

# Northwest PA Transportation Education and Economic Network

## (T.E.E.N.) Industry Partnership

### MEMORANDUM OF UNDERSTANDING

The Logistics and Transportation Industry, recognized as a Targeted Industry Cluster by the Pennsylvania Department of Labor and Industry, has been identified as being of critical economic importance to the workforce of Northwest Pennsylvania. Therefore, the T.E.E.N. Industry Partnership of Northwest PA has been established to integrate the expertise of its members to better organize, align and direct resources toward the Logistics and Transportation cluster as it interacts within the seventeen counties and four local Workforce Investment Areas of Northwest PA. The consortium serves as an opportunity for employers, incumbent workers, education and training provider, business and economic development agencies, workforce development agencies, union representatives, service providers and all other community stakeholders to network, share resources and strengthen the Logistics and Transportation base in Armstrong, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren counties.

**The authorized signatory below, representing one of the following member organizations, certifies to the following:**

#### **FISCAL AGENT RESPONSIBILITIES:**

- Partner organization agrees to convene and attend regularly scheduled partnership meetings.
- Partner organization agrees to provide policy support while maintaining the fiscal integrity of each program funding source for which they are the fiscal agent.
- Partner organization agrees to act as liaison between the partnership and the Pennsylvania Department of Labor and Industry, the Pennsylvania WIB, PA CareerLinks, regional WIB partners, economic development, higher education, youth council, regional career and education partners, School-to-Work Partnerships, Chambers of Commerce, Business Service Teams, other statewide Logistics and Transportation industry partnerships and other community agencies.
- Partner organization agrees to develop contractual agreements between the fiscal agent and selected consultants, including contractual terms, statement of work and budget categories.
- Partner organization agrees to develop subcontracts between fiscal agent and partner workforce investment boards for local delivery of training resources (if applicable).
- Partner organization agrees to provide the partnership with access to labor market information, existing industry research and any other available publications pertinent to the IP.
- Partner organization agrees to review agreements between program management and third-party contractors/vendors.
- Partner organization agrees to encourage and promote the use of the PA CareerLinks to new and existing industry partners.
- Partner organization agrees to identify and recruit new employer partners and stakeholders in Northwest PA.
- Partner organization agrees to assist in the development and collection of training needs assessment.
- Partner organization agrees to manage monthly, quarterly and year end reporting to monitor program effectiveness.
- Partner organization agrees to assist in the development, dissemination and collection of industry surveys.
- Partner organization agrees to work jointly with industry and other partners to identify alternative funding solutions for long term partnership sustainability.
- Partner organization agrees to perform monitoring of financial records for selected vendors and other grant beneficiaries.
- Partner organization agrees to provide or request third-party technical support on behalf of participating IP members as needed.

(continue to page 2)

**EDUCATIONAL/TRAINING PARTNER RESPONSIBILITIES:**

- Partner organization agrees to work collaboratively with IP members including competing vendors to identify plausible training solutions to workforce development needs.
- Partner organization agrees to aid in the development of curriculum development when applicable for customized approach to industry training needs.
- Partner organization agrees to adhere to competitive bidding process for identified training needs (unless selected as sole source provider of training services by the Steering Committee)
- Partner organization agrees to coordinate training schedule with employer partner contact(s) if selected by the Steering Committee as the approved vendor for delivery of training services.
- Partner organization agrees to share results of IP sponsored training follow-up and evaluation with project management

**ECONOCOMIC/BUSINESS DEVELOPMENT PARTNER RESPONSIBILITIES:**

- Partner organization agrees to promote industry objectives to the community as whole and encourage and facilitate the participation of other stakeholder membership as a member of the IP.
- Partner organization agrees to share information with regard to government programs, business financing, and other incentives available to interested IP members.
- Partner organization agrees to work with IP members to promote the positive opportunities in the industry
- Partner organization agrees to work with member partners on entrepreneurial assistance, business growth and expansion activities within their respective geographical jurisdiction.
- Partner organization agrees to provide information on housing, business networking and advocacy.
- Partner organization agrees to promote the goals and objectives of the business retention and expansion program as they may apply within the Logistics and Transortation IP.

**EMPLOYEE/INCUMBENT WORKER PARTNER RESPONSIBILITIES:**

- Partner agrees to provide direction, complete surveys, and evaluate the effectiveness of IP initiatives and incumbent worker training programs.

**PA CAREERLINK PARTNER RESPONSIBILITIES:**

- Partner organization agrees to make a good faith effort to adapt screening, recruitment and assessment strategies at the request of employer partner organizations.
- Partner organization agrees to contribute to IP sponsored outreach activities to promote the positive career opportunities in the industry.
- Partner organization agrees to work with employer partners in job order placement on the comprehensive workforce development system.
- Partner organization agrees to notify and invite all IP Partner members to participate in PA CareerLink events, including job fairs, employer advisory council meetings, and other programs and events sponsored by the public workforce system.

**UNION PARTNER RESPONSIBILITIES:**

- Partner organization agrees to represent the workforce development interests of union employees employed by unionized IP partner organizations.

(continue to page 3)

---

**EMPLOYER PARTNER RESPONSIBILITIES:**

- Partner organization is based in Pennsylvania or maintains significant presence in the Commonwealth.
- Partner organization agrees to collaborate with other IP members to plan and direct IP resources to address current and future workforce challenges.
- Partner organization agrees to adhere to required participation rates defined by the Steering Committee. Participation will be tracked in the form of partnership activities including but not limited to meetings, conference calls, webinars, surveys, emails and outreach events. Participating members can designate another business/agency representative to participate on behalf of the business/agency.
- Partner organization agrees to register on the PA CareerLink website ([www.cwds.state.pa.us](http://www.cwds.state.pa.us)), maintain an active business folder and post available job openings (staff assistance and screening available upon request).
- Partner organization agrees to work with Program Management, Business Service Team Representative, third-party consulting firm or other intermediary to develop and submit a comprehensive training needs analysis to IP Program Management in order to receive IP sponsored training subsidies.
- Partner organization agrees to serve as a functioning member of the IP's steering committee as needed on a rotational basis. Steering Committee members will be asked to take a significant leadership role, offering input to Program Management, directing IP projects and budgeting IP resources.
- Partner organization agrees to participate in program evaluation surveys to measure IP progress against performance criteria established by the Pennsylvania Workforce Investment Board and the lead fiscal agent for the grant.
- Partner organization agrees to participate in outreach activities to showcase career opportunities in Logistics and Transportation. Activities may include mentoring, serving as job shadowing site, providing feedback in the development of materials, speaking to student groups and representing partner member's organization at community events such as job fairs and trade shows when available.

---

**ALL OTHER SERVICE PARTNER RESPONSIBILITIES:**

- Partner organization agrees to work collaboratively with all IP partner organization to promote the positive opportunities in the manufacturing industry, share resources and strengthen the local Logistics and Transportation base in Northwest PA.
  - Partner organization agrees to other specific duties as follows: \_\_\_\_\_
- 
-

