**LANCASTER COUNTY**

**WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSALS**

for a provider to deliver Workforce Innovation and Opportunity Act (WIOA) Title I

Out-of-School Youth services

in Lancaster County, PA

for the period November 1, 2021, through June 30, 2022

Issued

September 13, 2021

Deadline for Submission: Wednesday, October 13, 2021 by 12 :00 pm EDT

**RFP 01-21-OSY**

The enclosed specifications may be modified

as required by

The Pennsylvania Department of Labor and Industry

The United States Department of Labor

and/or the Lancaster County Workforce Development Board

without prior notice to proposers.

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

This Workforce and Innovation and Opportunity Act Youth Program bid solicitation is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling $1,004,520 with 0% financed from non-governmental sources.

**TABLE OF CONTENTS**

Contents

[SECTION I GENERAL INFORMATION 4](#_Toc442364126)

[INTRODUCTION 4](#_Toc442364127)

[ORGANIZATION 6](#_Toc442364128)

[RFP INFORMATION 6](#_Toc442364129)

[PROCEDURES 7](#_Toc442364130)

[SOLICITATION SCHEDULE 9](#_Toc442364131)

[WHO MAY APPLY 9](#_Toc442364132)

[FUNDING AND CAPACITY 9](#_Toc442364133)

[LEVERAGING RESOURCES 10](#_Toc442364134)

[ELIGIBLE PARTICIPANTS 10](#_Toc442364135)

[PROGRAM REQUIREMENTS 12](#_Toc442364136)

[DURATION 14](#_Toc442364137)

[LOCATION 14](#_Toc442364138)

[WORK EXPERIENCE 15](#_Toc442364139)

[FOURTEEN REQUIRED PROGRAM ELEMENTS 15](#_Toc442364140)

[COORDINATION 16](#_Toc442364141)

[STAFFING 17](#_Toc442364142)

[PROGRAM CONSIDERATIONS 17](#_Toc442364143)

[EXPECTATIONS OF CONTRACTORS 18](#_Toc442364144)

[REQUIRED OUTCOMES 20](#_Toc442364145)

[GENERAL CONDITIONS 20](#_Toc442364146)

[CONTRACT AWARD 21](#_Toc442364147)

[ADMINISTRATIVE REQUIREMENTS 24](#_Toc442364148)

[MONITORING AND OVERSIGHT 24](#_Toc442364149)

[SELECTION CRITERIA 25](#_Toc442364150)

[EVALUATION CRITERIA AND SELECTION PROCESS 25](#_Toc442364151)

[NOTIFICATION OF AWARD 27](#_Toc442364152)

[COMPLIANCE WITH THE LAW AND CONFLICT OF INTEREST 27](#_Toc442364153)

[SECTION II – RFP PACKET INSTRUCTIONS 29](#_Toc442364154)

[PROPOSAL FORMAT 29](#_Toc442364155)

[REQUIRED PROPOSAL INFORMATION 29](#_Toc442364156)

[1. Section III - Narrative Documents 29](#_Toc442364157)

[2. Section IV - Financial Documents 30](#_Toc442364158)

[3. Section V - Assurances and Certifications 31](#_Toc442364159)

# SECTION I GENERAL INFORMATION

## INTRODUCTION

The Commonwealth of Pennsylvania designated Lancaster County a Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and its implementing regulations. The Act can be accessed at: <http://www.doleta.gov/wioa/pdf/WIOA-enrolled-bill.pdf> and additional information can be accessed at [www.doleta.gov/WIOA](http://www.doleta.gov/WIOA). WIOA Notice of Proposed Rule Making is available at: <https://www.federalregister.gov/articles/2015/04/16/2015-05530/workforce-innovation-and-opportunity-act>.The Local Workforce Development Board (WDB) is authorized under the same act to set policy for the portion of the workforce development system within the local area. As such, the County of Lancaster is the grant recipient for WIOA funds, and the Workforce Development Board is the Fiscal Agent of these and other employment and training funds.

Overall, the mission of the Lancaster County WDB is to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.

The WDB also promotes local training programs, private-public partnerships, joint ventures and linkages designed to improve the economic health of Lancaster County. Each local area is required to maintain a comprehensive one-stop center. Lancaster County’s center, the PA CareerLink® Lancaster County. is currently located at 1016 North Charlotte Street, Lancaster PA 17603, within the City of Lancaster, along a bus route and with ample free parking available to customers and staff. This robust center is home to fourteen (14) partner organizations and serves over 1000 new and returning customers on a monthly basis. Effective November 14, 2021, the PA CareerLink® Lancaster County. will be located at 1046 Manheim Pike, Lancaster, PA.

Local WDBs are responsible for coordinating and aligning adult and youth workforce services and investment strategies to better reflect the needs of their local or regional economies. The Board oversees the PA CareerLink® Lancaster County. and service providers and, as the entity accountable to the Commonwealth for the performance of the workforce investment system in its area, makes every effort to ensure that workforce development services are effectively and efficiently provided. Locally, the Board is comprised of 27 members, of which a majority represents the business sector. In Lancaster County, the WDB employs staff to carry out its roles and responsibilities.

Title I of the Act provides for comprehensive, year-round youth programs for eligible in-school and out-of-school youth. Youth providers under WIOA are required to develop strategies for innovative, comprehensive programs based on principles such as preparation for post-secondary opportunities, linkages between academic and occupational learning, and connections to the local job market in their programs. The Lancaster WDB and it’s standing Committee the Youth Council, are interested in proposals that reflect innovative and comprehensive programs that align with WIOA. In addition, WIOA places a strong emphasis on Career Pathways, as defined in WIOA Section 3(7) and additional Common Measures of performance that include retention, median earnings, and skill gains.

Under WIOA, comprehensive youth services consist of fourteen program elements that can be grouped around four major themes. Priorities include:

 Improving educational achievement (including such elements as tutoring, study skills training, and instruction leading to secondary school completion; drop-out prevention strategies, and alternative secondary school offerings);

 Preparing for and succeeding in employment (including summer employment opportunities, paid and unpaid work experience, and occupational skills training);

 Supporting youth (including meeting supportive services needs and providing adult mentoring, follow-up services, and comprehensive guidance and counseling); and

 Offering services intended to develop the potential of youth as citizens and leaders (including leadership development opportunities).

The provision of services specified in this RFP requires substantive knowledge and understanding of the local labor market, the Workforce Innovation and Opportunity Act (WIOA), applicable state and federal regulations and circulars, and the policies of the federal Department of Labor and PA Department of Labor and Industry. Many of the federal regulations can be found in the Employment and Training Administration (ETA) library at [www.doleta.gov](http://www.doleta.gov); state publications can be found in the Publications and Workforce Professionals sections at [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us). Copies of these documents will not be provided by the WDB. Knowledge and understanding of the full text and content of these applicable laws, regulations and programmatic requirements, and the local customer base are the responsibility of the proposer.

Due to increased funding and unexpended funds, this procurement is being issued. The contract(s) awarded under this procurement will be for an eight (8) month period, beginning November 1, 2021, and ending June 30, 2022.

The WDB and Youth Council believe the success of participants is based on relationships and program delivery relevance to participants. All proposals should clearly outline your program design while addressing trust and relevance. Additionally, it is expected that the program delivery must align with needs of the participants. Proposals should address how program hours will be determined.

Please note that requirements contained in this RFP may change based on revised local, state and federal rules. Proposers will be required to make staffing and programmatic modifications to accommodate the changes throughout the life of the agreement.

In keeping with these provisions as a statement of purpose, the Lancaster County Workforce Development Board, on behalf of the Youth Council seeks a qualified provider of case management, supportive activities, career coaching, and job search activities for out-of-school youth at the PA CareerLink® Lancaster County. **The overall goals of the program are attainment of a GED or high-school diploma, and sustained employment or education.**

## ORGANIZATION

A subcommittee of the Youth Council will review each eligible proposal and make recommendations to the Youth Council, which will then make recommendations to the Executive Committee of the Board. The Board will then vote on the recommendations; based on the outcome of the vote, WDB staff will negotiate and develop a formal contract.

Once contracts are executed, the local Title I Operator will oversee all programmatic activities on behalf of the WDB. The Title I Operator will be the agency responsible for final eligibility determination. The WDB will assure compliance with the terms and conditions of the grant and contract.

## RFP INFORMATION

This RFP contains instructions governing the proposals to be submitted and the material to be included in the submission, requirements that must be met in order to be eligible for consideration, general evaluation criteria, and other information needed by each proposing organization.

The services and/or activities being solicited in this RFP are being sought under the competitive method of procurement, which follows federal procurement rules. Solicitation via this RFP will ensure that the services and/or activities are obtained efficiently and economically and provide for complete, free, and open competition in the selection of a contractor.

Proposers must submit a single proposal for Lancaster County. No other available RFPs may be combined with this solicitation. We encourage proposers to partner with other organizations, but a single agency must act as the lead contractor, submit the bid, and be responsible for the fulfillment of all contract provisions. Proposers must provide projected service levels, a plan to achieve required performance levels, and a line item budget for contract period.

To be considered for funding, respondents to this RFP must adequately address each of the requirements and expectations detailed throughout the RFP. Contractors must be willing to develop new plans or revise existing program plans at the direction of the WDB at any point during the life of the contract.

The selected contractor(s) will be responsible for coordination, collaboration and leveraging funds with other contractors and agencies throughout the Lancaster County to provide specific services and activities that contribute to the youth’s ability to reach their employment goals.

Proposers must indicate their capacity to link both financial and programmatic resources with other contractors and agencies in the local area. This will enhance programs, services and activities provided by contractor, as well as make the programs, services and/or activities more cost effective.

Proposers must be capable of operating a program of this scale and size. The Youth Council and WDB will evaluate each proposal on the merits of current and prior experience with similarly sized projects and retain the right to check references whether current and prior projects are mentioned in the proposal or not.

Proposers shall disclose in their submissions any possible conflict of interest arising out of personal or business relationships with Youth Council and/or WDB members or staff.

The WDB is prohibited from awarding a contract to a contractor who is excluded from federal procurement or non-procurement programs by the U.S. General Services Administration. The WDB is prohibited from awarding a contract to any party disbarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs in accordance with the USDOL regulations at 29 CFR Part 98 or debarred by the Commonwealth of Pennsylvania.

## PROCEDURES

It is essential that you read the entire package before preparing your response. Organizations interested in responding to the RFP must submit one electronic copy to the email: [support@lancastercountywib.com](mailto:support@lancastercountywib.com) with the subject line 01-21 OSY. You must include a cover letter signed by the individual authorized to bind the organization to the terms of the proposal and **include the RFP reference number: 01-21-OSY**.

All proposals must be received via email by the WDB no later than **12:00 pm EDT on Wednesday, October 13, 2021. Each proposal received will have a copy of the date and time attached.** Proposals will be considered in final form upon submission to the WDB office; therefore, no changes may be made to the content or format, unless requested by the WDB during any portion of the process. Proposals submitted in formats other than those prescribed in this solicitation will not be considered for first-round review. Proposals received after this time and date, whether by U.S. mail, commercial delivery, or hand carry, will not be considered for first round review. Timely receipt of the proposal is the sole responsibility of the proposer.

The WDB will accept written questions regarding the RFP through **noon on September 20, 2021.**  Questions can be submitted to support[@lancastercountywib.com](mailto:nsharp@lancastercountywib.com).

The question-and-answer period is the only opportunity for individuals to pose questions. A written summary of all questions and the responses to them are considered a modification to this RFP and will be posted to [www.lancastercountywib.com](http://www.lancastercountywib.com) by close of business **Tuesday, September 21, 2021.** Consistent with strict procurement policies, we will provide no technical or program assistance to individuals or individual organizations.

It is important to note that negotiations on proposals are expected to be conducted late-October. Proposers must be available with little notice to clarify or negotiate elements of their proposal.

All proposals that meet the minimum requirements of the RFP will be sent to the Proposal Review Committee for evaluation. The review committee consists of Youth Council members, staff and other knowledgeable individuals appointed by Youth Council.

## SOLICITATION SCHEDULE

Action Date

Release of RFP September 13, 2021 by close of business

Proposers’ Written Questions Deadline September 20, 2021 by noon

Questions and Answers posted September 21, 2021 by close of business

Deadline for Receipt of Proposals October 13, 2021 by 12 pm EDT

Contract Awards Complete End of October 2021

Contract begins November 1, 2021

## WHO MAY APPLY

Public or private not-for-profit corporations, local educational agencies, private for-profit corporations, community-based organizations, labor organizations and governmental units **that do not currently have a Title I Youth contract with the Lancaster County Workforce Development Board** may apply. **Interagency partnerships are strongly encouraged.** Minority- and women-owned businesses are encouraged to submit proposals. All organizations submitting proposals must be capable of supporting the activities outlined in this RFP.

## FUNDING AND CAPACITY

The Youth Council is anticipating making available up to $250,000 to serve at least 30 youth.

Funding for the facilities such as rent, utilities (except telephone and internet access), parking, the cost to be located in the PA CareerLink® Lancaster County, and janitorial services have already been set-aside and are NOT to be included in the proposer’s budget, unless program activities will be conducted outside of the PA CareerLink® Lancaster County. In addition, upon award, additional funding for training services will be identified by WDB and will be required to be in the final budget.

Equipment and furnishings owned by the Workforce Development Board and currently in use for the purpose outlined in this RFP will remain at the facility and may be used by the selected contractor(s). Repair and replacement of existing equipment will be at the discretion of the WDB.

Note that the available funding found above is an estimate based on carryover dollars. A budget modification may be required upon notice of final allocation.

LEVERAGING RESOURCES

**Funds are limited.** Linkages and partnerships with existing programs are encouraged and will be necessary to make the program cost effective. Proposers are strongly encouraged to partner with other organizations to maximize funding. Proposers are also strongly encouraged to prove they will match WIOA funding with non-WIOA funds with cash and in-kind donations. Examples included other grants and staff assigned to this project who are funded through a non-WIOA source. Proposers must describe the linkages, match, and alternate funding sources in their application. To sustain this program and identify adequate resources to build a comprehensive program, proposers must leverage both financial and programmatic resources.

## ELIGIBLE PARTICIPANTS

To be eligible for services under this grant, applicants must meet the eligibility criteria established by the Workforce Innovation and Opportunity Act (refer to WIOA Section 129(a)(1)(B) for complete details):

1. General Eligibility, which consists of providing appropriate documentation of:

* Social Security Number
* Citizenship
* Selective Service Registration (males, age 18 and older)
* Age (not younger than age 16 at the time of eligibility determination and not older than age 24 at the time of program enrollment)
* Not attending any school

**2. AND One or more of the following barriers**

* Individual with a Disability
* Offender
* Pregnant or Parenting
* Secondary school diploma or equivalent and \*low income and Basic Skills Deficient or an English language learner
* School Dropout
* Within age of compulsory school attendance but has not attended for most recent complete school year calendar quarter
* Homeless, Runaway, foster care, aged out of foster care, eligible for assistance under Sec 477 SS Act, or out-of-home placement
* An individual who requires additional assistance to complete an educational program or to secure and hold employment and \*low income. According to Notice of Proposed Rule Making, “Requires Additional Assistance” may be defined by the state, or the state may allow the local area to define it. The state has not provided guidance as of the release date of this RFP. Until further notice, LCWDB defines “Requires Additional Assistance” for WIOA eligibility as youth with a disability, and out-of-school youth who have had less than three months of continuous, full-time employment within the past year.

Please see the additional Youth Council criteria outlined in the Program Requirements section of this RFP.

\*Low income is defined as meeting one or more of the following:

* Receives, or in the past six (6) months has received, or is a member of a family that receives or in the past six (6) months has received, assistance through SNAP, TANF, or the supplemental security income program, or State or local income-based public assistance;
* Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;
* Is a homeless individual, or a homeless child or youth;
* Receives or is eligible to receive a free or reduced price lunch;
* Is a foster child on behalf of whom State or local government payments are made;
* Individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this requirement;
* Is an individual living in a high-poverty area.

Low income is an eligibility requirement for all In-School Youth (ISY) but only applies to Out-of-School youth (OSY) who are either:

* Basic Skills Deficient,
* An English Language Learner, or
* A youth who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**WIOA Youth Service Delivery**

WIOA requires the service strategy be linked to one or more of the indicators of performance in WIOA sec. 116(b)(2)(A)(ii). Also, the service strategy must identify career pathways hat include appropriate education and employment goals. WIOA outlines a program design that must provide the following (refer to WIOA Section 129(c)(1)(C)(1) and WIOA Notice of Proposed Rule Making (Labor Only) for complete details:

1. An objective assessment of the academic levels, skill levels, and service needs of each participant. Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional careers), supportive service needs, and developmental needs of participants.
2. Strategies for each participant that identify an employment goal (including, in appropriate circumstances, non-traditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. Strategies shall be directly linked to indicators of performance and shall identify career pathways that include education and employment goals.
3. Preparation for post-secondary educational opportunities, including vocational-technical education and military opportunities, in appropriate cases;
4. Strong linkages between academics and occupational learning;
5. Preparation for unsubsidized employment opportunities; and
6. Effective connections to employers.

## PROGRAM REQUIREMENTS

The Youth Council has established the following requirements for this RFP, each of which must be described in order for a proposal to be funded. Proposal contents should be based upon the inter-related components and services found in this RFP. However, proposers should understand that this list outlines the minimum program and service requirements, and proposers are encouraged to include additional activities within their proposals that meet the needs of the young people being served.

Heavy emphasis will be placed on proposals that demonstrate an in-depth understanding of customer needs and service gaps and that propose innovative and additional activities beyond the minimum requirements to meet those needs.

**A. Participants funded through this grant must:**

1. Meet the Title I eligibility criteria (see Eligible Participants section); and

2. Be a high-school dropout or be in need of employability skills; and

**B. Priorities for Out-of-School youth programs:**

1. Address the issue of youth dropping in and out of the workplace by emphasizing the attainment of a GED if needed;

2. Immediately connect dropouts, under-employed and unemployed young adults with the educational and workforce system;

3. Look to programs that demonstrate partnerships;

4. Work with providers capable of meeting the common measures requirements and who understand that obtaining a high school diploma/GED, in-demand work skills, education, and a job are objectives of this RFP.

**C. Program Components**

1. Within the program design, actively utilize the locally produced tools such as the [Career Pathways Directory](https://www.nxtbook.com/nxtbooks/lcwdb/lanc_career_pathways_2122/), resources of the PA CareerLink®, high-priority occupation lists, and [PA Career Guide](https://www.workstats.dli.pa.gov/Products/CareerGuide/Pages/default.aspx).

2. Require young adults who lack a high-school diploma or GED to attend adult-education classes provided for within the program design.

3. Actively engage businesses and partner with businesses likely to employ program participants;

4. Link with available community support services;

5. Train staff to recognize the indicators that trigger referrals to community agencies and services such as drug and alcohol, and mental health counseling;

6. Provide youth with a real-world opportunity to earn money through paid internships and work experience;

7. Model innovative approaches to success such as inter-generational mentoring;

8. Provide staff and community coaches who can mentor and guide youth through the barriers they face;

9. Provide an entrepreneurship component as one model for self-sufficiency.

**D. Program Design Must Include:**

1. Active participation with PA CareerLink® activities (staff and customers); as a Title I successful proposer is awarded, this entity must have a staffing presence within the PA CareerLink® and as a Title I provider, contribute to the Resource Sharing Agreement as a Partner. (will discuss and negotiate upon approval)

2. The ability to provide the intensive, customer-focused case management and support services needed by the youth to obtain a GED/diploma as a critical step towards self-sufficiency;

3. Methods to identify, address, and/or refer when issues block education and employment goals;

4. Identification of employment opportunities linked to the skills and interests of participants;

5. Career exploration and WDB industry clusters integrated into the curriculum;

6. A PA CareerLink® Ready2Work certificate or other soft skills programing approved by the WDB for all participants;

7. Intensive job readiness, job placement, job shadowing, job coaching, and job retention activities including:

a. Life skills, including dealing with diversity, budgeting, time management, responsibility, interpersonal skills, working with others, accepting supervision;

b. Employability and job search skills, including interviews, resumes, applications, and proper attire/hygiene,

c. Job retention skills, including dependability, responsibility, attitude, teamwork, and critical thinking for program completers.

8. Post-secondary education opportunity information, including training, financial aid, and military options;

9. Strong relationships with targeted employers willing to support the importance of GED/diploma completion, and who will hire and retain participants;

10. Concentrated pre-employment training to youth and potential employers;

11. Intense and on-going job retention support for both the employer and participant once the participant is employed;

12. Communication and problem resolution between employers and youth;

13. Immediate intervention for both the employer and participant if problems are identified at the worksite;

14. A strong mentoring component;

15. Each of the applicable Fourteen Required Program Elements (described below) or indicate who will provide them;

16. An objective assessment of the academic levels, skill levels, and service needs of each participant. Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional careers), supportive service needs, and developmental needs of participants and as outlined in WIOA. All OSY must be assessed in basic reading/writing and math to measure the educational functioning levels for the literacy/numeracy performance measure. LCWDB expects proposers to ensure the Test of Adult Basic Education (TABE) is conducted. Those youth identified as basic-skills deficient, that is an Educational Functioning Level at or below the ninth-grade level in literacy or numeracy, must be re-assessed using the TABE prior to the end of the program;

17. An Individual Service Strategies (ISS), required by WIOA, for each participant, will be key to the overall case management and on-going development and re-assessment of goals. For each participant the proposers must agree to work with the individual youth to help them develop a written plan of long- and short-time goals addressing educational, employment and leadership development priorities, appropriate achievement objectives and appropriate services for the participant taking into account the assessment conducted. The ISS is a living document that is pulled for meetings with youth ensuring changes and revisions are discussed and documented. According to WIOA, the ISS must directly link to performance;

18. Preparation for post-secondary educational opportunities, including vocational-technical education and military opportunities, in appropriate cases;

19. Strong linkages between academics and occupational learning; and

20. Preparation for unsubsidized employment opportunities.

**Please note that costs associated with Program Requirements must be included in the budget unless included as match.**

## DURATION

The program is expected to be open entry/open exit; however, proposers may place a limit on the time young adult spend in certain activities. Because these participants are out-of-school, it is expected that projects will be intensive, with the outcome of employment or post-secondary education as soon as the young adult has received his or her GED/diploma or educational objectives. Young adults are expected to receive services from the point of initial enrollment through employment or post-secondary education. Follow-up, retention and re-employment (if required) are required for a minimum of one year after exit.

## LOCATION

The Out-of-School Title I activities can be located in the PA CareerLink® Lancaster County, 1016 North Charlotte Street, Lancaster, PA 17603 through November 8, 2021 and 1046 Manheim Pike, Lancaster, PA thereafter; or at the successful proposers organization. Additionally, proposers can provide a detailed description of proposed services outside of the PA CareerLink® Lancaster County building.

## WORK EXPERIENCE

Paid and unpaid work experiences, including internships and job shadowing, are designed to enable young adults to gain exposure to work and its requirements. The purpose is to provide the young adults with the opportunities for career exploration and skill development. Work experiences may be subsidized or unsubsidized and should not be viewed as a stand-alone activity. Funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit, or non-profit sectors where the objective assessment and individual service strategy indicate that work experience is appropriate.

Paid work experience will pay participants at least $12.00/hour and benefits required by law for performing work. Internships may be paid or unpaid, depending on the design of the project. Pay rate must be included in the budget as well all benefits required by law. Payments to the participants are the responsibility of the program operator and must be included in the budget. Proposers will be required to adhere to the work-experience requirements of WIOA. The Out-of-School Youth contractor must meet the mandatory 30 percent minimum expenditures of program funds on work-based learning. This amount will be provided when the allocation is awarded.

## FOURTEEN REQUIRED PROGRAM ELEMENTS

The Workforce Innovation and Opportunity Act requires that Local Workforce Development Areas provide Fourteen Required Program Elements to youth participants. Proposers will be required to outline how each of the following will be provided (if applicable):

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;

2. Alternative secondary school offerings;

3. Education offered concurrently with an in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

4. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including internships and job shadowing;

Work experiences are designed to enable youth to gain exposure to work and its requirements. The purpose is to provide the youth with the opportunities for career exploration and skill development. Work experiences may be subsidized or unsubsidized and should not be viewed as a stand-alone activity. Funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit, or non-profit sectors where the objective assessment and individual service strategy indicate that work experience is appropriate;

5. Out-of-school youth who are ascertained to need occupational skills in order to secure meaningful employment may receive training through referral to the Title I provider as funds allow;

6. Leadership development opportunities, which may include positive social behavior and soft skills, decision making, team work, and other activities;

7. Supportive services;

8. Adult mentoring for a period of at least twelve (12) months that may occur both during and after program participation and must be provided by an adult other than the case manager;

9. Follow-up services for not less than twelve (12) months after the completion of participation; follow-up services are defined as more than just a contract and must provide necessary support to the OSY;

10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;

11. Financial literacy education, supporting ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, home ownership, wealth building, or other savings goals; see WIOA sec. 129(b)(2)(D) for additional activities;

12. Entrepreneurial skills training, including education and information regarding the development of small business,

13. Labor market information (LMI) services, including labor market and employment information about in-demand industry sectors or occupations available in the region; and

14. Activities that help prepare youth for transition to post-secondary education and training.

While it is required that proposals outline how each of the applicable Program Elements will be provided, proposers are not mandated to provide all fourteen themselves. Proposers must describe linkages with other programs that will provide the Program Elements that the proposer itself will not provide. Linkages with existing programs and alternate funding sources are encouraged and will be necessary to make the program cost effective. All proposers must complete the Fourteen Program Element chart, and provide sufficient detail to ensure each of these items will be provided to the youth. All proposers are responsible for providing intensive and on-going case management both during the program and the follow-up phase of the program.

## COORDINATION

Proposers must outline their familiarity and working knowledge of the human, social, referral and other service organizations *and employers* that will be key to assisting job seekers with their employment goals. This involves more than knowing the names and addresses of the organizations. It involves knowing who to contact and how to navigate the system on behalf of the customers. For example, proposers should understand the support system that is involved when serving adjudicated youth.

As a priority for serving customers, the successful proposer will use services and programs available at the PA CareerLink® before looking to outside providers. Other organizations include educational agencies, child-care organizations, social service agencies, shelters, clinics, housing organizations, food banks, etc.

A significant number of customers have limited English skills. Proposers must ensure meaningful access to programs and activities by persons with limited English skills when developing a proposal.

In addition, a significant percentage of customers will either be high-school dropouts and/or read at an 8th grade level or below. Therefore, all providers seeking funds must be able to deliver and coordinate services for individuals with low literacy levels.

## STAFFING

1. Proposer must have sufficient staff to successfully operate the program and provide adequate services including a majority of staff dedicated to direct customer services;

2. Proposer must have a staff member dedicated to the PA CareerLink® for recruitment of Out Of School Youth and as a requirement as a Title I partner agency.

3. Proposer must plan to serve a considerable number of non-English speaking customers (primarily Spanish) and must employ a sufficient number of bilingual, direct-services staff to meet the needs of the customers. As a priority of the Youth Council, this criterion will receive extra consideration during the evaluation process;

4. All staff funded with this grant are expected to provide some level of direct customer service or customer support such as data entry. The WDB is not interested in supporting layers of management staff;

5. Proposer should consider that a significant number of direct services staff hold a bachelors degree and/or related work experience;

6. Staff is expected to work professionally and cooperatively, which is essential in situations such as the PA CareerLink(R) where individuals are integrated by function and space assignments;

7. The WDB reserves the right to approve lead personnel assigned to this project;

8. Close coordination with the WDB is essential; therefore one senior level staff person who is familiar with all activities must be named as the WDB liaison;

9. Staff assigned to work with youth under age 18 must have proof of passing a FBI Clearance, Child Abuse History Clearance and Criminal Background Check as required by Section 1-111 of the Pennsylvania School code (24 P.S. 1 -111) and its regulations at 22 PA Code s. 8.1 - 8.4.

10. WIOA stresses the importance of employer engagement; therefore, it is expected that all staff understand employer needs within the county and at least one half of an FTE will be required to participate as an active member of the Business Service Team.

## PROGRAM CONSIDERATIONS

Proposers must consider the following:

1. Program services and activities may not begin prior to November 1, 2021;
2. Proposals should provide a detailed overview of how services will be delivered within and outside normal operating hours;
3. Proposers are responsible for adhering to all current and modified laws, rules, regulations, guideline requirements, policies, and local changes;
4. Priority occupations must be in demand as listed on the Commonwealth’s current High Priority Occupation List for Lancaster County. This list can be accessed at <http://www.paworkforce.state.pa.us>;
5. The Commonwealth Workforce Development System (CWDS), will be the system of record.

## EXPECTATIONS OF CONTRACTORS

1. Program recruitment is the responsibility of the successful proposer. The number of young adults in the follow-up component will exceed the minimum enrollment numbers as the program matures.

2. It is the sole responsibility of the successful proposer to determine eligibility for program participants. Coordination with school districts, the Title I operator, and the WDB is required, including attendance at mandatory training sessions.

3. In order to be served, the young adults must be certified as eligible based on the criteria established in the Workforce Innovation and Opportunity Act and in accordance with criteria established by the Governor of the Commonwealth of Pennsylvania. Eligibility determination and associated documentation will be completed by successful proposer staff. Youth may not commence any activity until after eligibility for services has been documented and certified by the Title I provider. All documents, training, placements, follow-up and tracking associated with the youth must be completed by successful proposer staff. The successful proposer is liable for costs associated with enrollment of youth who have not completed the registration process and are not certified by the Title I operator as eligible to participate, in accordance with WSP NO 01-2015(C1).

4. The successful proposer must develop and maintain a case record for each customer which must include: identification and contact information; assessment information (literacy test scores, both pre- and post-test); vocational interests; child care, transportation and other support needs; current schedules and/or enrollment dates for all activities; reports on actual program attendance; records of customer contacts, date of contact, type of contact (i.e. by phone, in person, etc.), topics discussed, and results of contacts; and forms signed by the customer verifying that s/he has received and understands each of the following documents: the successful proposer’s disciplinary and grievance procedures, the program’s attendance and termination policy, and civil rights information. Customer files are considered WDB property. Case notes must be entered into the CWDS.

5. The successful proposer must develop and provide each customer with a handbook that outlines at a minimum: a description of all activities, a schedule of activities (including the job placement period), and attendance, grievance and termination policies. Approval from the WDB is required prior to using the handbook.

7. The WDB reserves the right to monitor and audit all projects at any time for contractual terms and programmatic issues as well as compliance with accounting procedures, participant utilization, equal opportunities, ADA, and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor or Pennsylvania Department of Labor and Industry. The successful proposer shall enable the Title I Provider (if different) and WDB staff to maintain regular, continuing personal contact and communication with participants and agency staff at all program sites.

8. The successful proposer must assure that health and safety standards established under Federal, State and local laws shall be applicable to working or training conditions of participants and that provisions will be made for accessibility of individuals with disabilities to the training and/or working facility as required by section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.

9. The successful proposer must complete documents as required by the Department of Labor and Industry and/or the WDB. Documents must be submitted accurately and on time.

10. The successful proposer must adhere to strict codes of confidentiality. Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and specific procedures as required by law. All customer documents must be maintained in secured, locked file cabinets at all times with limited staff access.

11. The successful proposer must ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP), as required by the Department of Labor.

12. All customer forms, documents, outreach and promotional material must contain the following language: “Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program”.

13. **Public Communications – Stevens Amendment.** Pursuant to P.L. 116-94, Division A, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

* The percentage of the total costs of the program or project which will be financed with Federal money;
* The dollar amount of Federal funds for the project or program; and
* The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## REQUIRED OUTCOMES

Youth Common Measures information defined below is based on the WIOA Section 116, USDOL Training and Employment Notice (TEN) #5-14, and Training and Employment Guidance Letter (TEGL) #17-05 Change 2 which may be accessed at www.doleta.gov in the *Library* section. The selected provider is expected to immediately incorporate service delivery that would result in positive outcomes for each of the WIOA Common Measures. Should these standards change after the release of this RFP or the issuance of a contract, local provider measures will be adjusted accordingly.

**Placement** – percent of participants in unsubsidized employment during the second quarter after exit; for OSY, also includes those in training. **GOAL 75%**

**Retention** – percent of participants in unsubsidized employment during the fourth quarter after exit; for ISY/OSY, also includes those in training. **GOAL 70%**

**Median Earnings –** median earnings of participants in unsubsidized employment during the fourth quarter after exit; for ISY/OSY, also includes those in training. **GOAL $3,000**

**Credential Rate –** percent of participants who obtain a recognized postsecondary credential, or a secondary school diploma or equivalent during participation or within one year after exit. Secondary school diploma/equivalent are positive only if also obtained employment or in training leading to a credential within one year after exit. **GOAL 72%**

**Measurable Skills Gain –** percent of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. **GOAL 70%**

Proposers must be prepared to have systems in place to track, document, and report these outcomes.

## GENERAL CONDITIONS

The release of this Request For Proposals does not constitute an acceptance of any offer, **nor does such release in any way obligate the execution of a contract with any Proposer.** The WDB reserves the right to accept or reject proposals on the basis of the conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria included in this document. Proposers should note:

1. Specifications contained in this RFP are subject to change upon the release of revised applicable federal and state laws, rules, regulations and/or policies.
2. The WDB will not be liable for costs incurred in the preparation of proposals or negotiation of contracts. The WDB will not be liable for costs or purchases made prior to the effective date of the contract.
3. The WDB will not pay for curriculum development. If an off-the-shelf package will be purchased, the proposer must name the package in the proposal and submit information regarding the program as an attachment to the proposal.
4. Upon submission, all proposals, in their entirety, become the property of the WDB and subject to the PA Open Records Law.
5. The award of a contract for any proposed service is contingent upon the favorable evaluation of the proposal and successful negotiation of any changes to the proposal required by the WDB.
6. The selected proposer must demonstrate the ability to be compliant with program reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.
7. The selected proposer will be required to provide various financial and performance reports to the WDB on a monthly basis in such detail and on such forms as required by the WDB. The deadline for the monthly financial reports will be the 5th day of the month following the reporting month and the deadline for performance reports will be the 7th day of the month following the reporting month, or as required by the WDB. The successful proposer will be required to submit the reports for presentation to the WDB. Failure to submit the required monthly reports on time and in a complete and accurate form may result in de-obligation of funds or termination of the contract.

## CONTRACT AWARD

1. The WDB shall award a contract to the responsible and responsive proposer whose proposal is determined to provide the best overall value to the WDB in terms of ability to perform the required services, experience and cost.

2. Proposers must detail in their proposal their reasons for objection to any part of these terms and conditions and include in their proposal proposed alternate language. Time is of the essence in the award of a contract. Hindrance of the award process due to the extent of a proposer’s proposed modifications may have a negative impact on the WDB’s assessment of that proposal.

3. No portion of these services may be subcontracted without prior WDB approval.

4. The contract resulting from the award of this RFP will consist of this RFP (which includes the WDB and General Conditions), the proposal, and any additional information deemed necessary as a result of the negotiations held with the successful proposer.

5. The initial contract will be for an eight (8) month period, November 1, 2021 - June 30, 2022. If funding is available, and the successful proposer is performing acceptably, subsequent agreements will be developed. Additional program period funding will be at the discretion of the WDB. This RFP is issued for a two-year period, with an option to renew for a maximum of three years without rebid. Annual budget negotiations will take place with the successful proposer based on available funding, priorities and performance.

6. All contracts will be written as line-item, cost reimbursement agreements that are based on performance. Renewal and continuation will be based on demonstrated outcomes.

7. Insurance Requirements (includes participants in paid work activities)

General Liability: $2,000,000 General Aggregate

$2,000,000 Products Completed Operations Aggregate

$1,000,000 Personal & Advertising Injury

$1,000,000 Each Occurrence

$ 5,000 Medical Expense (any one person)

Auto Liability: $1,000,000 Combined Single Limit

Workers’ Compensation: Statutory

Employers Liability: Bodily Injury by Accident $ 500,000 Each Accident

Bodily Injury by Disease $ 500,000 Each Employee

Bodily Injury by Disease $1,000,000 Policy Limit

Umbrella Liability: $1,000,000

Professional Liability $1,000,000

8. General Requirements for Insurance: Except as otherwise approved by the WDB in writing, the following provisions shall apply to each and every policy of insurance which Contractor is required hereunder to carry:

a. The form, amount and coverage of each policy, and the insurer under each policy which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Insurance Company Rating Organization)

b. Contractor shall cause each insurance carrier to deliver its certificate of insurance to the WDB and to any other party designated by the WDB, certifying the applicable insurance provisions herein required:

i) Upon the execution hereof, and

ii) At any other time upon the WDB’s request;

c. At least thirty (30) days prior to the expiration of each policy, contractor shall provide the WDB with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage a sixty (60) day notice of such action shall be sent via certified mail to the WDB;

d. Contractor shall not permit any condition to exist and shall not commit any act or omission that would wholly or partially invalidate any insurance;

e. The WDB shall be endorsed as an additional insured on all policies, except workers’ compensation and professional liability;

f. The requirements described above are also applicable to any and all subcontractors hired by the contractor to perform work under this contract.

9. Proposers must provide appropriate insurance and workers compensation coverage to customers enrolled in work experience activities prior to the start of work.

10. Proposer must agree to obey all OSHA, federal, state, county, and local laws or ordinances in any way pertaining to the requirements of the specification, and shall obtain any and all permits, etc. which may be necessary.

11. The WDB, with 30 day advance notice to provider, may modify or terminate the agreement due to, but not limited to, factors such as:

a. Funding decreases;

b. Unsatisfactory performance by the contractor;

c. Failure to work cooperatively with the WDB and or the PA CareerLink® Lancaster County

d. Lack of sufficient programmatic services available to customers;

e. Any other reason as directed by the WDB.

12. The WDB, with or without notice to the provider may terminate the agreement due to serious issues such as, but not limited to:

a. Theft;

b. Unallowable use of funds;

c. Unsafe acts;

d. Breach of confidentiality and/or HIPAA violations;

e. Activities performed by employees or agents of the provider that are not directly related to the specifications outlined in this RFP and which constitute a breach of this agreement.

13. Proposer must agree to comply with the salary and bonus limitation requirements established by Public Law 109-234 and outlined in Training and Employment and Guidance Letter (TEGL) 5-06. These provisions limit the salary and bonus payments that can be made with Workforce Innovation and Opportunity Act funds to the equivalent of the federal Executive Level II ($179,700 in CY 2012). This limitation applies to payments regardless of whether they are paid as a direct or an indirect cost. Subgrantees with employees who fall into this category are required to disclose the information to the fiscal agent and grant funds may not be used to support the employee. Failure to comply with this limitation will result in disallowed costs that must be repaid to the fiscal agent. Additional information can be found at [www.doleta.gov.](http://www.doleta.gov.)

## ADMINISTRATIVE REQUIREMENTS

1. The proposer must be capable of supporting its own operation.

2. Proposers must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the proposed program and to meet federal financial accountability requirements mandated by most federal grants.

3. Proposers must ensure compliance with applicable state and federal law, including applicable accounting and financial management principles/requirements, OMB circulars, audit requirements, etc.

4. Proposers may be subject to a pre-award survey. This may include, but is not limited to, a review of proposer=s record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.

5. In the event of a contract award, provider shall retain all program records for a minimum of six (6) years following completion of audit and resolution of any questioned costs. If an audit is begun during the six-year period and has not been completed the customer case record files must be retained beyond the sixth-year period until the audit is completed. File storage has been arranged by the WDB.

6. Customer files are considered the property of the WDB and must be provided at the end of the program period or when requested, and must be available at all times for review.

7. All procurement shall be conducted to provide open and free competition. If a proposal identifies a specific entity (subcontractor or vendor) to provide services, awards made through this RFP do not provide the justification or basis to sole-source the procurement, i.e., avoid competition, therefore all subcontracted services and vendors must be competitively bid.

## MONITORING AND OVERSIGHT

The attainment of program standards is measured at the time of on-site monitoring, as well as at other times throughout the course of the contract. Proposers who do not achieve goals will be asked to take specific corrective action. Failure to achieve program goals could result in the provider being placed on probation and may result in termination of the contract.

On-site monitoring will be conducted at least annually. Statistical progress toward achievement of goals will be monitored on a monthly basis via reports submitted to the WDB by the provider. Problems with program performance will initiate more frequent on-site visits.

The WDB reserves the right to monitor and audit all projects at any time for contractual terms and programmatic issues as well as compliance with accounting procedures, participant utilization, equal opportunity, ADA, and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, or the Pennsylvania Department of Labor and Industry or any other federal, state or local official. The proposer shall enable WDB staff to maintain regular, continuing personal contact and communication with participants and agency staff at all program sites.

## SELECTION CRITERIA

1. The selection of a successful proposer will be based on the following criteria as outlined in the proposal:

1. Demonstrated performance of the effectiveness of the agency or organization in delivering comparable or related WIOA program services and activities, including ability to meet specific program design elements that ensure customers are engaged in appropriate activities;
2. Demonstrated ability to meet performance goals, costs and quality of services;
3. Demonstrated ability to integrate services within the PA CareerLink® Lancaster County model;
4. A record of fiscal accountability and administrative compliance, including well established financial management systems and controls;
5. Quality and qualifications of key staff;
6. Demonstrated depth of understanding of the requirements outlined in this RFP.

2. Funds awarded under this proposal shall not be used to duplicate facilities or services currently available in the county with or without reimbursement from Federal, state or local sources.

3. Keep in mind that the WDB is looking for the most cost-effective method to deliver the services outlined in this proposal.

## EVALUATION CRITERIA AND SELECTION PROCESS

1. In order to review proposals quickly and efficiently, all proposals must be presented in the designated format with all budget and other forms completed thoroughly and accurately. The WDB and Youth Council reserve the right to reject any proposal not formatted consistent with the proposal format requirements.

2. All proposals that meet the minimum requirements of the RFP will be sent to the Proposal Review Committee for evaluation. The review committee consists of Youth Council members, staff and other knowledgeable individuals appointed by Youth Council. The proceedings of the review committee are confidential. Members of the review committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.

3. Through this review and evaluation process, each member of the review committee will evaluate each proposal to assess quality of the proposed services and activities.

4. Upon review and evaluation of proposals, the above group will then meet to discuss each proposal and to discuss the combined rating sheet that is based on the scores from each review committee member. Cost and budget data may be reviewed separately from technical information.

5. During the evaluation process, the review committee may, at its discretion, request any or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any question the review committee may have about the proposal or organization. Not all proposers may be asked to make such oral presentations.

6. The WDB and Youth Council reserve the right to reject all proposals and re-issue the RFP at any time prior to the execution of a final contract; to require in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.

7. The WDB and Youth Council further reserve the right:

a. To reject the submission of any proposer that, in the WDB’s judgment, has been delinquent or unfaithful in the performance of any contract associated with the WDB or the Fiscal Agent, is financially or technically incapable, or is otherwise not a responsible proposer;

b. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the WDB’s sole judgment, material to the proposal;

c. To request that one or more of the proposers modify their proposals or provide additional information;

d. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer;

e. To inspect projects similar in type and scope to the work sought in this RFP and/or to inspect the proposer’s facilities to be used in furnishing goods or services required by the RFP;

f. To conduct such investigations as the WDB considers appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal.

8. Upon conclusion of the review and evaluation process, the review committee will vote and recommend their selected provider to the Youth Council of the WDB. After discussion and approval by the Youth Council, a recommendation will be made to the Executive Committee of the Workforce Development Board for approval.

9. Upon Executive Committee approval, a contract will be developed.

10. The WDB and Youth Council reserve the right to negotiate the final terms of all contracts with successful Proposers. Selected proposers may be required to attend a meeting to discuss their proposal and contract provisions. Items that may be negotiated include, but are not limited to, the type and scope of services, cost and fees, staffing, staffing levels, management, programs offered, etc. Likewise, the WDB also reserves the right to accept any proposal without substantive negotiation. Therefore, proposers are advised to propose their most favorable terms with their initial submission.

11. The WDB and Youth Council reserve the right to negotiate with successful proposer for the inclusion of services to groups and for the inclusion of activities in addition to those described. Changes may be instituted at any time during the contract period with advance notice to proposer.

12. If a selected proposer fails to provide the information required to begin negotiations in a timely manner, fails to negotiate in good faith or indicates they cannot perform the contract within the budgeted funds available for the project, or, if a selected proposer and the WDB after a good faith effort, cannot come to terms, the WDB may terminate negotiations with that particular proposer and commence negotiations with any other proposer.

## NOTIFICATION OF AWARD

1. It is expected that final approval of a contractor will occur during the week of October 21, 2021. Proposers will be notified in writing of their approval or rejection as soon as possible. If necessary, contract negotiations will be performed. The purpose of the contract negotiations is to arrive at a common understanding of contract essentials such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract, consisting of standard contract provisions, will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary. The selected contractor must be prepared to begin the hiring and transition process as soon as the contract is executed so that all services are ready to begin on November 1, 2021 .

2. Proposers not selected may request, in writing, an oral debriefing. Requests for debriefing must occur within five days from receipt of a notification letter.

## COMPLIANCE WITH THE LAW AND CONFLICT OF INTEREST

1. The selection of a contractor shall be accomplished in compliance with the relevant rules, regulations and directives. Each contractor is required to comply with the requirements of all applicable Federal, state, and local laws, ordinances, rules, regulations, and amendments.

2. The WDB and any entity or persons who themselves or whose organization will gain financially as a result of a WDB decision to subcontract a particular function, service and/or activity of the program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.

3. When procurement of services and/or activities is discussed at a WDB meeting, all potential proposers will be asked to leave the meeting during that discussion. Potential proposers who do not leave will be disqualified from bidding.

# SECTION II – RFP PACKET INSTRUCTIONS

## PROPOSAL FORMAT

1. Proposal Narratives are limited to fifteen (15) single spaced pages of print with a font size of no less than 12, and margins no smaller than one inch. Pages must be numbered. Charts and other attachments are not included in the fifteen page limit. Proposals must be staples in the upper left-hand corner, not bound and not placed in binders. Brochures, expensive paper, promotional material and the like are not wanted. Proposers are cautioned to keep attachments to a minimum and to avoid including redundant documents such as the content of this RFP. Completeness, legibility and clarity are essential. Inclusion of multiple or wordy attachments increases the risk that reviewers could miss critical information.

2. When preparing your proposal, repeat the question (in the order presented in this document) and provide your response directly below the question. This will allow the reviewers to quickly determine whether or not you have responded to the question without looking for responses that are embedded into paragraphs of text.

3. To be considered, proposers must submit a complete proposal and respond fully to all requirements, using the format provided. Failure to submit a complete proposal and/or respond fully to all requirements may cause the entire proposal to be rejected.

## REQUIRED PROPOSAL INFORMATION

The following outline indicates the required components of the proposal as found in Sections III through V known as the Narrative Documents, Financial Documents, and Assurances and Certifications sections of this RFP. Each component must be addressed specifically and in the requested format and order. Forms included in this RFP Package must be completed and submitted with the proposal. For items that do not apply to your proposed program and/or activity, please write “n/a” along with a full explanation in the appropriate space in the document. No cost or budget figures are permitted to be included in this submission except for the Line Item Budget which must be submitted in separately sealed packages and clearly labeled: “Financial Documents”.

### 1. Section III - Narrative Documents

**Cover Letter**

All submissions must include a cover letter signed by the individual authorized to bind the organization to the submitted proposal and terms and conditions of this RFP.

**Cover Sheet**

Must be the first page of your proposal. The Cover Sheet must be completed in full. Do not leave any items blank.

**Executive Summary**

The Executive Summary is a one-page summary of your Program Narrative. Use the previously described format that includes required one-inch margins and minimum 12 point font, single sided format.

**Fourteen Required Program Elements**

The Workforce Innovation and Opportunity Act requires that local areas offer youth each of the fourteen (14) elements mentioned on the enclosed chart. While it is required that proposals outline how each of the applicable Program Elements will be provided, proposers are not mandated to provide all 14 themselves. Proposers must describe linkages with other programs that will provide the Program Elements that the proposer itself will not provide. Linkages with existing programs and alternate funding sources are encouraged and will be necessary to make the program cost effective.

**Past Performance and References**

If you previously operated similar program(s), answer in the affirmative and indicate the most recent or most relevant period on the form and complete #1. All proposers must complete #2 - references.

**Narrative**

All proposals must contain a detailed description of the services and/or activities to be performed for the WIOA program they plan to administer. The Narrative must be typed per instructions and responses to all questions must be answered in the order asked. Utilize a question and answer format in your proposal. This section also includes your organization’s capacity to manage the project as well as financial ability and experience.

### 2. Section IV - Financial Documents

**Information in this section must be submitted in a separate sealed envelope and clearly labeled as: “Financial Information”.**

**Line Item Budget**

All proposers must complete and submit a Line Item Budget and attachments for the periods November 1, 2021 - June 30, 2022, using the attached budget forms found in Section IV of this RFP. The Line Item Budget is a basis for cost comparison.

Allowable Costs and Activities: costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation as a provider of youth services. Additionally, costs should be comparable to the charges for similar goods and services in the area and not be a general expense required to carry out the overall responsibility of the government or contractor. Allowable cost principles are established in OMB Unified Code.

Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single cost, which is properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

### 3. Section V - Assurances and Certifications

Please complete the following and include with your Narrative submission.

1. Administrative and Monitoring Requirements

2. Certification Regarding Non-Discrimination

3. Certification Regarding Drug-Free Workplace Requirements

4. Certification Regarding Lobbying

5. Certification Regarding Debarment, Suspension & Ineligibility

6. Concurrence of Collective Bargaining Agent

If the occupation in which training is to be offered is subject to a collective bargaining agreement then concurrence must be obtained from the appropriate bargaining representative.

Union Comments - all proposers are required to obtain comments regarding the need for this proposed training from applicable union or collective bargaining units. Such unions include not only unions within the proposed training site, but also unions affiliated with the subject matter of the proposed training program. For example, a training course for building trades must obtain comments from the building trades union.