

Lancaster County Workforce Development Board

Request for Proposals # 22-02-TANFYDP

Description of Proposal: TANF Youth Development Program (YDP)

Issue Date: May 23, 2022

Bidder's Conference

**Date: June 2, 2022 Time: 10:00 am Local
Prevailing Time Refer to Section 1, paragraph 1.2
for details**

Written Questions

**Date: June 17, 2022 Time: 4:00 pm Local
Prevailing Time Refer to Section 1, paragraph 1.2
for details.**

Submittal Deadline:

**Date: July 1, 2022 Time: 2:00 pm Local
Prevailing Time Refer to Section 5, paragraph 5.1
for submittal instructions.**

Point-of-Contact for this RFP

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In accordance with Public Law 101-166, Section 511, known as the Steven's Amendment, this Request for Proposal (RFP) is _100_____ % funded with Federal funds. The Agreement to be entered into as a result of this will also be ___100___ % funded with federal funds.

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SECTION ONE - Introduction and Instruction

1.1 Purpose of this Request for Proposals (“RFP”)

The Lancaster County Workforce Development Board (hereinafter “LCWDB”), a 501c3 corporation with its principal office in Lancaster, Pennsylvania is soliciting competitive sealed proposals (a “Proposal”) from professional firms (each a “Proposer”) that are interested in and capable of providing **TANF Youth Development Program** services in partnership with the PA CareerLink[®] Lancaster County as further detailed in the scope of work of this RFP (inclusive of all tasks, deliverables, and products required herein “Services”). If the LCWDB elects to make an award to a Proposer in connection with the Services, the Proposed Administrative and Financial Agreement included as Attachment A to this RFP as well as all documents incorporated therein shall form the entire agreement between the LCWDB and the successful Proposer (“Agreement”).

1.2

Bidder’s Conference

A bidder’s conference will be held on June 2, 2022 beginning promptly at

10:00am. Bidder’s Conference registration is required:

<http://events.constantcontact.com/register/event?llr=7m5ci5jab&oeidk=a07ej6ds24e341c2d34>. The purpose of this meeting is to conduct a question-and-answer session regarding this RFP package to maximize the Proposer’s understanding as to what is required. Should questions asked and answers given at the bidder’s conference potentially alter the intent or scope of the RFP, LCWDB will issue an addendum to the RFP to formally modify the RFP. This RFP cannot be modified by, and Proposers shall not rely on, comments made during the pre- proposal conference except as set forth in an addendum.

Written questions will be accepted by email to support@lancastercountywib.com through June 17, 2022 at 4:00pm. Should questions asked through email that potentially alter the intent or scope of the RFP, LCWDB will issue an addendum to the RFP to formally modify the RFP.

Addendums shall be posted to the [LCWDB website](#), and it is the responsibility of the Proposer to retrieve.

1.3

Due Date

The deadline for LCWDB receipt of Proposals is July 1, 2022 2:00 pm, local prevailing time, (“Proposal Deadline”). Timely receipt of the proposal is the sole responsibility of the Proposer. Refer to Section 5, paragraph 5.1 for specific Proposal submittal instructions.

1.4 Amendments to Submitted, Unopened Proposals

Amendments to or withdrawals of submitted, unopened Proposals will only be allowed if requests are received by LCWDB prior to the Proposal Deadline. No amendments or withdrawals will be accepted after the Proposal Deadline unless they are in response to the LCWDB's request.

1.5 Required Review of RFP Package

Proposers shall carefully review this RFP for defects, inconsistencies, or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda.

All questions must be in writing and directed to the RFP's point-of-contact. This RFP cannot be modified except by a written addenda issued by LCWDB. The decision on whether an addendum is required shall be made by LCWDB in its sole discretion.

If an addendum is issued, it shall ultimately be the responsibility of the Proposer to check and download addendums from the LCWDB website.

1.6 Preparation Costs

LCWDB will not be responsible for any costs associated with the preparation, submittal, or presentation of any Proposal. If LCWDB rejects a Proposal or does not award an Agreement to any Proposer, the Proposer agrees that it will not seek to recover lost or expected profits, Proposal preparation costs or claims for unjust enrichment.

1.7 Public Information

All Proposals and other material submitted become the property of LCWDB and may be returned only at LCWDB's option. Information contained in the Proposals will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws (65 P.S. §§ 67.101-67.3104), public records are required to be open to reasonable inspection. All Proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time the Agreement is executed by the LCWDB. Thereafter, the Proposals will become public information. Requests for photocopies of public records must be made to the Open Records Officer and will be provided to the requestor for a nominal per page fee.

Trade secrets and other proprietary data contained in Proposals may be held confidential, if the Proposer requests, in writing, that the LCWDB does so, and if the LCWDB agrees, in writing, to do so. Material considered confidential by the Proposer must be clearly identified and the Proposer must include a brief statement that sets out the reasons for confidentiality.

1.8 Reservation of Rights

1.8.1 LCWDB reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

1.8.1.1 To reject all Proposals and re-issue the RFP at any time prior to execution of the Agreement; to require, in any RFP for similar products and/or services that may be issued after 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.

1.8.1.2 To reject any Proposal if, in LCWDB's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, the Proposer does not meet the qualification requirements set forth in Section 5 herein, or it is otherwise in the best interest of LCWDB to reject the Proposal.

1.8.1.3 To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of the Agreement.

1.8.1.4 To accept or reject any or all the items in any Proposal and award the Agreement for the whole or only a part of any Proposal if LCWDB determines, in its sole discretion, that it is in LCWDB's best interest to do so.

1.8.1.5 To reject the Proposal of any Proposer that, in LCWDB's sole judgment, has been delinquent or unfaithful in the performance of any contract with the LCWDB, is financially or technically incapable, or is otherwise not a responsible Proposer.

1.8.1.6 To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in LCWDB's sole judgment, material to the Proposal.

1.8.1.7 To permit or reject, at LCWDB's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to Proposals by one or more of the Proposers following Proposal submission.

- 1.8.1.8** To request that one or more of the Proposers modify their Proposals or provide additional information.
- 1.8.1.9** To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
- 1.8.1.10** To require that Proposers appear for interviews and/or presentations of their Proposals at LCWDB's offices.
- 1.8.1.11** To inspect programs 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.
- 1.8.1.12** To conduct such investigations as LCWDB considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.

1.9 RFP Timeline

Following is LCWDB's estimated timeline for the RFP process:

Issue RFP	<u>May 23, 2022</u>
Bidder's Conference (registration required)	<u>June 2, 2022 at 10:00am</u>
Cutoff for Submission of Written Questions (10 business days before the due date by email)	<u>June 17, 2022 at 4:00pm</u>
Deadline for Submission of Proposals	<u>July 1, 2022 at 2:00pm</u>
Review of Proposals	<u>July 5, 2022 to July 29, 2022</u>
Issue Notice of Contract Award	<u>August 19, 2022</u>
Commencement of Work	<u>September 1, 2022</u>

SECTION 2 – Method of Vendor Selection

2.1 Interviews with Firms

LCWDB may, in its sole discretion, elect to conduct interviews with one or more Proposers. The purpose of an interview will be to clarify and assure the Proposer's full understanding of, and responsiveness to, the solicitation requirements. Revisions to a Proposal may be permitted after submission and before the LCWDB's execution of the Agreement for the purpose of obtaining best and final offers with the LCWDB's approval. The individual identified in the Proposal as the Program Manager, must attend the interview.

2.2 Right to Negotiate

After LCWDB's completion of the Proposal evaluation process, including any interviews held with Proposers during the evaluation process, LCWDB may elect to initiate negotiations with one or more Proposers for modification of any component of the Agreement, including,

without limitation, the scope of services, price, or schedule for completion. The option of whether to initiate or terminate negotiations rests solely with the LCWDB, which may be exercised at any time.

2.3 Award of Contract

- 2.3.1** If LCWDB elects to award the Agreement pursuant to this RFP, it intends to award the Agreement to the responsible and responsive Proposer whose Proposal is determined to provide the best overall value to LCWDB. LCWDB intends to award a one (1) year Agreement term with the option of extending the term of the Agreement for an additional program year upon the mutual agreement of the parties. If goals are met and/or exceeded, the Vendor may be asked to submit a program narrative revision and/or a budget modification request. Renewal may be granted for the subsequent program year based on training need, past performance, and the availability of funds. The Vendor should be prepared to begin work on September 1, 2022.
- 2.3.2** LCWDB reserves the right, upon notice to the Proposer, to extend the term of the Agreement for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Agreement coverage and only for the time necessary, up to three (3) months, to enter into new Agreement and to ensure a smooth transition process for consumers.
- 2.3.3** The option provision shall be within the sole and exclusive discretion of LCWDB to exercise and shall not obligate LCWDB to extend the Agreement.
- 2.3.4** Amounts of Services to be purchased by LCWDB in any additional twelve (12) month period shall be dependent upon the availability of funds and participant demand.

SECTION 3 - Standard Contract Information

3.1 Standard Agreement Provisions

The Agreement resulting from the award of this RFP will be governed by the terms and conditions set forth in the Proposed Administrative and Financial Agreement set forth in Attachment A, attached hereto and incorporated herein. Proposers must detail in their Proposal their reasons for objection to any part of RFP or Proposed Administrative and Financial Agreement in their Technical Proposal. Hindrance of the award process due to the extent of a Proposer's objection to the form or substance of the RFP or Proposed Administrative and Financial Agreement may have a negative impact on LCWDB's assessment of that Proposal.

3.2 Agreement Content

The Agreement will incorporate this RFP, the Proposer's Proposal, and any additional information deemed necessary because of the negotiations held with the successful Proposer(s).

3.3 Confidentiality of Protected Health Information:

To the extent applicable, the parties hereto agree to fully comply with the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, and all amendments thereto and regulations promulgated thereunder (collectively, "HIPAA"), as well as any other applicable laws or regulations concerning the privacy and security of health information. The successful Proposer always agrees to treat any protected health information (as defined by HIPAA), created by, or disclosed or otherwise made available to the successful Proposer in

connection with the Agreement, in accordance with all federal, state and local laws and regulations regarding the confidentiality of protected health information. Without limitation to other rights and remedies under the Agreement or afforded by law, LCWDB may immediately terminate the Agreement if it determines that there has been a material breach of this provision.

To the extent that LCWDB meets the definition of a “Covered Entity” or “Business Associate” (as such terms are defined under HIPAA) and the successful Bidder is determined by LCWDB to meet the definition of a “Business Associate” or “Subcontractor” (as such terms are defined under HIPAA) of LCWDB, the successful Proposer and LCWDB shall enter into a HIPAA Business Associate Agreement in a form satisfactory to LCWDB as set forth in Attachment B, attached hereto and incorporated herein, which shall govern the treatment of any protected health information created, received, transmitted or maintained by successful Proposer on behalf of the LCWDB.

SECTION 4 – Scope of Work

4.1 GENERAL INFORMATION

4.1.1 Program Duration

4.1.1.1 September 1, 2022, to June 30, 2023, with one, one-year (July 1, 2023, to June 30, 2024) renewal option.

4.1.2 Program Location

4.1.2.1 Comprehensive Location: 1046 Manheim Pike, Lancaster PA 17601

4.1.2.2 Potential satellite locations throughout Lancaster County TBD

4.1.3 Method of Payment

4.1.3.1 Cost reimbursement

4.1.4 Eligible Respondents

4.1.4.1 Eligible applicants must be able to demonstrate the experience and innovative service delivery model that includes high-quality case management support toward a curriculum that includes career guidance and exploration, the provision of work experience opportunities such as internships, pre-apprenticeships, and occupational skills training along a career pathway for in-demand industries and occupations. Programming must support the ultimate goals of advancement into postsecondary education and/or the attainment of employment in a career pathway which leads to a family/self-sustaining wage and may include:

- 4.1.4.1.1** A private for-profit entity
- 4.1.4.1.2** A government agency (includes school districts, secondary education, and career & technology centers)
- 4.1.4.1.3** A community-based organization
- 4.1.4.1.4** A non-profit organization
- 4.1.4.1.5** A workforce intermediary

4.2 POPULATION TO BE SERVED

LCWDB TANF Youth Development Programs are offered year-round to provide career exposure, career readiness, and work experiences for the student and young adult population of Lancaster County.

Subrecipient must prioritize services and activities are given to those eligible students and young adults with any of the following barriers impeding their success:

- 4.2.1** School dropout, or identified at-risk of dropping out of school
- 4.2.2** Basic Skills Deficient
- 4.2.3** An English Language Learner
- 4.2.4** Homeless
- 4.2.5** Runaway
- 4.2.6** Justice system involvement, or at risk of involvement
- 4.2.7** Individual with a Disability
- 4.2.8** In Foster Care, or aging out of Foster Care

4.3 PROGRAM DESIGN

The successful proposer must identify the elements that will be used to structure year-round TANF Youth Development Programs. These elements shall include the following, but not limited to:

- 4.3.1** Objective assessments
- 4.3.2** Strategic development of individual plans for career exploration for each individual participant
- 4.3.3** Preparation for post-secondary educational opportunities or those opportunities that lead to a family/self-sustaining wage
- 4.3.4** Provide meaningful work experiences that will allow for students and young adults to explore careers, gain valuable resume building experiences and enhance their essential skills while learning money management

- 4.3.5** Provide unique activities and experiences that will provide career exploration and preparation
- 4.3.6** The program elements must incorporate strong framework services from outreach, to intake, to case management, to follow-up services.

4.4 PROGRAM COMPONENTS

It is expected that the successful proposers will incorporate the following required programmatic functions/initiatives into their program design. The below components are not exclusive. Innovation is encouraged.

4.4.1 PAID WORK EXPERIENCE (PWE)

Subrecipients will have staff and funds dedicated to work with participants to achieve career and education goals that lead to a family/self-sustaining wage in a high priority occupation. Staff should support student and young adults to understand themselves, their strengths and weaknesses, their potential career pathways, and the process by which they can obtain those goals by offering individualized work sites experiences/internships that meet the skills and interests of the students and young adults. The provider will serve as the employer of record for the young adult.

- 4.4.1.1** Proposer will be responsible for providing a PWE plan and ensure responsibility for the following:
 - 4.4.1.1.1** Identify and establish projects/worksites that provide high-quality work experiences pertaining to the skills and interest of the eligible participants
 - 4.4.1.1.2** Obtain and maintain a worksite agreement
 - 4.4.1.1.3** Develop and provide job descriptions of duties to be performed for each intern/internship
 - 4.4.1.1.4** Identify and recruit young adult participants that will benefit from internship experience
 - 4.4.1.1.5** Onboarding of young adult participants
 - 4.4.1.1.6** Assist with scheduling and assigning young adults to worksites
 - 4.4.1.1.7** Ensure worksite supervisors are complying with guidelines and regulations
 - 4.4.1.1.8** Meet minimum wage and maximum hour requirements per LCWDB policy
 - 4.4.1.1.9** Participant compensation policy, procedure, and tracking
 - 4.4.1.1.10** Regular communication with jobsite supervisors
 - 4.4.1.1.11** Participant timesheets and payroll

4.4.2 SCHOOL BASED CAREER COUNSELOR INITIATIVE IMPLEMENTATION

The PA CareerLink® Lancaster County currently has Career Counselors in local schools providing career exposure, exploration, and career path planning to middle and high school students.

4.4.2.1 It will be the responsibility of the proposer to provide the innovative program structure and plan for providing continued services to the student population at risk for dropping out of high school, those that may not meet graduation requirements and need an alternative pathway for graduation, and seniors graduating without a specific career plan. Include how you will incorporate the following:

- 4.4.2.1.1** Population to be served
- 4.4.2.1.2** Enrollment goals
- 4.4.2.1.3** Priority enrollment
- 4.4.2.1.4** Skills and interest assessment
- 4.4.2.1.5** Financial literacy
- 4.4.2.1.6** Occupational skills and employability skills training opportunities
- 4.4.2.1.7** Career awareness activities
- 4.4.2.1.8** Career exposure activities
- 4.4.2.1.9** Career readiness activities
- 4.4.2.1.10** Employment applications
- 4.4.2.1.11** Resume building/enhancing
- 4.4.2.1.12** Mentoring
- 4.4.2.1.13** ACT WorkKeys
- 4.4.2.1.14** Essential skills development

4.4.2.2 The forementioned are basic components we would like to see included. We want to review the innovated approaches you will take in providing the participants with a full career enhancing experience.

4.5 SERVICES TO BE PERFORMED

Subrecipients will have a clear plan that will include the total number of students and young adults to be served, set goals to meet TANF YDP Grant Plan, a dedicated staffing structure, a budget and plan for outreach, recruitment, and a plan for program retention that includes how to identify and retain prospective participants.

Program times and enrollment strategies may vary based on service offerings and participants; however, successful applicants will identify projected program timelines.

4.5.1 OUTREACH AND RECRUITMENT

Outreach and recruitment include, but is not limited to, identifying eligible students and young adults, obtaining necessary eligibility documentation, and working closely with parents/guardians, school officials, community organizations, and other government agencies.

4.5.1.1 Proposer will be responsible for an outreach and recruitment plan. Including how specific populations will be identified and included in outreach and recruitment efforts.

4.5.1.2 Proposer will be responsible to propose a plan to conduct outreach and recruitment, including obtainment of eligibility documentation (as applicable).

4.5.2 ENROLLMENT

It is the responsibility of the subrecipient to gather and verify the appropriate documentation needed to determine participant eligibility prior to providing services to the young adult. The LCWDB must give final verification of eligibility prior to participants receiving services.

An eligible participant is defined as an individual who meets the following criteria:

4.5.2.1 Between the ages of 12 (or has completed the 5th grade) and 24 years at the time of enrollment.

4.5.2.2 Proof of Social Security Number

4.5.2.3 A U.S. citizen or a TANF-eligible non-citizen

4.5.2.4 A PA resident

4.5.2.5 A personal monthly gross earned income that does not exceed 235% of the FPIG (young adult's sole income)

4.5.3 COMPREHENSIVE CASE MANAGEMENT, TRACKING, AND DOCUMENTATION

Subrecipients will have staff responsible for providing individualized case management including, but not limited to, delivering services in career development and preparation, providing and/or making referrals for supportive services, supporting participants in achieving their goals, and connecting them

to relevant postsecondary education or employment opportunities. Case Management is key to participant retention and potential success. Providers are encouraged to incorporate trauma informed and human-centered approaches into their case management models.

4.5.3.1 Proposer will be responsible for comprehensive case management

4.5.4 COMPREHENSIVE TRACKING AND DOCUMENTATION

Successful proposers must be prepared to have systems in place to track, document, and report all outcomes. To support data management, a TANF YDP provider will be required to designate and manage staff that will oversee participant physical files and work closely with the LCWDB to follow all local and WDB policies. Participant physical files should contain documents to reflect program enrollment, eligibility, participation, service provisions including participant timesheets, supportive services documentation, as well as other participant activities during program participation and follow-up as required. Additionally, the providers may coordinate with the PA CareerLink® Lancaster County and/or other referral partners from time to time to provide comprehensive services to a young adult participant. The provider must follow the appropriate LCWDB policies to ensure the transfer or participant files and documentation is secure.

4.5.4.1 Proposer will be responsible for developing a comprehensive plan for tracking, maintenance, and storage of program and participant files and supporting documentation

4.5.5 COORDINATION AND COMMUNICATION WITH COMMUNITY PARTNERS

Community partners (employers, post-secondary institutions, human and social services, and other service organizations)

4.5.5.1 Proposer will be responsible to develop and foster and maintain communication and relationships with members in the Lancaster County Community to enhance and leverage services for our students and young adult populations.

4.5.6 COORDINATION AND COMMUNICATION WITH OTHER PA CAREERLINK® PARTNERS

PA CareerLink® has established partnerships that provide support to the Lancaster County office.

4.5.6.1 Proposer will be responsible for coordinating and communicating with PA CareerLink® partners

4.5.7 COORDINATION AND COMMUNICATION WITH THE LCWDB STAFF

As the organization that provides funding to deliver services to the young adults, the LCWDB is required to provide oversight and monitoring to ensure compliance and successful outcomes.

4.5.7.1 Proposer will be responsible for coordinating and providing high-levels of communication with the LCWDB Staff

4.5.8 PERFORMANCE STANDARDS AND GOALS

Satisfactory progress towards goals will be monitored by the LCWDB. It is the subrecipient's responsibility to meet, at a minimum, the performance goals that will be determined upon closure of contract negotiations. Goals are subject to change during the duration of the contract based upon the strategic goals of the LCWDB.

Lancaster County Workforce Development Board	
TANF YDP	Proposed Goals for PY22
Proposed # of new enrollments through Career Counselors Initiative	100
Proposed % of students retained for continuation of services	95%
Proposed % of participants involved in career exposure activities	90%
Proposed # of new PWE enrollments	50
Proposed % of participants retained for continuation of tiered PWE services	95%
Proposed % of positive placement to employment or post-secondary training	90%
Proposed % of participants attaining satisfactory completion of PWE	95%

4.5.8.1 It will be the responsibility of the proposer to successfully meet performance standards and goals as outlined above.

4.5.8.2 Proposer will be responsible for identifying and correcting factors that may lead to lack of progression toward meeting performance measures.

4.5.8.3 Proposer will be responsible for leading the students and young adults towards self-sufficiency.

4.5.8.4 Proposer will be responsible for ensuring participants achieve satisfactory completion of services.

4.5.9 SUPPORTIVE SERVICES

Providers will need to dedicate funds to provide supportive services to participants based on individual need while active in the program or during follow-up. Supportive services are services that enable a participant to participate in authorized TANF YDP activities.

4.5.9.1 Proposer will be responsible for developing a supportive service plan and structure

4.5.9.2 It will be the responsibility of the proposer to connect students and young adults with community resources needed during their involvement during program activities (i.e.: housing, food, transportation)

4.5.9.3 It is desired that the proposer has already established partnerships within Lancaster County community organizations.

4.5.10 INCENTIVE POLICY

Subrecipients may dedicate funds to provide incentives to participants. Incentives are permitted for positive reinforcement to promote young adult attendance or participation in workforce programming, and for “recognition and achievement directly tied to training activities and work experiences.” (TANF YDP Manual)

4.5.10.1 It will be the responsibility of the proposer to develop an incentive plan and structure aligned with our LCWDB policy.

4.5.10.2 The proposer will be responsible for developing a process for purchase, tracking, distribution, and storage of proposed incentives, including gift cards.

4.5.11 STAFF LEVEL

The Provider will be responsible for hiring, onboarding, and training staff as needed for the program. Initial training on TANF Youth Development Program, Uniform Guidance, and local policies and program requirements are to be completed by the Provider within a timely manner of the new hire start date.

4.5.11.1 The proposer will be responsible for developing a staffing structure to accommodate the year-round programming

4.5.11.2 It is the responsibility of the proposer to determine how to accommodate to meet participant needs and activities outside of normal business hours

4.5.11.3 Proposer is responsible for staff training

4.5.11.4 Proposer is responsible to have operational policies

4.5.11.5 Proposer is responsible for notifying LCWDB of staffing changes

SECTION 5 – Proposal Format and Content

5.1 Submission of Proposal

5.1.1 Lancaster County Workforce Development Board uses a cloud-based grant management system called Foundant Technologies. Proposers will be required to create an account with Foundant by going to this portal: <https://www.grantinterface.com/Home/Logon?urlkey=lcwdb>.

5.1.2 For first time users, tutorials are provided:

- [Written Tutorial](#)
- [Video Tutorial 1: Site Access & Account Creation](#)
- [Video Tutorial 2: Applying for Funding](#)
- [Video Tutorial 3: Your Applicant Dashboard](#)
- [Apply for a Grant - Applicant Overview Video](#)
 - This video covers the content above in an overview format.

5.1.3 Creating your online account can be simple, if you start with a few things prepared in advance. Our online Grants Manager will allow you to track the status of your application, as well as file grant reports from your account, and you'll be able to edit and submit applications on your own timeline.

All applicants are required to create an account, and we recommend you do this well before any actual grant application deadline. Here's what you'll need:

- Contact information for the point person, and a username that is an email address
- Contact information for your organization, including your EIN/Tax ID number
- Contact information for the Executive Director.

Many of our grant rounds require different documentation, so depending on your organization's status and the specific application guidelines of our grant rounds, you may also be required to upload certain documents.

5.2 Understanding of the Services

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the Services and illustrates how their methodology will serve to accomplish the work and meet the LCWDB's schedule. Proposers must describe how they will approach the Services; describe the methods and frequency of interface between your program team members and the LCWDB's program team members in performing the Services; and indicate how often the program manager and the program team members will be on site in the performance of the Services.

5.3 Qualification Statement

5.3.1 Each Proposal shall include, at minimum, the following information about the Proposer:

- 5.3.1.1** The number of years the Proposer has been in business.
- 5.3.1.2** Provide a summary of the history of your agency. For how long has your agency provided social services and in what capacity? Provide specific reference to services like those described in the RFP.
- 5.3.1.3** The names and titles of the Proposer's principals.
- 5.3.1.4** The Proposer's most recent annual report or the company's most recent income statement, balance sheet, and statement of cash flow accompanied by an auditor's report attesting to the accuracy of these financial statements.
- 5.3.1.5** Identify if Proposer holds any current federal certifications for the following: Minority Owned Business (MBE), Women Owned Business (WBE), Small Disadvantaged Business (SDB), Disadvantage Business Enterprises (DBE), 8a Designation, HUB Zone Business Enterprises (HUB) or Disabled Veteran Business (DVBE).
- 5.3.1.6** All certifications required or sought after for the services being provided.
- 5.3.2** The following questions should be answered thoroughly as part of the Proposal:
 - 5.3.2.1** What is the Proposer's main business focus?
 - 5.3.2.2** What are the strengths of the Proposer and how will the LCWDB benefit from those strengths?

5.4 Past Performance Measurements and Demonstrated Effectiveness

- 5.4.1.1** List and describe the Proposer's experience with federal, state, or local government whom your agency currently or recently holds/held a contract to provide similar services to those described in this RFP. For each listed program include name and location of program; reference contact name; telephone number; email address; estimated total program cost and actual total program cost; planned program completion date and actual program completion date; and summary description of the program. Additionally, include monitoring reports that were supplied to each agency/government.
- 5.4.1.2** If the Proposer has had experience with any workforce development organization, other than the LCWDB, within the Lancaster County area, provide the name and address of the contact organization, and the contact person's name, telephone number, and email address.
- 5.4.1.3** Identify the program manager and submit this individual's credentials (work/program experience and education). Include a resume and job description for this individual. State to whom the management contract will report and the percentage of time they will devote to the program. List the names and titles of your planned program team members and describe their individual levels of experience and expertise with this type of program. Provide a job description for each position including to whom the position will report and percentage of time to be devoted to the program. Include an organizational chart showing the reporting structure of the team members.

- 5.4.1.4** Proposer shall provide their proposed staffing model and hours of operation. Include any days not in operation for holidays, etc.
- 5.4.1.5** Describe the Proposer's capacity to execute services within the proposed schedule. Describe the Proposer's willingness and ability to commit personnel to meet the scope and schedule of the services. (Include a list of current programs and the anticipated completion dates of these programs.)
- 5.4.1.6** Discuss the organization's capability for timely replacement of staff into position vacancies due to personnel turnover (i.e., voluntary, or involuntary).
- 5.4.1.7** Discuss training available to staff, including training in latest trends and developments within workforce development.
- 5.4.1.8** Identify any related certification held by staff, if staff to be assigned are known, or your organization's intent with respect to encouraging achievement of relevant certification.
- 5.4.1.9** Describe any leveraging of additional resources the contractor's participation in PA CareerLink® would provide.
- 5.4.1.10** Describe the methodology on how your firm collects data to ensure performance is on target?
- 5.4.1.11** How does your agency plan to execute services while following Commonwealth of PA and CDC requirements? Identify software programs and electronic mechanisms and process you will utilize to provide these services.
- 5.4.1.12** Describe your agency's continuity of operations plan
- 5.4.1.13** Describe and justify the proposed locations(s) of all staff.
- 5.4.1.14** Discuss the process used to provide financial and non-financial incentives to staff at regular intervals throughout the length of the contract to encourage performance.
- 5.4.1.15** Provide a sustainability plan.
- 5.4.1.16** Identify your process to supplement your workforce due to greater demand or to replace staff who are unable to work.
- 5.4.1.17** Describe any current or past contracts employing performance goals and measures. What is your agency's experience meeting those goals? Provide specific examples of goal achievement.
- 5.4.1.18** Describe how the stated performance goals in Section 4 of the Statement of Work shall be achieved.

5.5 Program Services

5.5.1 Paid Work Experience (PWE): Detail the proposed plan to provide Paid Work Experience and ensure responsibility for the following:

- 5.5.1.1** Identify and establish projects/worksites that provide high-quality work experiences pertaining to the skills and interest of the eligible participants
- 5.5.1.2** Obtain and maintain a worksite agreement
- 5.5.1.3** Develop and provide job descriptions of duties to be performed for each intern/internship
- 5.5.1.4** Identify and recruit young adult participants that will benefit from internship experience
- 5.5.1.5** Onboarding of young adult participants
- 5.5.1.6** Assist with scheduling and assigning young adults to worksites
- 5.5.1.7** Ensure worksite supervisors are complying with guidelines and regulations
- 5.5.1.8** Meet minimum wage and maximum hour requirements per LCWDB policy
- 5.5.1.9** Participant compensation policy, procedure, and tracking
- 5.5.1.10** Regular communication with jobsite supervisors
- 5.5.1.11** Participant timesheets and payroll

5.5.2 School-Based Career Counselors: Provide your innovative program structure and plan for providing continued services to the student population at risk for dropping out of high school, those that may not meet graduation requirements and need an alternative pathway for graduation, and seniors graduating without a specific career plan. Include how you will incorporate the following:

- 5.5.2.1** Population to be Served
- 5.5.2.2** Enrollment Goals
- 5.5.2.3** Priority Enrollment
- 5.5.2.4** Skills and Interest Assessment
- 5.5.2.5** Financial Literacy
- 5.5.2.6** Occupational and Employability Skills Training
- 5.5.2.7** Career Awareness Activities
- 5.5.2.8** Career Exposure Activities

- 5.5.2.9** Career Readiness Activities
- 5.5.2.10** Employment Applications
- 5.5.2.11** Resume Building/Enhancing
- 5.5.2.12** Mentoring
- 5.5.2.13** ACT WorkKeys
- 5.5.2.14** Essential Skills Development

5.5.2.14.1 The forementioned are basic components we would like to see included. We want to review the innovated approaches you will take in providing the participants with a full career enhancing experience.

- 5.5.3** Career Awareness: Provide examples of how you will design career awareness and exposure activities for the eligible TANF population.
- 5.5.4** Describe the proposed outreach and recruitment plan. Include how specific populations will be identified and included in outreach and recruitment efforts.
- 5.5.5** Describe the proposed plan to conduct outreach and recruitment, including obtainment of eligibility documentation (as applicable).
- 5.5.6** Detail the proposed plan for comprehensive case management
- 5.5.7** Detail the proposed comprehensive plan for tracking, maintenance, and storage of program and participant files and supporting documentation
- 5.5.8** Describe the plan to develop and foster and maintain communication and relationships with employers, schools, non-profits, PA CareerLink® partners, and community-based organizations to enhance and leverage services for participants. Include any referral process.
- 5.5.9** Describe your ability to lead the students and young adults towards self-sufficiency.
- 5.5.10** Detail the proposed supportive service plan and structure
- 5.5.11** Detail the proposed incentive plan and structure
- 5.5.12** Describe how you will connect participants with community resources needed during their involvement in program activities (i.e. housing, food, transportation).
- 5.5.13** Provide examples of working effectively with diverse populations that have multiple barriers.
- 5.5.14** Provide examples of quality assurance reporting that has been provided to workforce development boards, grant providers, and/or the community at large.
- 5.5.15** Describe your proposed plan for coordinating and providing high levels of

communication with Lancaster County Workforce Development Board staff.

- 5.5.16** Provide examples of expanding local workforce development programs for students and young adults. Describe how you will incorporate creativity and innovation into the TANF YDP program.
- 5.5.17** Detail the plan to recruit, select, retain, and manage performance of a high-quality trauma informed young adult staff members.
- 5.5.18** Describe how satellite locations will be utilized and managed, including anticipated staff levels, to provide comprehensive services.
- 5.5.19** Describe how virtual/remote program services will be available and managed.
- 5.5.20** Describe your organization's financial and administrative experience and capabilities. Include the following:
 - Managing and accounting for federal, state, and local funding sources in accordance with GAAP
 - Conducting self-monitoring for contract performance and compliance
 - Developing and implementing a continuous improvement model
- 5.5.21** Proposers are encouraged to review the Statement of Work (Section 4) and the various task requirements called for within the scope. If the proposer believes that there are alternative methods for meeting any of the RFP requirements different than those envisioned by LCWDB, the proposer should detail them.

5.6 Subcontractors

- 5.6.1** Subcontractors may be used to perform portions of Services. If a Proposer intends to use subcontractors, the Proposer must identify in its Proposal the names of the subcontractors and the portions of Services the subcontractors will perform in its Proposal. Proposals must contain the following information concerning each prospective subcontractor:
 - 5.6.1.1** Complete name of the subcontractor.
 - 5.6.1.2** Complete address of the subcontractor.
 - 5.6.1.3** Type of Services the subcontractor shall be performing.
 - 5.6.1.4** Percentage of Services the subcontractor shall be performing.
 - 5.6.1.5** Evidence that the subcontractor holds a valid Pennsylvania business license.
 - 5.6.1.6** A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the Services required.
- 5.6.2** A Proposer's failure to provide this information in its Proposal may cause the LCWDB to consider the Proposal non-responsive and reject the Proposal.

5.7 Budget

5.7.1 Price Proposals must include at minimum:

5.7.1.1 Complete Attachment E, Budget Sheets which includes but is not limited to the following:

- Budget Cover Sheet
- Budget Summary Sheet
- 01/01 Administration-Staff Salaries
- 01/02 Administration-Staff Fringe Benefits
- 01.03 Administration-Staff Travel & Conference Expenses
- 01/04 Administration-Materials & Supplies
- 01/05 Administration-Non-Expendable Property
- Budget Cover Sheet
- Budget Summary Sheet
- 01/01 Administration-Staff Salaries
- 01/02 Administration-Staff Fringe Benefits
- 01.03 Administration-Staff Travel & Conference Expenses
- 01/04 Administration-Materials & Supplies
- 01/05 Administration-Non-Expendable Property

5.7.1.2 Identify your fiscal contact

5.7.1.3 Upload your cost allocation plan

5.7.1.4 Upload a sample certificate of insurance evidencing, at minimum, the insurance coverage types and levels set forth in the Proposed Administrative and Financial Agreement.

5.7.1.5 Budget Parameters: Total administration costs may not exceed 5% of total budget (reference section 683.215 of the WIOA Final Rule-Department of Labor, for definition of what function and activities constitute the cost of administration). Profit (if applicable) may not exceed 3.5% of total budget.

5.7.1.6 Provide justification to support your price proposal, which shall clearly identify the level of service to be provided. What is the proposed service level including

expected numbers of participants to be served?

- 5.7.1.7** Indicate your understanding of the contracting process and your ability of operate the program utilizing the method of payment applied to this proposal.
- 5.7.1.8** Indicate sources and amounts of any non-WIOA funds to be utilized in the operation of this program.
- 5.7.1.9** Detail how leveraged resources will supplement core funding to ensure the proposed program has the greatest customer impact. Provide examples of how leveraged resources have provided customer impact beyond core funding in other programs operated by your agency.

5.8 Forms, Assurances, Certifications

- 5.8.1** Each Proposal shall include a conflict-of-interest statement indicating whether or not any principals in the Proposer, their spouse, or their child is employed by the Lancaster County Workforce Development Board, and whether or not the Proposer or any individuals providing Services has a possible conflict of interest, and, if so, the nature of that conflict. Furthermore, Proposers shall certify the following assurances:
 - HIPAA Business Associate Agreement
 - Non-Collusion Affidavit Form
 - LCWDB Grievance Hearing Procedure
 - Worker Protection and Investment Certification
- 5.8.2** To preserve the integrity of LCWDB employees and elected officials and to maintain public confidence in the RFP process, the LCWDB prohibits the solicitation or acceptance of anything of value by a LCWDB employee or elected official from any person seeking to initiate or maintain a business relationship with LCWDB departments, boards, commissions, and agencies.
- 5.8.3** Proposers shall not pay any salaries, commissions, fees, or make any payments or rebates to any employee. Nor shall any Proposer favor any employee with gifts or entertainment of significant cost or value, or with services or goods sold at less than full market value.
- 5.8.4** LCWDB reserves the right to disqualify a Proposer or cancel an award of the Agreement if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be performed by the Proposer. The LCWDB's determination regarding any question of conflict of interest shall be final.
 - 5.8.4.1** A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the Services required.
- 5.8.5** A Proposer's failure to provide this information in its Proposal may cause the LCWDB to consider the Proposal non-responsive and reject the Proposal.
- 5.8.6** Proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships that are contemplated.

SECTION 6 - Evaluation Criteria and Process

- 6.1** A committee of LCWDB personnel representing the functions of the Lancaster County Workforce Development Board (WDB) and members of the WDB Committee performing oversight of the program will review and evaluate Proposals submitted in response to this RFP (“Evaluation Committee”). The proceedings of the Evaluation Committee are confidential. Members of the Evaluation Committee are not to be contacted by the Proposers. All communication between a Proposer and the LCWDB shall be through Valerie Hatfield, Contract Manager.
- 6.2** Proposals will be evaluated against the following criteria using a pass/fail determination.
 - 6.2.1** Financial stability of the Proposer (based on our examination of the required financial statements).
 - 6.2.2** Compliance with the essential minimum experience and qualifications of the Proposer.
 - 6.2.3** Compliance with the essential minimum experience and qualifications of the program team members.
 - 6.2.4** Evidence of sufficient levels of insurance coverage.
- 6.3** Proposals must pass this first tier evaluation to move on to the second-tier evaluation described below.
- 6.4** Proposals will be evaluated against the following criteria using point-rated scoring.
 - 6.4.1** Ability (Resource Commitment) – The Proposer’s ability to perform the required service expeditiously. The Proposer must have the resources to be capable of meeting the required program completion schedule.
 - 6.4.2** Competence (Qualifications of Personnel) – The Proposer’s competence in performing the required Services as indicated by the training, education and experience of the personnel assigned to the program team. The Proposer must have in its possession all appropriate and required certifications, permits, and licenses.
 - 6.4.3** Past Performance – The Proposer’s past performance on similar programs. If the LCWDB cannot verify references based on the information provided in the Proposal, the scoring for this criteria factor may be affected.
 - 6.4.4** Quality and Feasibility (Technical & Organizational Approach) – The quality and feasibility of the Technical Proposal and the Proposer’s understanding of the program’s requirements and the overall goals and objectives of the program.
 - 6.4.5** Price.
 - 6.4.5.1** Evaluate the justification for the level of proposed funding.
 - 6.4.5.2** Evaluate the Proposer’s process for the leveraging of funds.
 - 6.4.5.3** Evaluate the Proposer’s administrative ability to perform contract with

Lancaster County WDB.

- 6.4.6** Proposal Content/Format – The Proposal’s compliance with the content and format requirements of the RFP.