****

**WORKFORCE BOARD LEHIGH VALLEY**

**Request For Quotes For A Vendor**

**To Provide**

**EMPLOYER SERVICES & VENUE COORDINATION FOR THE 2026 LEHIGH VALLEY**

**HIGH SCHOOL SENIORS ONLY JOB FAIR**

**December 1, 2025 – June 30, 2026**

**ISSUED: TUESDAY, OCTOBER 14, 2025**

**DEADLINE FOR SUBMISSION: FRIDAY, OCTOBER 31, 2025**

Workforce Board Lehigh Valley (WBLV)

555 Union Boulevard  
Allentown, PA 18109

[www.lvwib.org](http://www.lvwib.org/)

*Workforce Board Lehigh Valley reserves the right to modify any of the enclosed specifications. WBLV reserves the right to award contracts to multiple vendors.*

**The Agreement to be entered into as a result of this RFQ will be 100% funded with state funds.**

**table of contents**

|  |  |
| --- | --- |
| **Topic** | **Page** |
| Introduction | 3 |
| Description of Services | 3 |
| Project Deliverables | 4 |
| Sub-Grantee Agreement Term | 5 |
| Funds Available | 5 |
| Qualifications | 5 |
| Application Instructions | 6 |
| Application Cover Sheet | 11 |
| Proposal Application | 12 |
| Proposed Cost Schedule | 12 |
| Certification Regarding Conflict of Interest | 13 |
| Certification Regarding Lobbying | 14 |
| Certification Regarding Debarment | 15 |
| Certification Regarding a Drug Free Workplace | 16 |
| Proposer References | 18 |
| Rating Form | 19 |

**introduction**

Lehigh and Northampton Counties in Northeast Pennsylvania constitute the Lehigh Valley Workforce Development Area and are administered by the Workforce Board Lehigh Valley (WBLV). The WBLV is responsible for the operation of the local workforce system and delivery of workforce services in the Lehigh Valley. The WBLV oversees the operations in its comprehensive American Job Center (AJC) also referred to as the PA CareerLink® Lehigh Valley and in its two (2) satellite centers where residents, citizens and employers of the workforce development area can access a variety of career services.

The WBLV has infiltrated all seventeen (17) Lehigh Valley School Districts to connect recent high school graduates with pathways to employment and training in the Lehigh Valley. The WBLV will be holding its third (3rd) annual Lehigh Valley High School Seniors Only Job Fair on **Tuesday, April 28, 2026**, exclusively for graduating twelfth (12th) grade students from the seventeen (17) Lehigh and Northampton County School Districts.

**DESCRIPTION OF services**

This RFQ is targeted at finding a qualified vendor to provide employer services and venue coordination for the 2026 Lehigh Valley High School Seniors Only Job Fair, scheduled for Tuesday, April 28, 2026 at ArtsQuest in Bethlehem, PA. The job fair is a key regional initiative designed to connect graduating seniors with immediate employment opportunities.

**The vendor must identify the individual who will be responsible for working with the WBLV in their response to this RFQ.**

The selected vendor(s) will coordinate employer outreach, registration, and venue details for the 2026 Lehigh Valley High School Seniors Only Job Fair, working closely with WBLV for final approvals. WBLV is seeking a vendor(s) which will dedicate a staff person to provide the services described below:

1. Recruit and register a minimum of sixty (60) employers to participate in the job fair. Participating employers must offer entry-level positions suitable for recent high school graduates. Priority consideration will be given to returning employers, private-sector employers, and those representing Lehigh Valley High Priority Occupations or targeted Industry Sectors.
2. Recruit and register Lehigh Carbon Community College and Northampton Community College. Other education providers must be approved by WBLV.
3. Recruit and register Lehigh Career and Technical Institute (LCTI), Bethlehem Area Vocational Technical School (BAVTS), and Career Institute of Technology (CIT). Other career and technical schools must be approved by WBLV.
4. Design and create an electronic and print event program to be approved by WBLV. The event program must include company descriptions, logos, industry affiliations, and the status of their full-time, part-time, or seasonal employment opportunities.
5. Develop a table map in collaboration with the venue and WBLV. The map should be designed with visual appeal and formatted appropriately for inclusion in the event program.
6. Gather video footage (existing or newly created) of Lehigh Valley employers and community-based organizations (CBO) to be displayed in the cinemas at the venue; share .mp4 files with the venue in advance of the event.
7. Coordinate with the venue contact to organize the job fair including but not limited to: signage, parking, table set-up, security, food and beverage options, etc.
8. Correspond with all registered participants and provide regular reminder communications containing key event details, including parking information, technological requirements, event timeline, and other relevant updates.
9. Collect raffle prize donations from participating employers and vendors for distribution to students on the day of the event. Raffle prizes may include tangible items or experiential learning opportunities, such as site tours.
10. Provide full-day staffing on the day of the event to support venue setup, employer sign-in, and overall event coordination. Participation in a venue walkthrough the day prior to the event is also required.
11. Create and distribute post-event feedback surveys to all participating employers and vendors to assess event effectiveness and gather recommendations for future improvements. Provide final results to WBLV.

**project deliverables**

Vendors responding to this RFQ must meet the WBLV performance requirements listed below:

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Deliverable  Date** | **Estimated Number of Hours to Complete** |
| Recruit and register a minimum of sixty (60) employers | 30 days prior to the date of the job fair | 120 hours |
| Recruit the community colleges | 60 days prior to the date of the job fair | 1 hour |
| Recruit the career & technical schools | 60 days prior to the date of the job fair | 1 hour |
| Design and create an event program (electronic and print) | 30 days prior to the date of the job fair | 40 hours |
| Develop a table map (for event program) | 30 days prior to the date of the job fair | 2 hours |
| Gather video footage of employers and CBO’s | 30 days prior to the date of the job fair | 4 hours |
| Coordinate with venue contact to organize the job fair | Ongoing from contract execution through April 28, 2026. | 80 hours |
| Correspond with registrants | Ongoing from contract execution through April 28, 2026. | 40 hours |
| Collect raffle prize donations | 7 days prior to the prior to the date of the job fair | 16 hours |
| Provide full-day event staffing and half-day staffing for venue walkthrough | April 27, 2026 - April 28, 2026 | 12 hours |
| Create and distribute post job fair feedback surveys; gather data and send final report to WBLV | Distribute Survey: May 5, 2026  Report Due: June 30, 2026 | 24 hours |

**Total Number of Estimated Hours to Complete Deliverables = 340 hours**

**SUB-GRANTEE AGREEMENT TERM**

A vendor contract will be entered into with the selected entity. The contract will cover the period December 1, 2025 – June 30, 2026.

**fundS AVAILABLE**

Based on the strength of the proposal and the entity’s experience and capability, up to $15,500 is available to fund this initiative.

**Qualifications**

1. Entities responding should:
2. Have a minimum of three (3) years of employer services.
3. Have experience with large-scale event organizing.
4. Be licensed to do business in the Commonwealth of Pennsylvania
5. Responders must be able to identify a single individual who will be the liaison to the WBLV and accountable for accomplishing the deliverables. The WBLV reserves the right to approve the individual selected. The resume or job description of the individual to be assigned to the project must be included with the quote.
6. Responders must provide an organizational chart.

**APPLICATION INSTRUCTIONS**

1. All dates are subject to change by the WBLV.

|  |  |
| --- | --- |
| **EVENT** | **DATE/TIME** |
| **RFQ Release** | Tuesday, October 14, 2025 |
| **Deadline for submitting questions** | Friday, October 24, 2025 at 12:00 PM |
| **RFQ Due Date** | Friday, October 31, 2025 at 12:00 PM |

1. Inquiries, Questions and Updates to the RFQ

All updates or modifications will be posted at:

[www.lvwib.org](http://www.lvwib.org).

All questions regarding this RFQ should be emailed to [info@workforcelv.org](mailto:info@workforcelv.org). Responses will be posted at [www.lvwib.org](http://www.lvwib.org).

Questions are generally answered within two (2) business days or sooner if possible. The WBLV will not respond individually to questions or send out updates on an individual basis. It is the responder’s responsibility to visit the LVWIB.org website to access this information.

1. Applicants must submit an MS Word and a PDF version of their response to [info@workforcelv.org](mailto:info@workforcelv.org). Hard copy responses will not be accepted.

The Subject Line for all submissions should be marked: Response to 2026 High School Seniors Only Job Fair- Employer Services and Venue Coordination Request for Quote.

1. The RFQ response Package must include:
2. A cover letter on the organization’s letterhead
3. A copy of the attached cover sheet.
4. A completed Application with the responses to all the questions.
5. Responses should be single-spaced on 8 ½ X 11 sized pages in Arial pitch, 12-point type. Maintain 1-inch margins.
6. Respond to every question asked. Do not omit any questions. 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.
7. Do not reorder the question numbers as the rating sheet is keyed to the question numbers. Do not respond to a question by cross referring to another question.
8. If a signature is required please affix a digital signature.
9. A resume or job description for the individual who will be responsible for providing services and accomplishing the deliverables.
10. Number each page of the response sequentially. The page number should be in a footer with the name of the organization submitting the response, and 2026 High School Seniors Only Job Fair- Employer Services and Venue Coordination - RFQ. Footers should be printed in an 8 pitch. Page numbers should be consecutive from beginning to end. Do not to be paginated by sections. The order of the RFQ response is as follows:
    1. A Cover Letter
    2. The Cover Sheet
    3. The Application
    4. The Cost Schedule
    5. A project management schedule showing when various activities including deliverables will occur.
    6. The resume of the individual assigned to provide services and deliverables.
    7. An organizational chart showing the chain of command for the individual who will be providing the 2026 High School Seniors Only Job Fair- Employer Services and Venue Coordination services.
    8. Reference Form
    9. Federal Forms
       * + 1. Certification Regarding Lobbying
           2. Certification Regarding Conflict of Interest
           3. Certification Regarding Debarment Suspension
           4. Certification Regarding Drug Free Workplace
11. Contracts will be unit priced paid monthly, 30 days after the close of the month for the duration of the contract.
12. Cure Process

WBLV has established a discretionary cure process to address minor omissions in quotes submitted. Responders must cure omissions within forty-eight (48) hours of notification by the WBLV via email to the 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 RFQ.

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.

1. Selection Criteria
   1. All applications submitted will be evaluated against all other applications using the rating criteria, which is a part of this RFQ package. Responses will be rated and then ranked by an RFQ Review Committee.
   2. Contracts may not be funded at the funding levels requested.
   3. The highest ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of the responder’s services resulting in a successful outcome, relevant experience and qualifications, financial viability and stability of the agency.
   4. The WBLV reserves the right, at its sole and complete discretion, to request responders to make a presentation to the RFQ Review Committee as a step in the selection process. This may be through Zoom.
   5. Quotes will be reviewed for responsiveness and substance.
   6. Do 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 response submitted.
2. Administrative Requirements
3. Cost: Responders are asked to provide an hourly rate and the total hours to be devoted to each element of the requested services. The WBLV will not reimburse for travel. The hourly rate must be all inclusive except for charges related to meeting space which, if there is a charge, shall be billed based on actual.
4. Insurance Requirements - The proposer will be required to submit Certificates of Insurance including all required endorsements to WBLV prior to the provision of services under this RFQ. Governmental entities may elect to self-insure for the insurance coverage required for this agreement. The required insurance shall be determined at contract negotiation. The types of insurance which may be requested include:

|  |  |
| --- | --- |
| **Coverage** | **Minimum Limits** |
| 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 |

1. Proposer(s) must agree to cooperate with and provide such information as may be requested by WBLV for purposes of filing reports with the DLI and/or the WBLV.
2. This RFQ 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.
3. Implementation of this program may not occur prior to the execution of the contract document.
4. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFQ and the statutes, laws, DLI policies and regulations, the statutes, laws, DLI policies and regulations shall prevail. The WBLV shall be responsible for making all determinations in this regard.
5. All records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of five (5) years from the date of: 1) final payment under this agreement, and 2) if applicable when all audits and litigation are complete and resolved.
6. Subcontracts

This RFQ does not allow for subcontractors.

1. Grievance and Procedures

In the event a responder wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the WBLV.

1. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member of the WBLV governing board. 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 branches.

1. 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, Inc. 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 or the Elected Officials who comprise the Consortium of Elected Officials 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.

* + 1. 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 RF

**Application COVER SHEET**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FAX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UEI Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAM Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of Funds Requested $\_\_\_\_\_\_\_\_\_\_ Hourly Rate $ \_\_\_\_\_\_

Total Hours \_\_\_\_\_\_\_\_

Federal ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minority Business Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certifying Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check the applicable category:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Corporation |  | Sole Proprietorship |
|  | Partnership |  | For Profit |
|  | State Agency |  | Other Public Agency (Specify) |
|  | Labor Organization |  | Community based Organization |
|  | Not for profit |  | Business Organization |
|  | Other |  |  |

**PROPOSAL APPLICATION**

1. Describe responder’s experience with respect to the following:
2. Organizing in-person events
3. Knowledge of the Lehigh Valley employer base
4. Project planning
5. Length of time responder has been in business
6. Provide the resume of the individual who will be responsible for providing services and accomplishing deliverables. The resume should include the individual’s level of educational attainment and areas of concentration. Explain why this individual is suitable to provide employer services and venue coordination for the 2026 Lehigh Valley High School Seniors Only Job Fair.
7. Provide two (2) examples of proposer’s history of demonstrated effectiveness to evidence proposer’s capability to fulfill the description of the employer and venue coordiantion services indicated in the RFQ.
8. Describe three (3) mechanisms proposer plans to implement that will assist in recruiting employers for the 2026 Lehigh Valley High School Seniors Only Job Fair.
9. In two hundred fifty (250) words or less how will proposer meet the required deliverables.
10. Describe proposer’s activities during the first ninety (90) days following contract execution, with specific reference to meeting the project deliverables.
11. Describe what success would look like for the selected provider.

**PROPOSed COst Schedule**

1. Cost
2. Hourly Rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Hours needed \_\_\_\_\_\_\_\_

Describe hours to be devoted to each element of the required activities:

1. Total Cost $ \_\_\_\_\_\_\_\_
2. WBLV will not reimburse for mileage or travel

**Certification regarding CONFLICT OF INTEREST**

**CONFLICT OF INTEREST CERTIFICATION**

* + 1. Proposer certifies that

1. They have not offered or cause to have offered or provided any gratuities, favors, or anything of monetary value to any member or individual employed by the WBLV or Consortium of Elected Officials for the purpose of influencing the selection of their proposal or any other proposal submitted hereunder.

1. They have not engaged in any activity to restrict or eliminate competition.
2. No manager, employee or paid consultant of proposer’s company or spouse or child of any manager, employee of paid consultant is a member of the WBLV or Consortium of Elected Officials.
3. They have disclosed any interest, fact or circumstance which does or may present a potential conflict of interest below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the answer to any of the above certifications is yes, proposer has disclosed the relationship or action below:
   * 1. Violation of this provision may cause a proposer’s bid to be rejected. This does not preclude partnerships, consortiums or subcontracts.

I \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of proposer’s entity) am authorized to make the above Certifications and to submit this proposal on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of proposer’s entity).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Proposer agrees that Their Typed Name shall serve as their signature.

**Certification Regarding Lobbying**

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an Officer or Employee of the Agency, a Member of Congress, an Officer or Employee of Congress, or an Employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of the Congress, an Officer of Employee of Congress, or an Employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that sub recipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Grantee/Contractor/Organization Program/Title

Name of Certifying Official Date Print Name and Sign

\*Note: In these instances, “all”, in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over $100,000 (per OMB). *Lobbying Certification (29 CFR Part 93)*

**Certification Regarding Debarment**

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Certification Regarding Debarment, Suspension, and Other Responsibility Matters Lower Tier Covered Transactions

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants’ responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before signing this certification, read the attached instructions, which are an integral part of the certification.

1. The prospective recipient of Federal Assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal.

Contractor Name

Name and Title of Authorized Representative

Signature Date

**Certification Regarding a drug free workplace**

# CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart, F.I, Tom Gallagher, the undersigned, in representation of the Department of Education, the Contractor, attests and certifies that the Contractor will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
   1. The dangers of drug abuse in the workplace.
   2. The policy of maintaining a drug-free workplace.
   3. Any available drug counseling, rehabilitation and employees assistance programs.
   4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph A.
4. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the contract, the employee will:
   1. Abide by the terms of the statement.
   2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph D.2., with respect to any employee who is so convicted.
   1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
   2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.
8. Notwithstanding, it is not required to provide the workplace address under the contract. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific contract including street address, city, county, state and zip code:

Check ( ) if there are workplaces on file that are not identified here.

Check ( ) if an additional page was required for the listing of the workplaces.

# CERTIFICATION

I declare, under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Name and Title of Authorized Representative, Name of Contractor

Signature Date

**Proposer REFERENCES**

Provide the following reference information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference 1 (required)** | **Reference 2 (required)** | **Reference 3 (Required)** |
| **Organization Name** |  |  |  |
| **Contact Person** |  |  |  |
| **Address 1** |  |  |  |
| **Address 2** |  |  |  |
| **City** |  |  |  |
| **State, Zip Code** |  |  |  |
| **Contact Phone** |  |  |  |
| **Contact E-Mail** |  |  |  |
| **Description of Project or Assignment** |  |  |  |

WBLV may contact one or all of the references listed.

**RATING FORM**

REQUEST FOR PROPOSALS (RFQ)

RATING AND EVALUATION FORM

TO

PROVIDE EMPLOYER AND VENUE COORDINATION SERVICES FOR 2026 LEHIGH VALLEY HIGH SCHOOL SENIORS ONLY JOB FAIR

|  |  |
| --- | --- |
| Proposer | Rater’s Name |
| Proposed Program/Service  **EMPLOYER AND VENUE COORDINATION SERVICES FOR THE 2026 LEHIGH VALLEY HIGH SCHOOL SENIOR ONLY JOB FAIR** | Date Rated |

POINTS SUMMARY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RFQ Sections** | **Qualifications** | **Duties & Responsibilities** | **Deliverables** | **Cost** | **TOTAL** |
| **Rating** |  |  |  |  |  |
| **Possible Points** | **25** | **25** | **25** | **25** | **100** |

TOTAL RFQ POINTS: \_\_\_

|  |  |
| --- | --- |
| 1. QUALIFICATIONS AND ADMINISTRATIVE COMPLIANCE | 25 POINTS |

|  |  |
| --- | --- |
| Proposer has sufficient qualifications to conduct the scope of services and satisfy these deliverables, so as to fulfill the role of an event coordinator.  Considerations:   * Proposer met the following required elements: * Understands the type of coordination that must be facilitated * Is an eligible entity that can respond to the RFQ * The resume of the individual who will be responsible for providing services and accomplishing deliverables is included and indicates the proposed individual has the appropriate background and experience. * Has an appropriate level of education with experience in employer services and large-scale event organization. * Has a history of demonstrated effectiveness and provided two (2) examples * Has experience in meeting or event organization, business engagement and collaboration, and meeting or event follow-up * Conflict Form is Signed * References were provided * Organizational Chart attached if applicable * All required attachments were included | Max Pts. 25 |
| RFQ Section: Qualifications | Rater’s Pts: \_\_\_ |

COMMENTS:

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| B. DUTIES AND RESPONSIBILITIES | 25 POINTS |

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| Proposer sufficiently addressed how to accomplish their duties and responsibilities.  Considerations:   * Proposer states how they will accomplish duties and responsibilities, which includes the following elements:   + Recruit and register a minimum of sixty (60) employers   + Recruit the community colleges   + Recruit the career & technical schools   + Design and create an event program (electronic and print)   + Develop a table map (for event program)   + Gather video footage of employers and CBO’s   + Coordinate with venue contact to organize the job fair   + Correspond with registrants   + Collect raffle prize donations   + Provide full-day event staffing and half-day staffing for venue walkthrough   + Create and distribute post job fair feedback surveys; gather data and send final report to WBLV * Proposer’s activities during the first ninety days following contract execution seem to be appropriate and are likely to be effective * Proposer has described three mechanisms that will assist in recruiting employers | Max Pts. 25 |
| RFQ Section: Description of Services | Rater’s Pts: \_\_\_ |

COMMENTS

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| --- | --- |
| C. DELIVERABLES | 25 POINTS |

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| Proposer sufficiently addressed expected project deliverables.  Considerations:   * Proposer’s statement regarding how they will accomplish each deliverable is thorough and well-supported. | Max Pts. 25 |
| RFQ Section: Project Deliverables | Rater’s Pts: \_\_\_ |

COMMENTS:

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| 1. COST | 25 POINTS |

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| --- | --- |
| Proposer’s compensation is reasonable, according to their qualifications, such as experience, skills, abilities, and education.  Considerations:   * Proposer’s cost seems reasonable * The number of hours a week proposer will dedicate to this endeavor is reasonable for the cost proposed * If proposer is a for-profit entity, profit is separately stated and does not exceed eight percent (8%)   or  Proposer is a Professional organizations charging an hourly rate that compared to other usual and customary rates in the community is reasonable   * Other than public or not for profit organizations the quoted rate is an inclusive rate | Max Pts. 25 |
| RFQ Section: Cost | Rater’s Pts: \_\_\_ |

STAFF COMMENTS:

RFQ—TOTAL POINTS: \_\_\_\_\_\_