration the facilitator(s) will have with the WFWDB, One-Stop Operator/Title I Provider, and PA CareerLink® staff and partners. However, the WFWDB requires that the selected facilitator(s) identify and provide at least four (4) training sessions related to DEIA, de-escalation, conflict resolution, and active shooter response. These training sessions may be new training topics for PA CareerLink® staff/partners or may build on training PA CareerLink® staff/partners have already received.

Q2: Will the same training be used for all 3 locations?

Yes, all PA CareerLink® staff and partners must have an equal opportunity to participate in same training opportunities to ensure each location is equally supported.

Q3: Therefore 12 total training events? Plus others they suggest or in place of? What is the least amount of training sessions needed? Can it be a full day, half day? Or does this include working out accommodations per location?

The number of total training courses and their topics will be dependent on the collaboration the facilitator(s) will have with the WFWDB, One-Stop Operator/Title I Provider, and PA CareerLink® staff and partners. However, the WFWDB requires that the selected facilitator(s) identify and provide at least four (4) training sessions related to DEI, de-escalation, conflict resolution, and active shooter response. These training sessions may be new training topics for PA CareerLink® staff and partners or may build on training PA CareerLink® staff/partners have already received.

Training may be provided to all PA CareerLink® staff/partners at the same time at the same location or at different times at different locations. Again, this will be identified during collaboration with the selected bidder(s). Bidders should disclose if they have any limitations in providing training, such as a limit to the number of sessions they are able to provide, if they are not able to offer in-person training, if they are not able to offer virtual options, and other any other limitations in providing services.

Westmoreland-Fayette PA CareerLink® centers may have the capability to adjust operation schedules to accommodate training sessions if necessary.

Q4: How long can I make the training sessions? 90 mins? 45 mins? Same as above?

Training session length should be dependent on the topic to ensure adequate time to cover the essential information is allocated. However, the WFWDB and One-Stop Operator/Title I Provider anticipate that training should, regardless of the topic, take at least one (1) hour. Westmoreland-Fayette PA CareerLink® centers may have the capability to adjust operation schedules to accommodate training sessions if necessary.

Q5: Do they reimburse mileage per IRS stated rate as a part of the grant?

Yes, the WFWDB has allocated some travel performed by the facilitator(s) at the IRS mileage rate (.655) in this funding. Bidders should include travel, if applicable, in their proposed budgets.

Q6: Does my training materials have to be in a standardized format or include standardized PA CareerLink® material? Can I pull my own materials to be presented?

No, materials do not have to be in a standardized format nor include standardized PA CareerLink® material. Yes, you can pull your own materials to be presented.