



WORKFORCE BOARD LEHIGH VALLEY

REQUEST FOR PROPOSALS

FOR

- 1. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH PROGRAMS RFP, PART I**
- AND**
- 2. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
IN-SCHOOL YOUTH DEVELOPMENT PROGRAMS, PART II**

Period of Performance
JULY 1, 2021 TO JUNE 30, 2022
Renewable for 4 additional 1 year periods

ISSUED: Friday, June 18, 2021

Deadline for Submission: Friday, July 16, 2021

Workforce Board Lehigh Valley
555 Union Boulevard
Allentown, PA 18109
www.lvwib.org

Workforce Board Lehigh Valley reserves the right to modify any of the enclosed specifications

In accordance with [Public Law 101-166](#), Section 511, known as the Steven's Amendment, this Sub-grant Agreement is 100% funded with Federal funds.

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EXHIBITS

EXHIBIT A: REQUEST FOR PROPOSAL (RFP) RATING AND EVALUATION FORM

SECTION 1: INTRODUCTION

The Commonwealth of Pennsylvania has designated Lehigh and Northampton Counties in Northeast Pennsylvania as the Lehigh Valley Workforce Area in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA). The Lehigh and Northampton County Executives are the Chief Elected Officials as defined in WIOA. Together with the Workforce Board Lehigh Valley or WBLV they are responsible for implementation of the local workforce system and for selecting youth services providers.

The WBLV is a majority private sector board and together with the County Executives, is responsible for setting policy, and exercising oversight over the grants to ensure a Lehigh Valley world-class global workforce.

Workforce Innovation and Opportunity Act (WIOA)

Youth Programs RFP, Part I is a Request for Proposals (RFP) for serving economically disadvantaged youth with differing needs, with education, training, and college and career services that lead to completion of high school, eliminating barriers, completion of training programs and graduation from post-secondary education, leading to jobs in high priority occupations with family sustaining wages, as described in Workforce Innovation and Opportunity Act (WIOA), CFR 681.210.

and

Temporary Assistance for Needy Families (TANF) In-School Youth Development Programs, Part II

Request for Proposals (RFP) Part II is for serving in-school youth ages 12-21 with barriers, differing needs, with education, training, and college and career services that lead to completion of high school, eliminating barriers, completion of training programs and graduation from post-secondary education, leading to jobs in high priority occupations with self-sustaining wages. Please use the following link to access the Temporary Assistance for Needy Families (TANF) Youth Development Program Summer and Year-Round Policy and Procedures Manual for more information on program guidance.

[HTTPS://WWW.DLI.PA.GOV/BUSINESSES/WORKFORCE-DEVELOPMENT/DOCUMENTS/TANF%20YDP%20MANUAL.PDF](https://www.dli.pa.gov/BUSINESSES/WORKFORCE-DEVELOPMENT/DOCUMENTS/TANF%20YDP%20MANUAL.PDF)

GENERAL INFORMATION

This RFP is electronic and must be downloaded from the Workforce Board Lehigh Valley website at www.lvwib.org. Paper copies will not be available.

This is not an open RFP. Responses must be received by 3:00 p.m. on July 16, 2021, after which time WBLV will not accept additional proposals. The WBLV will maintain all proposals on file for three (3) years in the event negotiations with the selected proposer

cannot be finalized, additional funds become available through WIOA, or the selected proposer is not able to perform contracted activities. Proposers must score a minimum of 70% to be considered for funding.

A Proposers' Conference to review the RFP process is scheduled for Wednesday, June 30, 2021 at 10:00a.m. The meeting will be held virtually via zoom at <https://us02web.zoom.us/j/81756769339?pwd=NXZDVFY0UGdxeXRiaXRuS3hqRTR5Zz09>.

Questions regarding this RFP should be submitted in writing to the link provided on the WBLV website. Questions will be accepted until Friday, July 9, 2021 answers will be posted on the website. Phone call inquiries will not be accepted. Answers to questions asked at the Proposers' Conference will be made public on the website at www.lvwib.org.

We thank you in advance for your time and effort and look forward to reading and reviewing your proposal(s).

SECTION 2: PART I: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS DESCRIPTION OF REQUESTED YOUTH SERVICES

This is a Request for Proposals (RFP) for serving economically disadvantaged youth with differing needs, with education, training, and college and career services that lead to completion of high school, eliminating barriers, completion of training programs and graduation from post-secondary education, leading to jobs in high priority occupations with family sustaining wages, as described in Workforce Innovation and Opportunity Act (WIOA), CFR 681.210.

The objective of the funds is to help youth who have barriers with education, training, and services that may include but not limited to the following:

1. Post-secondary training that aligns with skill needs of industries in our region.
2. Prepares youth to be successful in secondary or postsecondary education.
3. Development of career pathway(s) and provide career guidance and counseling to support education and career goals.
4. Leverage education concurrent with work-based training and workforce preparation in a specific occupation or occupational cluster within a career pathway.
5. Organize education, training, and other services to accelerate advancement to meet the youth's needs and career pathways choices.
6. Help youth enter or advance in a specific occupation or occupational cluster within career pathways.

7. Provide youth with a work-based learning experience related to their educational and college and career goals.

The objective of the funds is to help youth who have barriers with education, training, and services, however, the following are **required services** and **additional services** to be made available, if not provided by Proposer.

Required services to be provided to the youth include:

Assessment
Career Pathway or Career Plan
Paid Internships
Case Management
Unsubsidized Employment or Post-Secondary education placement
Follow-up Services

Additional services to be made available, if not provided by Proposer, to youth:

Referral to GED or Computer Assisted Instruction resulting in a GED
Financial Literacy
In-school youth must graduate high school
Post-Secondary Training through an ITA
Enrollment into apprenticeships
Leadership Skills

All services provided to out-of-school youth must be entered by Proposers into the Commonwealth Workforce Development System (CWDS), PA Department of Labor and Industry management information system. *[Training will be provided]*

As a result of the COVID-19 pandemic the one-stop centers have been open intermittently making it difficult to rely on the one-stop centers for outreach to youth. Even with the availability of the vaccine it is not clear when the pandemic will fully subside. Proposer must include a plan for maintaining services sufficient to expend the grant funds awarded to them, through social distancing, alternating schedules and virtual as well as on site services. Proposer must be able to monitor staff working remotely.

SECTION 3: ELIGIBILITY FOR OUT-OF-SCHOOL YOUTH

Eligibility includes:

1. Lehigh or Northampton County resident
2. Be between the ages of 12 (or has completed the 5th grade) and 24 years at the time of enrollment
3. Have proof of Social Security Number
4. Be a U.S. Citizen or a TANF-eligible non-citizen

5. Be a PA resident
6. All natural born males at least 18 years old must be registered for selective service
7. Out-of-School youth includes high school dropout not attending any school at the time of enrollment, within the age of compulsory education not attending high school for at least one semester
8. Low Income as defined in the Federal Definition: <https://aspe.hhs.gov/poverty-guidelines>.

WIOA Low Income Guidelines

Size of Family	Income Guideline	26-week Maximum Income
1	\$12,880	\$6,440
2	\$19,083	\$9,541
3	\$26,191	\$13,095
4	\$32,331	\$16,165
5	\$38,158	\$19,079
6	\$44,620	\$22,310
7	\$51,082	\$25,541
8	\$57,544	\$28,772

and

Basic Skills Deficient defined as an individual who is at or below an eighth grade learning level, or English Language Learner defined as an individual who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions:

1. Native language is a language other than English, **or**
2. Lives in a family or community environment where a language other than English is the dominant language,

or

One of the following barriers: school dropout, homeless, runaway, foster care including out-of-home placement or aged out of the foster care system, pregnant or parenting, offender and a disability.

SECTION 4: PROGRAM DESIGN ELEMENTS FOR OUT-OF-SCHOOL YOUTH

Proposers may submit an individual plan for any or all of the following:

OPTION 1 OUTREACH PLAN TO RECALL OUT-OF-SCHOOL YOUTH.

Only school districts can access student records, therefore WBLV is seeking to enter into a contract with the school districts to identify and provide outreach to recent graduates, and high school drop outs.

The school district is responsible for contacting youth, providing youth with information on WIOA Out-of-School programs available through the WBLV, upon youth permission provide name, contact information and area of interest to WBLV Youth Coordinator.

The objective is to:

Identify youth who are not attending high school, not attending post-secondary education, youth drop out, and refer youth to the WBLV Youth Coordinator for referral for technical training, GED, post-secondary education, work experience, On-the-Job Training (OJT), Apprenticeship and/or employment.

WBLV will provide funds for:

Costs related to outreach strategy and staffing will be based on recruitment level proposed.

WBLV is seeking to recruit up to 150 youth over the course of a year.

OPTION 2
ADULT EDUCATION AND FAMILY LITERACY PROVIDERS DELIVERING GED INSTRUCTION TO LEHIGH VALLEY HIGH SCHOOL DROPOUTS BETWEEN THE AGES OF 17 – 24.

Proposer will provide academic instruction as well as personalized, one-on-one case management support for youth recruited and enrolled into the program. Proposer will provide youth with priority access to Proposer's system of evidence-based services, as well as by assisting their families to navigate community resources.

and

Must be enrolled in a GED class and within 12 months of attaining their GED.

WBLV will provide funds for:

Case Managers – Assessment, Career Plans, counsel and case management

Tutors as needed

Internships

Career Pathways

Employability skills, financial literacy and leadership training

Support services as needed by the youth

Test fees

Incentives for the youth to encourage and reward performance

Job Developer to assist with placement into unsubsidized jobs or assistance in completing applications to post-secondary schools

WBLV is seeking to serve a minimum of 15 youth and up to 50 youth over the course of a year.

OPTION 3
POST-SECONDARY OR TECHNICAL EDUCATION

WBLV would like to fund Post-Secondary Education providers to serve youth between the ages of 17 – 24 who are not in school at the time of application for the program but who are interested in post-secondary education/training.

Post-secondary education providers have access to applicants for financial aid and can identify youth who meet WIOA eligibility criteria through their school, financial aid and PELL applications.

and

Youth must have a high school diploma or GED.

WBLV will provide funds for:

Case Managers – Assessments, Career Plans, Counseling and Case Management

Enrollment into a course of study on the WBLV Eligible Training Providers List and the provision of an Individual Training Account (ITA)

Tutors as needed

Internships

Employability skills, Financial Literacy and Leadership Training

Support services as needed by the youth. Support services can include: limited transportation assistance during periods of attendance and participation, uniforms, tools, clothing vouchers and technology.

Incentives for the youth to encourage and reward performance. Incentives must be defined in the participants Individual Service Strategy, and must be linked to an achievement, and must be tied to training and education, work readiness and/or occupational skills attainment.

OPTION 4
FULL SERVICE OPTION

Proposer(s) may be public or private not-for-profit corporations, community based organizations, business and/or trade associations, Lehigh and Northampton County school districts, private-for-profit corporations, labor organizations and governmental units including municipalities. Minority and women-owned businesses are encouraged to submit proposals.

The WBLV is interested in working with Proposers who are already serving youth between the ages of 17 – 24 who are not in school at the time of application for the program and who are ex-offenders, basic skills deficient, non-English speakers, pregnant or parenting, aging out of foster care, runaways, homeless or disabled youth able to meet WIOA performance. [See Section III, #5 for detail regarding WIOA Performance which must be met.]

1. Program Design Elements:

A. WBLV is seeking program designs which will provide one or a combination of the following services in order to meet the federal and Commonwealth of Pennsylvania performance measures required by WIOA and as described in this RFP.

1. Enrollment into post-secondary school/training resulting in 1) the attainment of a recognized post-secondary credential and 2) placement into unsubsidized employment.

The program design may include tutoring as needed.

Referral to training as a component of the program to a traditional post-secondary school on the Statewide Eligible Training Provider List, as applicable to the WBLV workforce area.¹

Class size occupational skills training in a demand occupation in the WBLV workforce area which results in a recognized credential.

2. One-on-one tutoring, which may also include computer assisted instruction, for youth returning to high school in a credit recovery program or entering a GED program. Program activities must result in the attainment of a high school diploma/credential followed by placement into unsubsidized employment or into post-secondary education.

3. WBLV will pay for GED testing;

or

¹ WBLV will consider individual youth requests for training not included on the list, but which results in a recognized credential on a case by case basis.

4. Workplace preparation, including employability and soft skills, and placement into unsubsidized employment.

B. All program designs under this option must include:

A paid work experience for youth in GED, high school credit recovery program or post-secondary education which is tied to their career pathway. The paid work experience must be developed by proposer. They may be in the public or private sector. The time in work experience will be negotiated each year based upon funds available. WBLV will pay for the wages and workers compensation.

For youth receiving only employability skills and placement, youth may first participate in a work experience or on-the-job training activity to assist with their placement;

and

Employability skills and soft skills aimed at job retention and advancement. A formal curriculum must be incorporated into the planned activities for every youth;

and

Financial literacy and entrepreneurial training which should be available to youth, as appropriate, and may be provided virtually;

and

Twelve (12) months follow-up – All youth must receive twelve (12) months of follow-up after they exit the program to assure success in meeting the required performance measures. Follow-up may be different for each youth based on the needs of the individual youth but at a minimum must include monthly contact with each youth.

C. Youth for whom employment is the goal must receive employability skills and may receive work-based training as appropriate or On-the-Job Training (OJT).

D. Attendance

Out-of-school youth are expected to participate on a daily basis. NOT all activities are expected to be scheduled every day. School, work based training or tutoring, for example, is considered “attendance.” There must be a regular schedule. Regardless of the youth’s activities, selected providers will be expected to make contact with the youth at least three (3) times a week to assure they are participating in the scheduled activities and making good progress. Attendance will be one of the factors used to determine provider performance.

2. Recruitment

Proposers will be expected to:

- A. Recruit and enroll youth in sufficient numbers to assure expenditure of ninety percent (90%) of the WIOA and other funds awarded by the end of the program/contract year. Proposer's who do not meet these goals may be subject to early termination of their contract or non-renewal as appropriate and determined by the WBLV.
- B. Optimally, if the proposed program targets out-of-school youth who are entering GED or have a high school credential with the intent to enroll the youth into a post-secondary program, a minimum of seventy-five percent (75%) of the youth should be recruited and enrolled by the end of August each contract year.
- C. If the proposed program targets out-of-school youth who will receive employability skills and then be placed into a job or an OJT or work experience followed by a job, fifteen percent (15%) of the total number of youth to be served must be enrolled each month from July 1 through the first week of December of each contract year.
- D. Proposer generally should be prepared to recruit sufficient youth, usually three (3) youth for every available slot, to assure full enrollment. Proposers should target motivated youth who wish, and are taking steps, who wish to change their lives. Youth who say they cannot attend workshops or who do not express an interest in getting a job are not a good fit for this program.

3. Eligibility

Providers will be responsible for eligibility determination, related documentation collection and data entry. WBLV will provide training to providers on the requirements of eligibility determination.

4. Assessment of Youth

- A. Proposer will be required to provide an objective assessment of each participant, which must include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs, to determine the appropriate services and career pathways for participants.
- B. WIOA allows the use of assessment and basic literacy tests performed by another organization, such as a school, core partner, one-stop partner or individuals licensed to perform assessments of youth.

- C. Youth must be provided with labor market information to help them with career choices as a part of the assessment process. This includes the business makeup of the Lehigh Valley, occupational growth, expanding jobs and wage rates.
- D. Based upon Commonwealth of Pennsylvania requirements proposer may be required to test all youth to determine their basic skills levels. Regardless, if the program design is to enroll youth in GED or post-secondary education it will be required that the youth be tested to assist the youth in making appropriate career path choices.
- E. Proposer will be required to develop service strategies for each participant that are linked to the WIOA youth performance measures (see below) and to identify career pathways for education as well as employment goals.

5. Support Services

Funds may be available for support services. These are services which enable individuals to participate in the programs. Support services include transportation assistance during periods of attendance and participation, uniforms, tools, technology and clothing vouchers.

6. Coordination

WBLV is interested in the coordination of services with Adult Literacy and Vocational Rehabilitation to leverage funds. Proposers stating that they will coordinate with the public education system, or another Commonwealth or governmental agency must provide a signed Memorandum of Understanding with the entity.

7. Performance

- A. Performance is expected to be accomplished in the span of twelve (12) months for youth enrolled in GED or proposer sponsored occupational skills training and two (2) years for youth enrolled in a post-secondary education program which exceeds twelve (12) months. Youth enrolled in an educational component must complete the training, graduate, and be awarded the credential. Eighty percent (80%) of these youth must be placed in a job aligned with the youth's career interest or training related occupation.
- B. All program designs and activities must result in meeting the following performance measures:
 - 1. If enrolled in a GED program or in high school equivalency program, youth must complete high school equivalency/GED, attain high school credential and enroll into post-secondary education or be placed into unsubsidized employment or the military;

or

2. If enrolled in post-secondary school, youth must complete post-secondary education, graduate/attain credential and be placed into unsubsidized employment;

or

If enrolled in a job search/placement program, youth must complete pre-employment skills training and be placed into unsubsidized employment;

and

3. For youth placed in employment, attainment of the wage rate to be set by the WBLV;

and

4. For youth placed in employment, attainment of the employer measure as determined by the WBLV.

WBLV will look at recruitment, enrollment, progress in school, drop outs, attendance and job placements when determining contract renewals.

8. Data Entry

Selected providers will be mandated to enter all necessary data timely to comply with PA Commonwealth and WBLV requirements. WBLV will provide training on Commonwealth Workforce Development System (CWDS), the Commonwealth's system of record, data entry system.

9. Program Monitoring/Evaluation

Monitoring of programs contracted through this competitive solicitation will be conducted by WBLV, the Commonwealth, and WBLV external monitors.

10. Staffing

- A. Staffing should be planned and budgeted to coordinate with those hours during which the youth are engaged in the program.
- B. Proposers may budget for a full time coordinator or project manager.

11. Research

WBLV highly recommends that proposers consider replicating successful program models.

Examples of information available to help structure program designs.

Examples include but not limited to:

1. Entities recruiting OSY through the one-stop system (PA CareerLink) and offering ITAs and/or job placement.
2. Entities working with new and/or expanding businesses to create cohorts of customized training opportunities for youth seeking employment.

RFP PART II:

**TEMPORARY ASSISTANCE FOR
NEEDY FAMILIES (TANF) IN-SCHOOL
YOUTH DEVELOPMENT PROGRAMS**

OPTION 1: DUAL ENROLLMENT/EARLY COLLEGE

OPTION 2: SUMMER YOUTH JOBS PROGRAM

OPTION 3: CAREERLINKING ACADEMIES

OPTION 4: FULL SERVICE YOUTH PROGRAM

**SECTION 5: PART II: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
IN-SCHOOL YOUTH DEVELOPMENT PROGRAMS
DESCRIPTION OF REQUESTED YOUTH SERVICES**

Request for Proposals (RFP) Part II is for serving economically disadvantaged in-school youth with differing needs, with education, training, and college and career services that lead to completion of high school, eliminating barriers, completion of training programs and graduation from post-secondary education, leading to jobs in high priority occupations with self-sustaining wages.

The TANF Youth Development Program Manual can be found on the PA Department and Labor Industry website at:

<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>.

SECTION 6: ELIGIBILITY FOR TANF IN-SCHOOL YOUTH

TANF In-School Youth must be recruited using TANF Youth Development Program criteria. Once identified, the Proposer must provide the Qualification Benefits Spreadsheets provided by the WBLV Contract/Compliance Specialist to submit for verification of youth’s eligibility by the PA Department of Human Services. All youth must be verified prior to program enrollment.

Eligibility includes:

1. Lehigh or Northampton County resident
2. Be between the ages of 12 (or has completed the 5th grade) and 21 years at the time of enrollment
3. Have proof of Social Security Number
4. Be a U.S. Citizen or a TANF-eligible non-citizen
5. Have personal monthly gross earned income that does not exceed 235% of the Federal Poverty Income Guideline

Persons	235% of FPIG Month	Annual	250% of FPIG Month	Annual
1	\$2,523	\$30,268	\$2,684	\$32,200
2	\$3,412	\$40,937	\$3,630	\$43,550
3	\$4,301	\$51,606	\$4,575	\$54,900
4	\$5,190	\$62,275	\$5,521	\$66,250
5	\$6,079	\$72,944	\$6,467	\$77,600

6	\$6,968	\$83,613	\$7,413	\$88,950
7	\$7,857	\$94,282	\$8,359	\$100,300
8	\$8,746	\$104,951	\$9,305	\$111,650
Each Additional Person	\$+890	\$+10,669	\$+946	\$+11,350

The WBLV expects Proposer to prioritize services to those eligible youth with any of the following barriers to success:

1. School dropout or identified as at risk of dropping out of school.
2. Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
3. Basic skills deficient.
4. An English language learner.
5. Have a disability.
6. Court-involved or at risk of involvement.
7. Children of an incarcerated parent(s).
8. In foster care or aging out of foster care.
9. Homeless or a runaway.
10. Pregnant or parenting.
11. A migrant.
12. In need of additional assistance to enter or complete an educational program or to secure and hold employment. (Requires WBLV prior approval).

SECTION 7: PROGRAM DESIGN ELEMENTS FOR TANF IN-SCHOOL YOUTH

Proposers may submit an individual plan for any or ALL OF THE FOLLOWING OPTIONS:

OPTION 1 **DUAL ENROLLMENT/EARLY COLLEGE**

The WBLV is interested in working with Public and/or Post-Secondary Education to identify opportunities for eligible youth ages 16 – 21 to be enrolled in Dual Enrollment and Early College programs. Eligible youth who need support in qualifying for Dual Enrollment and Early College advanced placement, must be provided with the assistance needed to successfully participate in the college level credit courses of a Dual Enrollment and Early College program.

WBLV will provide youth funds for Dual Enrollment/Early College as follows:

Outreach and Eligibility Determination.

Case Management including: Case Managers, Assessments, Counseling and Career Planning.

Help youth navigate college course work, academic experiences, college expectations and career pathways.

Assist youth in mitigating barriers to education and/or employment including: wraparound support services, work-based training including internships and pre-apprenticeships, and financial assistance options for continued education, training and connections to PA CareerLink® Lehigh Valley services and programs.

Tutors as needed.

Employability skills, financial literacy and leadership training.

Course Fees.

Incentives for the youth to encourage and reward performance.

Dual Enrollment may be provided for more than one year per individual based on WBLV approval.

Funds may be available for support services. These are services which enable individuals to participate in the programs. Support services include transportation assistance during participation for tools, technology and uniforms.

OPTION 2
SUMMER YOUTH JOBS PROGRAM

The WBLV is interested in working with Providers to deliver a Summer Youth Jobs Program for eligible In-School Youth between the ages of 16-21. Summer jobs are planned structured learning experiences that takes place in the workplace for a limited period of time and may be paid as appropriate and consistent with other laws, such as the Fair Labor Standards Act. A summer job may be arranged within the private for-profit sector, the non-profit sector, or the public sector.

The Summer Youth Jobs Program is not intended to be a stand-alone program and must include an employability skills program.

Youth will be paid a wage of \$12.00 per hour for 30-40 hour work week based on the employers need/work schedule. The period for Summer Jobs to take place will be May 1, 2022 to August 31, 2022.

Proposer is required to:

Develop an online application system for youth to register for the summer program to go live by January 2022.

Develop worksites at public, government, not for profit or for profit employers.

Provide an in-person, virtually or hybrid Employability Skills Training Curriculum prior to the start of the summer program.

Visit the worksites to assure oversight, and the safety and well-being of youth during their summer jobs experience, and intervene in the event issues arise. Proposer will be required to provide the WBLV with their worksite visitation schedule.

Provider is responsible for collecting and submitting time sheets to the WBLV.

WBLV will provide funds for:

Outreach and Eligibility Determination.

Case Management including: Case Managers, Assessments, Counseling and Career Planning.

Help youth navigate employability skills, financial literacy and career pathways.

Funds may be available for support services. These are services which enable individuals to participate in the programs. Support services include transportation assistance during participation for tools, technology and uniforms.

OPTION 3
CAREERLINKING ACADEMY
COLLEGE AND CAREER AWARENESS PROGRAM

The WBLV is interested in working with Providers to deliver a CareerLinking Academy College and Career Awareness Program to provide a College and Career Awareness Program for youth ages 12-15, aligned to the Pennsylvania Career Education and Work Standards addressing the four areas of knowledge including:

- Career Awareness and Preparation
- Career Acquisition (Getting a Job)
- Career Retention and Advancement
- Entrepreneurship

The purpose of the program is to create an informed education/career plan that supports career choices based on personal interests, abilities and aptitudes.

The program model includes: interest assessments; business and industry serves as career exploration sites and mentors for hands-on rotational work-based career awareness experiences within Lehigh Valley's targeted industry sectors; awareness of business and industry career pathways; post-secondary, training and education options including tours; college and career plans; and, attainment of certifications and/or credentials.

Proposer is required to:

1. Perform interest assessments and explore employability skills
2. Provide business and industry career exploration sites
3. Provide mentoring
4. Provide hands-on rotational work-based career awareness experiences
5. Exposure to business and industry career pathways
6. Tours of post-secondary, training and education options
7. Develop training, post-secondary, and career plans
8. Ensure certification and/or credential attainment
9. Collecting and submitting time sheets to the WBLV

WBLV will provide funds for:

1. Outreach and Eligibility Determination.
2. Interest assessments and employability skills curriculum
3. Hands-on rotational work-based career awareness experiences in Lehigh and Northampton County
4. Development of business and industry career pathways
5. College and industry career tours including transportation [An itinerary of tours must be provided]

6. Certification and/or credential costs, as required
7. Student incentives for 12 to 13 year olds and paid work experience for 14 to 15 year olds
8. Technology
9. Supportive services

OPTION 4
FULL SERVICE IN-SCHOOL YOUTH OPTION

Proposer(s) may be public or private not-for-profit corporations, community based organizations, business and/or trade associations, Lehigh and Northampton County School Districts, private-for-profit corporations, labor organizations and governmental units including municipalities. Minority and women-owned businesses are encouraged to submit proposals.

The WBLV is interested in working with Proposers who are already serving youth between the ages of 16 – 21 who are in school at the time of application for the program with any of the following barriers:

1. School dropout or identified as at risk of dropping out of school.
2. Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
3. Basic skills deficient.
4. An English language learner.
5. Have a disability.
6. Court-involved or at risk of involvement.
7. Children of an incarcerated parent(s).
8. In foster care or aging out of foster care.
9. Homeless or a runaway.
10. Pregnant or parenting.
11. A migrant.
12. In need of additional assistance to enter or complete an educational program or to secure and hold employment. (Requires WBLV prior approval.)

IN-SCHOOL YOUTH PROGRAM ELEMENTS

Providers must make available all 14 WIOA Youth Program Elements as listed below. Not all participants are required to receive all 14 WIOA Youth Program Elements. Program elements for each participant is based on their Individualized Education Program.

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.
3. Paid and unpaid work experiences with an academic and occupational education component.
4. Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities, e.g., community service, peer-centered activities.
6. Supportive services.
7. Adult mentoring.

8. Follow-up services for at least 12-months after program completion. a. Services end upon the completion of the 12-month cycle unless the participant re-enrolls or has additional funding available.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for a specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Postsecondary preparation and transition activities.

Additional details regarding the WIOA Youth Program Elements may be found at <https://youth.workforcegps.org/resources/2017/01/19/13/56/WIOA-Youth-Program-Element-Resources>.

Program Design Elements:

Recruitment

Proposers will be expected to:

Recruit and enroll youth in sufficient numbers to assure expenditure of ninety percent (90%) of the funds awarded by the end of the program/contract year. Proposers will be monitored quarterly and those who are not meeting these goals may be subject to early termination of their contract or non-renewal as appropriate and determined by the WBLV.

Proposer should be prepared to recruit sufficient youth, usually three (3) youth for every available slot, to assure full enrollment. Proposers should target motivated youth who are interested and motivated in taking steps to change their lives.

Eligibility

Providers will be responsible for eligibility determination, related documentation collection and data entry. WBLV will provide training to providers on the requirements of eligibility determination.

Assessment of Youth

- A. Proposer will be required to provide an assessment of each participant, which must include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs, to determine the appropriate services and career pathways for participants.

- B. The WBLV allows the use of assessment and basic literacy tests performed by other organizations, such as a school, core partner, one-stop partner or individuals licensed to perform assessments of youth.
- C. Youth must be provided with labor market information to help them with career choices as a part of the assessment process. This includes the business makeup of the Lehigh Valley, occupational growth, expanding jobs and wage rates.
- D. Based upon Commonwealth of Pennsylvania requirements proposer may be required to test all youth to determine their basic skills levels. Regardless, if the program design is to enroll youth in post-secondary education it will be required that the youth be tested to assist the youth in making appropriate career path choices.

Support Services

Funds may be available for support services. These are services which enable individuals to participate in the programs. Support services include transportation assistance during participation for tools, technology and uniforms.

Coordination

WBLV is interested in the coordination of services with Literacy and Vocational Rehabilitation to leverage funds if required. Proposers stating that they will coordinate with the public education system, or another Commonwealth or governmental agency must provide a signed Memorandum of Understanding with the entity.

Performance

Performance is expected to be accomplished in the span of twelve (12) months.

Must complete employability skills training and utilize PA CareerLink® Lehigh Valley Career Pathways Portal.

Seniors enrolled must complete high school and obtain a diploma.

Graduating seniors must be placed in postsecondary education or in unsubsidized employment.

Youth entering employment must earn a minimum of \$12.00 per hour.

Youth in the program aged sixteen (16) to eighteen (18) who are determined to be basic skills deficient must attain a ninth (9th) grade reading and math level.

WBLV will look at recruitment, enrollment, progress in school, drop outs, attendance and job placements when determining contract renewals.

Data Entry

Selected providers will be mandated to enter all necessary data timely to comply with WBLV requirements. WBLV will provide training on its data entry system.

Program Monitoring/Evaluation

Monitoring of programs contracted through this competitive solicitation will be conducted by WBLV, the Commonwealth, and WBLV external monitors.

Staffing

Front Line staffing should be planned and budgeted to coordinate with those hours during which the youth are engaged in the program.

WBLV is interested in funding new innovative models and approaches in serving in-school youth.

WBLV highly recommends that proposers consider replicating successful in-school program models.

Entities working with new and/or expanding businesses to create cohorts of customized training opportunities for youth seeking employment.

SECTION 8: DESCRIPTION OF PROGRAM SERVICES REQUESTED

Proposer(s) Program Design Requirements

1. Recruitment of Lehigh and Northampton County eligible youth.
2. Youth eligibility determination, assessment, development of individual employment and career pathway plans, case management, and collection/completion of supporting documentation.
3. Program services as follows:
 - a. After school programs for in-school youth that are school-to-work based serving juniors and seniors only. Proposers must be schools or organizations with a written, signed MOU submitted with their RFP response which allows the provider to operate the program on school grounds after school.
 - b. Out-of-school youth work-based programs related to occupations in the healthcare, manufacturing or other high demand occupation areas in the Lehigh Valley with a projected employment future.
 - c. Proposers may propose to serve in-school or out-of-school youth.
4. Referral of youth to providers for services the proposer does not provide, including any of the 10 WIOA youth elements (see page 9) that are not a part of the proposer(s) program, and coordination of those services for the youth.
5. Performance Measures and Reporting.
6. Data entry of all youth activities into the Commonwealth Workforce Development System.
7. Program Monitoring and Evaluation.

1. Recruitment of Lehigh and Northampton County eligible youth:

- A. Recruit and enroll youth in sufficient numbers to assure expenditure of eighty-five percent (85%) or more of the funds awarded.
- B. Proposer(s) serving in-school youth must serve high school juniors and senior's in-school in a 50 / 50 ratio.

C. Proposers serving out-of-school youth may serve youth who are at least 16 but not yet 22 and are not in traditional, online or alternative schools.

D. Coordinate with existing programs in the community for referral of the youth.

2. Youth eligibility determination, assessment, development of an individual service strategy and career pathway plan, case management, and collection/completion of supporting documentation:

A. The WBLV staff will provide training to the successful proposer(s) on eligibility determination, data collection and the data entry necessary to ensure WIOA program eligibility, and ensure WIOA compliance.

B. All youth must be residents of Lehigh or Northampton Counties.

C. Youth served under this RFP must meet the federal definition of economically disadvantaged **and** have a WIOA mandated barrier.

D. Proposers may view all WIOA youth eligibility requirements on the WBLV website at www.lvwib.org .

E. Based upon assessments, proposer(s) are required to develop Individual Service Strategy (ISS) and Career Pathways Plan for youth outlining goals and objectives which will lead to the desired outcome and performance. (Appendices 3 and 4)

F. If it is intended that out of school youth enter into post-secondary school as a part of the program through an Individual Training Account (ITA), youth will be required to obtain the minimum WorkKeys® scores that are aligned with their occupational choice before entering training.

G. In-school youth are expected to graduate and go on to one of the post-secondary options under WIOA or get a job.

H. Proposers that are not district schools serving in-school youth must arrange with the school district to share youth proficiency levels in the written MOU to be submitted with their RFP and must provide remediation as a program component for youth behind a year or more.

I. Proposer(s) must administer a nationally recognized assessment test to out-of-school youth to determine basic skills level in reading and math. Out-of-school youth functioning below 8.9 grade level in reading or math must be provided remediation to increase at least one educational functioning level within 12 months.

J. Eligible youth who do not meet enrollment requirements of WIOA must be referred to community providers for services as appropriate.

K. All supporting eligibility documentation must be completed, checked for accuracy and kept in the youth's individual file.

3. Program services and activities which may include a work experience.

Effective programs should support their program designs with research and/or best practices or offer innovative approaches to providing services including work experiences to youth. Proposer(s) should be able to work with youth with multiple barriers to completion of educational goals and employment and to coordinate services to close the gaps in a continuum of services necessary for the youth to be successful.

Proposer(s) are asked to provide services for either in-school or out-of-school youth:

A. Provide services for in-school youth:

The WBLV is seeking proposers to deliver school-to-work based after-school activities for eligible juniors and seniors in order to retain them in school and offer activities that will ensure their graduation into a job or post-secondary training. Proposers are required to provide a work experience for participants. This includes the development of worksites and monitoring their time in the work experience.

B. Provide services for out-of-school youth:

The WBLV is seeking proposers to provide out-of-school youth, as defined by the WIOA, with an experiential, work-based experience that will assist them in finding employment or in moving on to post-secondary training. An emphasis on Science, Technology, Engineering and Math (STEM) based activities is preferred. Activities provided to youth should be tied to STEM.

Proposers must provide remediation in the event that the out-of-school youth enrolled are basic skills deficient scoring below 8.9 grade level to help them improve a functional grade level within twelve (12) months, attain a GED or high school credential and be placed in employment, post-secondary education and/or the military. Programming must assure supervised youth participation in program activities.

Out-of-school youth may receive occupational skills training through an Individual Training Account (ITA) in accordance with the Commonwealth of PA waiver. ITAs must be for an occupational skills training program on Pennsylvania's Statewide Training Programs/Providers List. All training must prepare youth for employment in a high priority occupation within Lehigh Valley Targeted Industry Clusters. (www.lvweb.org). If eligible, youth must apply for Pell Grant training.

If proposer(s) offers training that results in an industry-recognized certificate/credential and is not listed on the Pennsylvania Statewide Training Eligible Provider List, all costs must be itemized on the budget. This training is subject to WBLV approval.

Proposer(s) may not subcontract for training. They must either provide the training or refer youth to ITA providers.

All youth should receive client-centered Case Management.

Case Management should be designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce activities and supportive services, and to provide job and career counseling during program participation and after job placement.

4. Referral of youth to providers for services the proposer does not provide, including any of the 10 WIOA youth elements listed below that are not a part of the proposer(s) program, and coordination of those services for the youth.

Proposer(s) are **required** to provide the following:

- A. All proposer(s) must provide life skills and employability skills training. **This is an RFP requirement.**
- B. As part of the program activities all proposer(s) must provide **or refer youth as needed to those of** the Ten Program Elements **required** under Section 129 of the WIOA. Youth need not receive all ten (10) elements, and it is not envisioned that these ten (10) elements will all be available through **the proposer** but all proposer(s) must make available or connect youth to community partners and/or employers that provide any of the 10 program elements needed by the youth. Please note that some of the elements included in the required services sought under this RFP are indicated as **this is an RFP requirement for selected proposer(s).**

Ten (10) Workforce Innovation and Opportunity Act Program Elements

- 1. Dropout Prevention – the provision of tutoring, study skills and instruction to in-school youth including those in alternative education. **This is an RFP requirement for the selected proposer(s).**
- 2. Alternative Education – youth needing alternative education must be referred to existing alternative education programs. Youth in alternative school programs at the time of enrollment are considered in-school youth. Out-of-school youth who enroll in alternative programs after WIOA registration are considered out-of-school youth. Proposer(s) may not seek to provide GED preparation or GED or alternative education to youth as this is already provided

through other resources in the community. The WBLV will not fund GED or other alternative education.

3. Summer Youth Employment Opportunities Directly Linked to Academic and Occupational Learning – not intended to be a stand-alone program and participation should integrate a comprehensive strategy for addressing the youth's employment and training needs. There are no funds available for this activity.
4. Work Experience - work experiences are paid or unpaid planned, structured learning experiences, which take place in a workplace for a limited period of time providing youth with opportunities for career exploration and skill development. Options may include any of the following: part-time unsubsidized jobs in the private sector; a paid or unpaid internship; or a job shadowing experience, allowing youth the opportunity to experience several occupations in the work place. **This is an RFP requirement for the selected proposer(s).**

Youth may be provided subsidized Work Experience at a wage of \$12.00 an hour. Subsidized Work Experience will not preclude participation in Individual Training Account (ITA) or On-the-Job Training (OJT) services. ITA and OJT are only available to out-of-school youth ready for placement and exit from the program into unsubsidized employment.

5. Comprehensive Guidance and Counseling - including Drug and Alcohol Abuse Counseling, as well as Referral to Counseling, as appropriate to the needs of the individual youth.
6. Occupational Skills Training – training in high priority occupations in a Lehigh Valley Targeted Industry Cluster. Youth must obtain the technical or occupational skills necessary to gain employment or advance within an occupation that results in an industry recognized certificate.
7. Leadership Training – may consist of any or a combination of the following: community service, peer-centered activities encouraging responsibility, team work, decision making, personal responsibility, citizenship training, positive social behavior training, positive attitudinal development, self-esteem building, and cultural diversity. **This is an RFP requirement for the selected proposer(s).**
8. Support Services –may be provided to in-school and out-of-school youth including transportation costs (bus passes and gas vouchers), background checks (Act 33 Child Abuse, Act 34 Criminal Background and Act 74 FBI Clearances), employment or training physicals and screenings, safety attire and uniforms, if documented as a need(s) in the Individual Service Strategy (ISS) and Career Pathways Plan.

9. Mentoring - the provision of peer or adult guidance.

10. Twelve (12) months follow-up – all youth must receive follow-up for at least 12 months after exit. **This is an RFP requirement for the selected proposer(s).**

WBLV encourages proposers to coordinate services and help to leverage funds. Coordination and collaboration should include cross referrals, providing a service which would otherwise not be available, or adding to the sequence of services in a manner that results in performance for all funders' programs. Youth providers are encouraged to seek out federal and state grants to serve youth, for example, for services ranging from social and mental health services to after-school activities.

5. Performance Measures and Reporting

Performance is expected to be accomplished prior to renewal consideration of each program year that this contract is in effect, unless the youth is enrolled in a post-secondary program which will cross program years, or youth are juniors in high school and will not graduate high school until the next program year.

WBLV will enforce a strict performance outcomes contract renewal policy. If performance is not achieved, the contract may be terminated and the youth reassigned to performing providers, or to a provider on the proposer list who was not funded because of limited funds availability.

The successful proposer(s) will be accountable to the WBLV and Youth Committee and must demonstrate capacity to meet all WBLV Performance Measures as follows:

Performance Measures	Population	Levels
A. Placement in Employment, Post-Secondary Education, or the Military	In- and Out-of-School Youth	70%
B. Attainment of a Degree/Certificate	In- and Out-of-School Youth	85%
C. Literacy and Numeracy Gains	Out-of-School Youth (EFL) In-School-Youth (achievement of 9 th grade levels)	70%
D. Participant Enrollment	In- and Out-of-School Youth	100%

E. Program retention	In- and Out-of-School Youth	85%
F. Attendance in Structured Activities	In- and Out-of-School Youth	85%
G. Increase in Employability Skills	In- and Out-of-School Youth	85%
H. Enrollment on Commonwealth Workforce Development Systems database	In- and Out-of-School Youth	100%

A. The Performance Measure of Placement can be met by the following outcomes:

- Employment
- Military service
- Post-secondary education

B. The Performance Measure of Attainment of a State/Industry Recognized Degree or Certificate for In- and Out-of-School Youth is met when youth attain a high school diploma, GED, or occupational skills certificate issued by the approved awarding institutions as attached. This measure does not include certificates awarded by local workforce areas in recognition of the attainment of pre-employment or work readiness skills.

C. The Performance Measure of Literacy and Numeracy Gains. Out-of-School Youth: only applies to youth who are basic skills deficient, youth must gain one educational functioning level within twelve (12) months of enrollment. In-School-Youth: youth must obtain a 9th grade reading and math level. Remediation may be provided by the proposer(s) or through a referral agency.

Proposer(s) must provide monthly reports of youth program activities to the WBLV on a weekly basis in the manner prescribed by the WBLV which shall report on provider performance to the Youth Committee.

Incentives may be provided to youth. Incentives should not exceed \$250 a year. Incentives must be based on attendance and performance.

6. Data entry of all youth activities into the Commonwealth's Workforce Development System - Proposer(s) will be expected to provide data validation and accuracy of all data entries to ensure all information is entered into the Commonwealth Workforce Development System's database. Proposer(s) may be sanctioned for late or erroneous data entry.

7. Program Monitoring and Evaluation - Monitoring and evaluation of programs will be conducted by WBLV monitors.

SECTION 9: SUPPORT SERVICES

Support services are available to eligible WIOA Out-of-School Youth and TANF In-School Youth who have been enrolled in an activity based on need and to the extent the support services are not available from other sources within the community.

Proposer will be responsible for providing access to support services in accordance with the WBLV Support Service Policies and will be assigned a budget amount for the provision of support services. Individuals needing services not offered by the WBLV must be referred to other agencies in the community offering needed support services.

SECTION 10: FUNDING

Approximately \$2,500,000.00 is available to serve WIOA out-of-school youth in the various program designs. The WBLV expects to fund more than one program initiative.

Approximately \$400,000.00 is available for the TANF in-school youth program

The WBLV reserves the right to adjust the above amounts as needed.

SECTION 11: CONTRACT PERIOD AND CONTRACT PERFORMANCE

Providers who do not substantially meet the US DOL performance measures applicable to the various funding streams as described in the contract document will require a correction action plan and/or may not be renewed.

THE YOUTH PERFORMANCE MEASURES
Of the participants who exit in a quarter the % of participants who are in unsubsidized employment in the 2 nd quarter after exit from the program or who are enrolled in post-secondary school/programs
Of the participants who exit in a quarter the % of participants who are in unsubsidized employment in the 4 th quarter after exit from the program or who are enrolled in post-secondary school/programs
Median earnings of participants in unsubsidized employment during the 2 nd quarter after exit from the program;
Of those participants enrolled in an education or training program who exit the program the % (excluding OJT and customized training) who attained a GED or a recognized postsecondary credential prior to exit or within a year of exit from the program.

Of those participants who, during a program year, are in an education or training program leading to a GED or postsecondary credential who have not exited the program the % of participants achieving a documented measurable skill gain.
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Effectiveness in serving employers.- TBD
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PERIOD OF PERFORMANCE AND CONTRACT PERIOD

Contracts will be written for one year followed by four (4) one year renewable periods. Renewal will be at the option of the WBLV. Contracts will contain additional clauses related to termination for convenience with the proper notice to provide for contractors not wishing to continue services beyond any one year period. Performance will be measured each year.

SECTION 12: PROPOSAL APPLICATION CRITERIA AND INSTRUCTIONS

1. Who May Apply

Proposer(s) may be public or private not-for-profit corporations, community based organizations, business and/or trade associations, Lehigh and Northampton County School Districts, private-for-profit corporations, labor organizations and governmental units including municipalities. Minority and women-owned businesses are encouraged to submit proposals.

Entities must have been in business in the United States for at least two (2) years prior to submission of an application. If proposer is a foreign corporation (not a PA Corporation) they must have a certificate from the PA Secretary of Commonwealth showing that they have filed the necessary documents to do business in the Commonwealth.

Being able to accomplish outreach and recruitment in a short period of time is critical to providing the youth with maximum participation time in the program. Organizations already serving youth who can identify youth from those already being served by their organizations and using the WBLV funds to leverage program services will receive an additional 10 points in the evaluation of their proposals.

2. Accessing the RFP Document and Attachments

Interested parties must access the RFP from the website at www.lvwib.org. Interested parties are responsible for checking the website for additions, modifications, questions and answers concerning this RFP. The WBLV will not contact proposers individually or respond to questions on an individual basis. All questions received will be posted on the website along with the answers.

Proposer must respond to all the questions in the application, of this RFP.

3. Number of WIOA Providers

The WBLV is seeking to fund a number of providers for the services to be provided under this RFP.

Joint, partner, consortium proposals or proposals which subcontract elements of the RFP services will be deemed non responsive.

4. Due Dates– All dates are subject to change by WBLV

EVENT	DATE/TIME
RFP Issued to the Public	Friday, June 18, 2021
Deadline for Submitting Written Questions to WBLV	Friday, July 9, 2021
Proposers' Conference	Wednesday, June 30, 2021, 10:00am
Deadline for Proposal Submission	Friday, July 16, 2021, 3:00pm

- a. Proposals must be submitted on or before 3:00 p.m. (EST), July 16, 2021 electronically to info@workforcelv.org. Hand delivered or mailed proposals **will not** be accepted.
- b. Proposers must email 2 versions of their proposal response, one copy in PDF and the other copy in MS Word.

The WBLV shall not be responsible for proposer's failure to meet responsiveness, date, time and location deadlines due to late delivery.

All submissions should be marked: Response to RFP for Youth Services in the subject line of the transmittal e-mail.

5. The RFP Response Package

- a. The RFP Response package consists of the completion of the Proposal Application of the RFP package found at **Attachment 1** and all required attachments and forms.
- b. All response packages must be single-spaced. Complete all responses in Arial pitch, 12 point type (note that some tables may require smaller fonts). Maintain 1 inch margins.
- c. Number each page of the response sequentially beginning with Proposer's Application Cover Sheet as page one. The page number should be in a footer with the name of the organization submitting the response, and the name of the program proposed. Footers should be printed in an 8 pitch. Tabbed dividers

inserted electronically should not be numbered. Page numbers should be consecutive from beginning to end. Proposals are not to be paginated by sections.

- d. The email submission must come from the email of the designated agent officially authorized to act as the signatory for the organization.
- e. In writing your response:
 - i. Respond to every question asked. Do not omit any questions.
 - ii. All questions and responses should follow the numbers assigned in the RFP. Do not renumber the questions. Use the same number that appears in this request for proposals for the question prior to your answers as the rating sheets are keyed to the question numbers. Raters will not be able to find your responses if you change the numbering system.
 - iii. Do not respond to questions by cross referencing to another response.
 - iv. If a question asks for a yes or no answer place the yes/no response at the beginning of your answer and provide the narrative information requested on the next line.
 - v. Start your responses to each section on a new page.
- f. Proposal Order of Documents – Please place the proposal component responses in the following order:
 1. Application for Funds RFP
 - a. Completed Application
 - b. Attachment 1 - Organizational Charts
 - c. Attachment 2 - Budget Forms including overhead detail if no indirect cost rate.
 - d. Attachment 3 - A project progress schedule showing when various activities including performance will occur during the first 90 days of contract start.
 - e. Attachment 4 - Proposer's Cost Allocation Plan
 - f. Attachment 5 – Proposers Federal Cognizant Agency approved Indirect Cost Rate Plan, if an indirect cost rate is a part of proposer's budget.

- g. Attachment 6 – Proposer’s Pay and Classification Plan
 - h. Attachment 7 – Proposers holiday schedule
 - i. Attachment 8 – Reference Forms
- 2. Required Federal and Commonwealth Forms
 - a. Non-constructions Assurances and Certifications
 - b. Certification regarding Debarment Suspension
 - c. Certificate Regarding Lobbying 1
 - d. Certificate Regarding Lobbying 2
 - e. Certification regarding Drug Free Workplace
 - f. Nondiscrimination & Equal Opportunity Assurance
 - g. Certification Regarding Environmental Tobacco Smoke
 - h. Collective Bargaining Form
 - 3. Experience Reference Forms
 - 4. Copy of your two most recent Audit or Financial Statements

6. Inquiries, Questions and Updates to the RFP

All updates or modifications to the RFP will be posted on the WBLV website. All questions regarding this RFP should be emailed to info@workforcelv.org

Questions will be accepted through Friday, July 9, 2021. The WBLV will not respond individually to questions or send out updates on an individual basis. It is proposer’s responsibility to visit the website to access this information. Questions are generally answered within two (2) business days or sooner if possible.

Questions arising at the Proposers’ Conference will also be posted on WBLV website following the proposer conference.

7. Proposer References

- a. Proposer must submit two (2) references on the forms provided as Attachment 8 to this RFP from organizations, not individuals, familiar with proposer’s organization and able to comment on proposer’s ability to deliver the services

proposed. This is not required of proposers who have contracted with the WBLV in the past 2 years or from public education institutions.

- b. References must have done business with Proposer within the immediate past five (5) years. Please print and make two (2) copies of the form and sign the form at the bottom. Provide it to your references. The signed forms can be returned directly to the WBLV email or with your RFP response. Proposals without signed reference forms will be deemed unresponsive. Proposer may ask their references to email the references to the WBLV at info@workforcelv.org.
- c. Proposer(s) must submit two (2) credit references. Public/governmental entities and proposers who have contracted with the WBLV in the past 2 years are not required to submit credit references. The references are to be entered into the appropriate space in Section 9 of the RFP response.

8. Cure Process

WBLV has established a discretionary cure process to cure minor omissions in submitted proposals within forty eight (48) hours of notification by the WBLV via email to the proposer's contact named in the application. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by WBLV as a courtesy, and as such, WBLV is not responsible for notification of any omissions or errors in any documentation submitted by the applicant agency in response to the RFP.

All applying agencies are solely responsible for contact availability via e-mail during this cure period and failure to receive WBLV notification of cure issues is not subject to appeal.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of WBLV.

9. Selection Criteria

- a. All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package, **Exhibit A** and ranked by a board appointed RFP Review Committee tasked with the review of all proposals. Proposals will be rated and then ranked.
- b. Proposals may not be funded at the funding levels requested.
- c. The highest ranking numerical score does not assure a funding recommendation. Other factors may be considered include, but not limited to: a risk assessment, cost, the likelihood of services resulting in self-sufficient employment, relevant experience and qualifications, prior unresolved monitoring / audit findings, or

financial viability and stability of the agency. **Proposers must score a minimum of 70 to be considered for funding.**

- d. The WBLV reserves the right, at its sole and complete discretion, to invite proposer(s) to make a presentation to the RFP Review Committee virtually as a step in the selection process.
- e. Proposals will be reviewed by staff for responsiveness and substance.
- f. Proposer(s) are advised not to contact WBLV employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. This could result in the disqualification of the proposal response submitted.

10. Administrative Requirements

- a. Final performance requirements under WIOA negotiated with the Commonwealth of Pennsylvania DLI will be incorporated into the contract with proposer.
- b. Contracts written during the renewal periods as a result of this RFP will be subject to negotiation of expected performance for each year the contract is in effect.
- c. In addition to the federal performance measures, performance will also be measured based on meeting enrollment requirements within contractual negotiated time periods, compliance, timely data entry, timely and correct invoice submission, and monitoring findings. If a selected proposer, does not meet negotiated performance, their agreement may be subject to termination or non-renewal at the end of the program year in which performance is not attained.
- d. Proposer(s) must be able to demonstrate the necessary administrative capacity and fiscal responsibility to operate the program proposed and to meet federal financial accountability requirements. Proposer's organization may be subject to a pre-award review. This may include, but not be limited to, a review of proposer(s) record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.
- e. Any proposer, who after a pre-award survey, is determined by WBLV to not have the fiscal capability to manage the grant funds may be required to post a performance bond, or may be rejected as a provider at the discretion of WBLV. The cost of the bond cannot be charged to the project proposed. WBLV reserves the right to review budgets to determine the fiscal capacity of the proposer and may deem a proposal non-responsive if proposer(s) cannot

demonstrate fiscal capacity through staffing sufficient to be able to deliver the program proposed and separation of duties sufficient to safeguard the integrity of the funds.

- f. All organizations funded whether public or private, commercial or not-for-profit, receiving at least \$750,000.00 annually through federal grants regardless of the funding source will be required to conduct and submit an annual audit. Funds may not be included in the budget for an annual audit if proposer does not receive at least \$750,000.00 of federal funds annually.
- g. All media advertisements, collateral and printed material used in the promotion of the program, recruitment of participants, and published reports must name WBLV as the grantor agency and must be approved in advance of publication by the WBLV Executive Director. All collaterals must comply with the Steven’s Amendment referenced on the RFP cover.
- h. Insurance Requirements - The proposer(s) agrees to submit to WBLV prior to the provision of services under this proposal Certificates of Insurance including all endorsements required herein, and to keep such insurance and the Certificates of Insurance with WBLV during the entire term of the Agreement to be negotiated. All insurance policies required by this Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be approved by WBLV. Proposer shall be responsible for reimbursement of any deductible to the insurer. If the proposer fails to maintain insurance acceptable to WBLV for the full term of the Agreement, WBLV may terminate any Agreement.
 - i. If the selected proposer(s) is a governmental entity, they may elect to self-insure for the insurance coverage required for this agreement.
 - ii. The policy or policies of insurance must be issued by an insurer licensed to do business in the Commonwealth of Pennsylvania. If the carrier is a non-admitted carrier in the Commonwealth, WBLV retains the right to approve or reject carrier after a review of the company’s performance and financial ratings. The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as applicable to this project as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability to include a Broad Form Property Damage Endorsement and Contractual Liability	\$1,000,000 combined single limit per occurrence \$2,000,000 Aggregate
Automobile Liability including all owned and non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence

Workers' Compensation	Statutory
Employer's Practices Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made
Intellectual Property	To cover any patent, copyright or trademark infringement claims including the cost of the defense of any action brought against WBLV, its governing Boards and Contractor
Fidelity/Crime/Honesty Bond	In the amount of the funds awarded to proposer(s)

iii. Each insurance policy required by this Agreement shall be endorsed to contain the following provisions:

- I. This insurance shall not be changed, canceled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to WBLV.
- II. If a thirty (30) day notice of cancellation endorsement is not received, the cancellation clause must include language as follows, which edits the pre-printed ACCORD certificate:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAME TO THE LEFT.

- III. All rights of subrogation are hereby waived against the Commonwealth of Pennsylvania, its appointed officials, officers and employees, WBLV, its elected and appointed officials, officers and employees, when acting within the scope of their employment or appointment. (Endorsement must be attached to Certificate of Insurance.)
- iv. With respect to operations of the named insured performed on behalf of WBLV, are added as additional insured's except for Workers' Compensation/Employers' Liability and Professional Liability. (Endorsement must be attached to Certificate of Insurance.)
- v. It is agreed that any insurance maintained by WBLV will apply in excess of, and not contribute with, insurance provided by this policy. (Endorsement must be attached to Certificate of Insurance for the General Liability policy.)
- vi. Any losses shall be payable notwithstanding any act or failure or negligence of WBLV, or any other person.

- vii. Commercial General Liability policy shall contain a severability of interest's clause.
- viii. Contractor agrees to maintain Professional Liability Insurance, as appropriate, for a period of two (2) years following completion of this Agreement.
- ix. WBLV shall retain the right at any time to review the coverage, form and amount of the insurance required hereby. If, in the opinion of WBLV, the insurance provisions in this section do not provide adequate protection for WBLV, WBLV may require Proposer to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. WBLV requirements shall be reasonable and shall be designed to assure protection from and against the kind and extent of risks, which exist at the time a change in insurance is required.
- i. The procuring of such required policy or policies of insurance shall not be construed to limit Proposer's liability hereunder or to fulfill the Indemnification provisions and requirements of the agreement to be entered into as a result of this proposal.
- j. Proposer(s) must agree to cooperate with and provide such information as may be requested by WBLV for purposes of filing reports with the Commonwealth and the WBLV Governing Boards.
- k. This RFP does not commit or obligate WBLV to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.
- l. Implementation of this program may not occur prior to the start date of the contract document.
- m. Proposer(s) whose main headquarters are located out of the workforce area and who maintain their books and records outside of the workforce area must specify in their proposal how they will make their books and records accessible to the WBLV for monitoring and audit purposes. It will not be sufficient to state that WBLV may visit contractor's site, the records must be available to the WBLV in its workforce area. Failure to do so may result in the proposal being deemed non-responsive.
- n. Proposer must agree to be trained in the Commonwealth of Pennsylvania's data entry system. Proposer(s) may not include the costs of any custom or proprietary information technology system in their budgets.
- o. WBLV will not pay for the maintenance of duplicate MIS systems or proprietary assessment systems owned by proposer or a related company such as an affiliate or subsidiary.

- p. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, Commonwealth policies and regulations, the statutes, laws, Commonwealth policies and regulations shall prevail. WBLV shall be responsible for making all determinations in this regard.
- q. Proposer(s) will be required to maintain and provide a case file for each participant. The files will be considered WBLV property and must be turned over to WBLV at the end of the contract unless other arrangements are made during contract negotiations.
- r. Proposer(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of six (6) years from the date of: 1) final payment of under this agreement, and 2) when all audits and litigation are complete and resolved.
- s. Proposer(s) must implement a system for monitoring participant time and attendance in the program.

11. Progress Reports

Proposer(s) will be required to evaluate their progress, and report to the WBLV on a monthly and annual basis in accordance with a report format to be provided by the WBLV. Proposer(s) should also be able to report data to include information not yet in the Commonwealth's database, for example the number of projected exits or number of projected entries into training.

12. The Agreement Type and Budget

- a. All contracts negotiated as a result of this RFP will be cost reimbursement. The provider will be a sub-grant recipient not a Contractor or Vendor. This is a contract format wherein all costs must be detailed in the budget and the costs must be allowable. Costs are reimbursed upon submission of documentation, which substantiates the expenditures. Allowable means allowable under 2 CFR 200 et al, the grant funding stream regulations supporting the contract expenditures and the executed contract.
- b. Contract budgets may include an indirect cost rate if an indirect cost rate was negotiated and approved by a cognizant federal agency. The negotiated agreement signed by the federal agency must be submitted with proposer's RFP response. Where there is an indirect cost rate included in the budget which is not accompanied by the indirect cost rate plan approved by a federal cognizant agency the proposal will be deemed non-responsive.

The WBLV will not accept indirect cost rate plans developed "in accordance with the federal rules" but not approved by a federal cognizant agency. Such rates

will not be considered approved rates and the proposal will be deemed non-responsive.

- c. Proposal budgets may not include consolidated overhead. All “overhead,” “corporate costs” or similarly named consolidated or aggregate costs must be detailed in the budget or the proposal response will be deemed non-responsive.
- d. Submission of a budget without the detail for the costs constituting the “overhead” or which includes an indirect cost rate that has not been approved by a federal cognizant agency is not subject to cure.
- e. Initial contracts will be written for the program year beginning July 1, 2021, and subsequent renewals may be written for four (4) one (1) year periods beginning July 1st following the first year based upon performance. Additionally, if provider is meeting performance, WBLV may renew the contract for a second four year term. Renewal will be at the option of the WBLV Governing Boards. Contracts will contain additional clauses related to termination for convenience with the proper notice to provide for contractors or WBLV not wishing to continue services beyond any one-year period. Performance will be measured each year.
- f. Proposers must complete the budget section of the proposal using the forms provided with this package, **Attachment 2**. RFP responses, which do not include the budget forms or which include non-conforming budget worksheets will be deemed non-responsive. The Budget is part of the RFP response and can be downloaded from the WBLV website at www.lvwib.org. Paper copies will not be available.
- g. All costs, including profit if applicable, salaries and merit increases, are subject to negotiation as a part of the contracting process. WBLV will compare salaries and other costs proposed with costs and salaries for similar positions and responsibilities in its workforce area in arriving at reasonable negotiated costs. The federal government has imposed salary caps based upon the federal GS Executive Level II positions. Salaries reimbursed or partially reimbursed under the contract to be funded as a result of this RFP may not exceed the federal salary cap.
- h. Travel outside of the WBLV workforce development area must be described and justified in the proposal budget along with detail regarding the need for the travel, the number of persons who will be traveling, and the length of the stay. WBLV shall determine the reasonableness of the travel during negotiations. All in and out of workforce area travel will be subject to WBLV mileage rates, travel rules, and procedures unless the proposer’s policies and procedures have been reviewed and approved by WBLV.
- i. No equipment purchases are allowed. Equipment needs should be communicated to the WBLV. Leasing arrangements for property or staff must be

included in the budget and competitively procured and approved during negotiation of the contract. Lease agreements may not be from proposer or proposer's organization or from a subsidiary, or related company or corporation.

- j. Costs related to relocation will not be reimbursed.
- k. Proposer must provide the fringes calculation and detail in their RFP response.
- l. Proposer may not include performance bonuses or incentives for staff in their budget. Proposer may include up to 3% for staff merit increases based upon an annual evaluation. Proposer must detail regarding when merit increases will be awarded, which can be annually based on the date of hire or at the end of each program year. Proposer may not include a cost of living increase in their budgets.
- m. If Proposer is not a public or governmental entity they must include their pay and classification plan as an attachment to their RFP response.
- n. If Proposer is not a public or governmental entity they must submit a copy of its Cost Allocation Plan signed by an independent Audit Firm certifying as to the methodology and compliance with the grant rules applicable to cost allocation.
- o. Proposer must submit their holiday, vacation and sick leave policies with their RFP response. Proposer must agree to align those benefits with what is customary for the WBLV if it is determined that the benefit package is significantly different from that which the WBLV determines is customary in its local area.
- p. Supplies and/or materials proposed may not be purchased from proposer(s) or proposer(s) organization or from a subsidiary, affiliate or related company or corporation. Budget items, which are proprietary in nature, for which there is a cost included in the budget are prohibited.
- q. Lease agreements may not be from proposer or proposer's organization or from a subsidiary, or related company or corporation.

13. Cost Parameters

- a. It is a policy of WBLV not to provide advance payments. Proposals seeking advances will be considered non-responsive and will not be reviewed or rated. If a Proposer approved for funding later identifies the need for an advance the WBLV will not be able to proceed to contract execution.
- b. Invoices are paid once a month. Proposer(s) must be able to support the cost of the program until they are reimbursed, which typically takes thirty (30) days from the date a clean invoice is submitted. Payment of invoices submitted without the proper documentation may be delayed. WBLV does not pay defective or

incomplete invoices. WBLV may require that an electronic transfer system be set up for the payment of invoices.

- c. At this time profit is an allowable cost. Profit may be allocated to the cost categories. Profit is only available as a budget line item for commercial organizations. Total profit paid may not exceed the percentage of profit negotiated, and determined reasonable during contract negotiations. Profit is limited to eight percent (8%) of the contract budget excluding, (1) any funds budgeted for payments to other providers for services not offered by proposer(s), (2) any payments for support services, stipends, work experience, incentives or other participant payments and (3) tuition. Profit will be turned into a flat cost during negotiations.
- d. Administrative costs are limited to five percent (5%) based on the executed contract amount.
- e. WBLV cannot reimburse providers for interest charges associated with the establishment of credit lines. 2 CFR 200.449 prohibits interest payments as follows: "Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-profit organization's own funds however represented are unallowable."
- f. Any and all work performed or expenses involved in the preparation and submission of proposals shall be borne by the applicant(s). No payment will be made for any efforts or expenses prior to commencement of work as defined by a fully executed contract.

14. Subcontracts

This RFP does not allow for subcontracts or assignment.

15. Grievance and Procedures

In the event a proposer(s) wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the WBLV Administrative Offices. Grievances related to this proposal must be filed in writing within the time frames stated in the WBLV grievance policy.

16. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member of the WBLV governing boards or an employee of WBLV. All applicants must disclose the name of any WBLV employee who owns, directly or indirectly, any interest in the applicants' business or any of its subsidiaries. Such disclosure must be submitted in a separate letter included with the proposal response.

17. Interference with the Procurement Process

Applicants are hereby advised that, the WBLV will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of the WBLV or the WBLV Elected Officials on behalf of the organization, person, or entity which seeks funding from the WBLV.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any WBLV staff or rating committee members after the issuance of a funding opportunity and until completion of a contract award. A proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

18. Compliance

Proposer must comply with the applicable requirements of the Acts through which funds are received. Proposer agrees to comply with applicable directives issued by the Commonwealth of Pennsylvania Department of Labor and Industry, or other appropriate Commonwealth of Pennsylvania department(s). The proposer assures that it will comply with other federal statutes applicable to this agreement.

19. WBLV Right to Reject or Accept

WBLV retains the right to accept, modify, reject entirely, or partially reject any and all proposals if, in its judgment, the work proposed will not accomplish the objectives of this project or does not meet all of the requirements of this Request for Proposal.