



WORKFORCE BOARD LEHIGH VALLEY

REQUEST FOR PROPOSALS (RFP)

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TITLE I AND DISCRETIONARY GRANT CAREER SERVICES
FOR ADULTS AND DISLOCATED WORKERS AND
EARN PARTICIPANTS**

**JULY 1, 2026 – JUNE 30, 2027
RENEWABLE FOR FOUR (4) ADDITIONAL ONE (1) YEAR PERIODS**

ISSUED: MONDAY, FEBRUARY 9, 2026

DEADLINE FOR SUBMISSION: MONDAY, MARCH 9, 2026

**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**

THIS IS NOT AN RFP FOR THE ONE-STOP OPERATOR

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PROGRAM ACRONYMS	
ADA	Americans with Disabilities Act
CAO	County Assistance Office
CAP	Corrective Action Plan
CRC	Career Resource Center
CWDS	Commonwealth Workforce Development System
EARN	Employment Advancement and Retention Network
ETPL	Eligible Training Provider/Program List
FERPA	Family Educational Rights and Privacy Act
GED	General Education Development
HPO	High Priority Occupation
IEP/ISS	Individual Employment Plan/Individual Service Strategy
ISY	In-School Youth
ITA	Individual Training Account
LWDA	Local Workforce Development Area
OEO	Office of Equal Opportunity
OJT	On-The-Job Training
OSY	Out-of-School Youth
OVR	Office of Vocational Rehabilitation
PA DLI	Pennsylvania Department of Labor and Industry
PY	Program Year
RESEA	Reemployment Services and Eligibility Assessment
RFP	Request for Proposal
RFQ	Request for Quote
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
TEGL	Training and Employment Guidance Letters
TEN	Training and Employment Notice
UC/UI	Unemployment Compensation/Unemployment Insurance
USDOL	United States Department of Labor
WBLV	Workforce Board Lehigh Valley
WIOA	Workforce Innovation and Opportunity Act

ATTACHMENTS

Attachment 1: Proposal Application (Part 2 of the RFP)

Attachment 2: Budget Forms

Attachment 3: Required Federal and Commonwealth Forms

EXHIBITS

Exhibit A: WIOA/EARN Staffing Chart

Exhibit B: Request for Proposals (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 Development 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 Adult and Dislocated Worker and EARN 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.

This is a Request for Proposals (RFP) for the delivery of WIOA Title I Adult, Dislocated Worker, and EARN services. The selected provider will be responsible for the delivery of career services:

1. To the general population in concert with the Pennsylvania Department of Labor & Industry (PA DLI) staff funded through the Wagner Peyser Act.
2. To WIOA eligible Adults and Dislocated Workers, who must be assessed, referred to training, including work-based training services, and placed into unsubsidized employment.

3. To employers in need of Rapid Response Services for laid off employees in concert with PA DLI staff.
4. To EARN (welfare) participants by case managing participants to assure engagement in required work activities.
5. To participants enrolled in discretionary grants.

The WBLV is seeking a single proposer to deliver these services.

To assist proposers in responding to this RFP, demographics, as well as job and labor market information for the Lehigh Valley Workforce Development Area are available for review at: www.lvwib.org, click on WBLV WIOA Local Plan Program Year 2025-2028.

This RFP is electronic and must be downloaded from the WBLV website, 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 Monday March 9, 2026, 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 seventy percent (70%) to be considered for funding.

A Proposers' Conference to review the RFP process is scheduled for Wednesday, February 18, 2026 at 10:30 A.M. The meeting will be held virtually via Microsoft Teams at: <https://teams.microsoft.com/meet/2403694663065?p=5Tt4LMsNUFbMqMq5ZN>.

Questions regarding the RFP should be submitted in writing to info@workforcelv.org. **Questions will be accepted until Monday, February 23, 2026, answers will be posted on www.lvwib.org.** Phone call inquiries will not be accepted. Answers to questions asked at the Proposers' Conference will be made public on the WBLV website, 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: DESCRIPTION OF REQUESTED CAREER SERVICES

The selected provider will be expected to deliver WIOA and EARN career services through the PA CareerLink® Lehigh Valley full service comprehensive one-stop center and through one of the two (2) PA CareerLink® Lehigh Valley satellite centers, of which one is temporarily closed, in the Lehigh Valley Workforce Development Area located at 325 North 5th Street, Allentown, PA 18102 and 718 West Hamilton Street, Allentown, PA 18101. The PA CareerLink® Lehigh Valley centers also house some of our one-stop partner staff. The partners work together to assist individuals and employers by coordinating services and leveraging funds. The selected provider will be required to staff the PA CareerLink® Lehigh Valley centers.

All one-stop centers are accessible, through low vision software, TTY, and language translation services and device. Proposer staff must be able to service customers needing accommodations.

Job seekers enter the PA CareerLink® Lehigh Valley one-stop centers through the welcome center where PA DLI staff, in coordination with the selected proposer's staff, provide information about available services. Job seekers may then be referred for individualized services, which will be delivered by the selected proposer for WIOA eligible Adult and Dislocated Worker participants and for EARN participants. Services include assessment, case management, referral to training including work-based training, placement and follow-up. Data regarding services provided is entered into the Commonwealth Workforce Development System (CWDS). All direct placement, replacement and assistance in placing individuals following the completion of training is coordinated with PA DLI staff assigned to the on-stop. Proposer's staff will be expected to assist with these functions and augment capacity already available in the one-stop centers.

Business Services activities for employers are provided in conjunction with the WBLV, the Intermediary Business provider, and the Wagner-Peyser Commonwealth staff. These services include job seeker referrals, job postings, recruitment events, industry partnership engagement, and work-based training services largely provided by proposer staff. All services must be clearly articulated to the business community.

While there is no mandated order in the delivery of services, services available under WIOA Title I should be appropriate to meet the needs of the job seeker including EARN participants and employers.

The traffic in the PA CareerLink® Lehigh Valley comprehensive center averages 2,480 visits a month, including the universal population, a month including individuals enrolled in WIOA, EARN, and discretionary programs. The satellite centers average a combined 1,367 visits a month.

Currently twenty (20) WIOA staff, six (6) EARN staff, and seven (7) Wagner Peyser PA DLI staff are assigned to the full service PA CareerLink® Lehigh Valley in Allentown. WIOA and EARN staff are assigned to satellite locations with a minimal PA DLI staff presence. Currently, there are two (2) PA CareerLink® Lehigh Valley satellite sites, of which one is temporarily closed, but WBLV may add centers depending on funding availability and community needs.

Required Career Services

Listed below are the required career services the proposer must deliver. Many of the services are informational or self-help or are available through technology.

- General information about services and programs available through the one-stop system including through orientation and workshops.
- General labor exchange services to the universal population and employers in coordination with PA DLI Employment Services staff and WIOA-funded staff.
- The provision of local, regional and national labor market information to job seekers and employers, including job vacancy listings.
- The provision of employment statistics for the WBLV labor market.
- The provision of occupations in demand lists to job seekers (provided by PA DLI).
- Information relating to local occupations in demand, the earnings, skill requirements, and opportunities for advancement in these occupations.
- A WIOA orientation including eligibility and available services.
- An EARN orientation regarding EARN program requirements.
- Information and assistance filing unemployment compensation claims.

- Outreach, intake, worker profiling, coordination of outreach with the one-stop partners, recruitment, and determination of WIOA eligibility of Adults and Dislocated Workers.
- Referral of individuals to other one-stop partners as appropriate.
- Referral to English language acquisition and integrated education and training programs.
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities including skill gaps, and supportive service needs.
- To make performance and cost information available of training providers, adult education providers, postsecondary career and technical education, and vocational education providers available in the community (WBLV will provide the information).
- Referrals of individuals for information regarding the availability of financial aid for education which is not provided by WIOA.
- “Work First” services to EARN clients, including but not limited to work registration, career counseling, four (4) weeks of job search, assessment, screening, placement into a work activity, job club, job development, referral to educational activities, job placement, and job re-placement.
- Job search activities for Wagner Peyser and WIOA customers in coordination with PA DLI.
- Job development, placement, and re-placement into unsubsidized employment in coordination with PA DLI for the universal population, WIOA and EARN participants.
- Access to and the provision of computer-based technologies related to workforce activities such as SkillUp PA[®], financial literacy, digital literacy, and basic skills remediation.
- Coordination and referral to short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

- Services to assist WIOA Adults and Dislocated Workers to obtain or retain employment, that may include as appropriate, assessment of individual skill levels and support service needs, interviews and evaluations to identify employment barriers and employment goals, development of an individual employment plan, identifying appropriate employment goals, development of an individual employment plan, identifying appropriate employment goals, and the services needed to achieve the employment goals, providing information on eligible training providers and career pathways to attain career objectives.
- An economic analysis to develop an employment goal targeted toward attainment of self-sufficiency or a livable wage.
- Development of EARN and WIOA client individual service strategies.
- Individualized counseling which includes elements of employability life skills, job and career counseling as appropriate to the client.
- Case management during program participation which includes flexible work hours for counselors to suit a working clientele and allow for evening and weekend accessibility between the client and their case manager.
- Referral of clients needing assistance beyond the case manager's expertise to other one-stop partners and agencies providing assistance such as but not limited to mental health, substance abuse or domestic violence.
- Referral of eligible and enrolled WIOA participants to occupational skills training and award of an Individual Training Account (ITA) voucher for training with an eligible training provider.
- Development of internships and work experiences linked to careers for Adults, Dislocated Workers, and Youth.
- Referrals of WIOA participants to work-based training options such as On-The-Job Training (OJT) and customized training as well as apprenticeships.
- Data entry into the Commonwealth Workforce Development System (CWDS) for WIOA and EARN participants to record all services provided.
- Post-services employment follow-up case management, counseling, advocacy and re-placement into unsubsidized employment for WIOA and EARN participants throughout the 12-month retention period.
- Services to employers, including but not limited to assistance with employee recruitment, knowledge of employer incentives, and assistance with employer recruitment.

SECTION 3: POPULATION TO BE SERVED

Universal Population

The PA CareerLink® Lehigh Valley services listed immediately above are available to all residents and businesses of the Lehigh Valley. PA CareerLink® Lehigh Valley services are delivered by WBLV subrecipient(s) in conjunction with PA DLI staff assigned to the Lehigh Valley. While some services require individuals to meet legislative eligibility criteria, access to job search tools and information for job seekers and job listing services for businesses are universally available. The selected service provider will be expected to coordinate with PA DLI in providing services to the general public.

EARN (Welfare) Clients

Welfare applicants must, with few exceptions dictated by the law, look for work upon application for TANF benefits.

Job search activities must be conducted after applicants are approved for TANF cash assistance benefits. During the initial four (4) to six (6) weeks, EARN participants must be assessed and participate in job search activities. If the participant is able to secure a job during job search, they are to be referred for transitional services. Participants unable to secure employment must be assigned to a work activity.

WIOA Dislocated Workers

Dislocated Worker means an individual who fits one (1) of the ten (10) categories of a Dislocated Worker as described in WIOA Section 3, Paragraph 15.

WIOA Adults

These are individuals who are eighteen (18) or older and who meet the WIOA priorities as described in USDOL TEGL 19-16 and in the WBLV WIOA 4-Year Strategic Plan or have one (1) of the barriers listed in WIOA Section 3, Paragraph 24. USDOL Guidance TEGL 19-16 will require that up to seventy-five percent (75%) of Adult participants that are recipients of public assistance, basic skills deficient, or low-income receive priority of service (in addition to veterans and eligible spouses) for individualized career or training services under the WIOA Adult program. USDOL has stated they will monitor states to ensure at least fifty percent (50%) compliance with the TEGL. The selected proposer should have a strategy for recruiting individuals from these target groups and assuring their successful participation.

SECTION 4: TRAINING

A portion of the proposed budget must be expended on Individual Training Accounts (ITA), On-The-Job Training (OJT), Adult Work Experience, Customized Training and such other activities considered training by the Commonwealth of Pennsylvania.

The proposer will be responsible for paying the eligible training providers or work-based training providers. The contract entered into will hold the proposer liable for funds obligated in excess of the amount available for these activities. Recording/reporting the obligation of funds is considered a component of timely data entry.

WBLV is responsible for maintaining the Eligible Training Provider List (ETPL) and participants may be referred to any course of training on the ETPL. staff will be required to market and develop OJT, customized training, and work experience opportunities.

SECTION 5: SUPPORT SERVICES

Support services are available to EARN and eligible WIOA individuals who have been enrolled in a WIOA-funded 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 provisions of support services. Individuals needing services not offered by the WBLV must be referred to other agencies in the community offering needed support services. Under WIOA, support services are not available to Adults or Dislocated Workers after exit from the program.

SECTION 6: BUSINESS SERVICES

WBLV would like proposer to be thoughtful and innovative in their approach to business services across the region. Proposals should reflect proposer's strategy to the delivery of business services.

Proposer will be expected to provide business services which include:

1. Provide business services through designated staff.
2. Attend and represent the PA CareerLink® Lehigh Valley at partner and community events that convene Lehigh Valley employers.
3. Outreach and recruitment of business that may benefit from One-Stop system services.
4. Maintain a database of business customers who participate in job fairs and other employer services.
5. Coordination of job fairs and hiring events.
6. Outreach and promotion of On-The-Job Training (OJT) contracts, as appropriate, for job seeker and employer customers.
7. Appropriate recruitment referrals from WIOA and EARN to fill job openings through direct hire or a work-based training opportunity such as On-The-Job Training (OJT) or apprenticeship.
8. Staff dedicated to handling On-The-Job Training (OJT) opportunities and apprenticeship opportunities which may include partnering with the PA Apprenticeship and Training Office.

SECTION 7: ONE-STOP LOCATIONS

The PA CareerLink® Lehigh Valley one-stop comprehensive center is located at 555 Union Boulevard, Allentown, PA 18109.

Currently, PA CareerLink® Lehigh Valley has two (2) satellite sites, of which one is temporarily closed, but WBLV anticipates additional locations that align with community needs.

The PA CareerLink® Lehigh Valley satellite centers are located at 718 West Hamilton Street, Allentown, PA 18101 and 325 North 5th Street, Allentown, PA 18102.

The leases for the centers are held by the WBLV.

SECTION 8: FUNDING

Approximately two million dollars (\$2,000,000.00) is available for outreach, recruitment, case management services, business services, job development, training services and placement as well as follow-up to serve four hundred (400) WIOA-eligible Adults and Dislocated Workers.

Approximately eight hundred thousand (\$800,000.00) is available for outreach, recruitment, case management, business services, job development and placement as well as follow-up to serve EARN participants.

The amounts above would include salaries and fringe benefits for staff proposed but does not include facilities rental or phone, which shall be paid for by the WBLV.

Funds may be added to the selected proposer's contract so that the proposer may provide career services to individuals targeted by discretionary grants which may be awarded to the WBLV.

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

SECTION 9: CONTRACT PERIOD AND CONTRACT PERFORMANCE

WIOA ADULT AND DISLOCATED WORKER PERFORMANCE MEASURES

Employment, 2nd Quarter After Exit – the percentage of participants who are employed during the second quarter after exiting a program.

Employment, 4th Quarter After Exit – the percentage of participants who are employed during the fourth quarter after exiting a program.

Median Earnings, 2nd Quarter After Exit – the median earnings of participants who are employed during the second quarter after exiting a program.

Credential Attainment Rate – the percentage of participants enrolled in an education or training program who obtain an industry-recognized credential.

Measurable Skill Gain – the percentage of participants, who during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.

Effectiveness in Serving Employers – the percentage of participants in unsubsidized employment during the 2nd quarter after exit who were employed by the same employer in the 2nd and 4th quarters after exit.

Note the measures are the same for WIOA Adults and Dislocated Workers; however, the baselines are different.

Period of Performance and Contract Period

Contracts will be written for one (1) year followed by four (4) one-year renewable periods. Renewal will be at the option of the WBLV. Performance will be measured each year.

Providers who do not substantially meet the USDOL performance measures applicable to various funding streams as described in the contract document will not be renewed.

SECTION 10: PROPSOAL APPLICATION CRITERIA AND INSTRUCTIONS

1. Who May Apply

Proposer(s) may be public or private not-for-profit corporations, local educational agencies, business and/or trade associations, private-for-profit corporations, community-based organizations, labor organizations and governmental units including municipalities. K-12 school may not apply pursuant to WIOA. 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 delivering the same or similar service to those described above. 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.

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, Part 2 of this RFP.

3. Number of WIOA Title I Career Services Providers

The WBLV is seeking a single entity to provide services described in 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	Monday, February 9, 2026
Deadline for Submitting Questions	Monday, February 23, 2026
Proposers' Conference	Wednesday, February 18, 2026, 10:30 A.M.
Deadline for Proposal Submission	Monday, March 9, 2026, 3:00 P.M.

- a. Proposals must be submitted on or before **3:00 P.M., Monday, March 9, 2026** electronically to info@workforcelv.org. Hand delivered or mailed proposals will not be accepted.
- b. Proposer must email two (2) versions of their proposal response, one copy in PDF and the other copy in Microsoft Word.

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

All submissions should be marked Response to WIOA Title I and Discretionary Grant Career Services for Adults and Dislocated Workers and EARN Participants 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, Part 2 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 one (1) inch margins.

- c. Number each page of the response sequentially beginning with the Proposer's Application for WIOA Title I and Discretionary Grant Career Services for Adults and Dislocated Workers and EARN Participants Cover Sheet as Page 1. The page number should be in the footer with the name of the organization submitting the response, and the name of the program proposed. Footers should be printed in an 8-point type. Tabbed dividers inserted electronically should not be numbered. Page numbers should be consecutive from the 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 of 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 RFP 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 response to each section on a new page.
- f. Proposal Order of Documents – Please place the proposal component response in the following order:
 - i. Application for RFP, Part 2
 - A. Completed Application
 - B. Attachment 1 – Organizational Charts

- C. Attachment 2 – Budget Forms including overhead detail. If proposer does not have an indirect cost rate negotiated with the Federal government.
 - D. Attachment 3 – Required Federal and Commonwealth Forms
 - E. Attachment 4 – a project progress schedule showing when various activities including performance will occur during the first ninety (90) days of contract start.
 - F. Attachment 5 – Proposer’s Cost Allocation Plan
 - G. Attachment 6 – Proposer’s Federal Cognizant Agency approved Indirect Cost Rate Plan, if an indirect cost rate is a part of the proposer’s budget.
 - H. Attachment 7 – Proposer’s Pay and Classification Plan
 - I. Attachment 8 – Proposer’s holiday schedule.
 - J. Attachment 9 – Reference Forms. Only required of proposers that have not contracted with the WBLV in the past three (3) years.
- ii. Required Federal and Commonwealth Forms
 - A. Non-construction Assurances and Certifications
 - B. Certification Regarding Debarment Suspension
 - C. Certification Regarding Lobbying 1
 - D. Certification Regarding Lobbying 2
 - E. Certification Regarding Drug Free Workplace
 - F. Certification Regarding Tobacco
 - G. Collective Bargaining Form
 - iii. Experience Reference Forms
 - iv. Copy of your most two (2) recent Audit or Financial Statements

6. Staffing

There are currently forty (40) staff providing the services requested under this RFP. The selected proposer will be required to interview and consider all staff in place at the time of the release of this RFP but it will be up to the proposer to determine whether they wish to retain any or all the existing management staff.

AllentownWorks project is a specialized project with four (4) employees who must be maintained during the RFP transition. These four (4) individuals will not be required to reapply through this process.

Exhibit A to this RFP is an organizational chart depicting the staff currently delivering the services, their titles and salaries.

7. 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 may be submitted through Monday, February 23, 2026. The WBLV will not respond individually to questions or send out updates on an individual basis. It is the 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 the WBLV website following the proposers' conference.

8. 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 proposer's who have contracted with the WBLV in the past three (3) years.
- b. References must have done business with the 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 and provide it to your references. The signed forms can be returned directly to the WBLV via e-mail 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 two (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.

9. 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 e-mail 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 the 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.

10. 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 as Exhibit B 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 that may be considered include, but are 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.

- 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, which may be virtual 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.

11. Administrative Requirements

- a. Final performance requirements under WIOA negotiated with the Commonwealth of PA DLI will be incorporated into the contract with the 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 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 the proposer(s) record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.

- e. Any proposer, who after a pre-award review, 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 capability of the proposer and may deem a proposal non-responsive if proposer(s) cannot demonstrate fiscal capability 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 one million dollars (\$1,000,000.00) 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 one million dollars (\$1,000,000.00) of Federal funds annually. Proposer's annual audit must be submitted to WBLV within thirty (30) days of completion.
- 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 more than twenty-five thousand dollars (\$25,000.00), five thousand dollars (\$5,000.00) 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 the 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:

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
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:
- A. This insurance shall not be changed, cancelled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to WBLV.
- B. 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.

- C. 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 the Certificate of Insurance).
- iv. With respect to operations of the name insured performance on behalf of WBLV, are added as additional insured's except for Workers' Compensation/ Employer's 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 the 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 interests 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 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. Records can be available electronically. 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 the 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. The WBLV is interested in proposers who use electronic document management solutions.

- 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 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.

12. 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.

13. Agreement Type and Budget

- a. All contracts negotiated as a result of this RFP will be cost reimbursement. The contractor 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 the 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 rule" but not approved by a Federal cognizant agency. Such rates will not be considered approved rates and the proposal will be deemed non-responsive.

Not all proposers will have an indirect cost rate.

- c. WBLV will only pay up to five percent (5%) for administrative costs.
- d. Proposal budgets may not include consolidated overhead. All “overhead,” “corporate costs” or similarly named consolidated or aggregated costs must be detailed in the budget or the proposal response will be deemed non-responsive.
- e. 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.
- f. Proposer(s) 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.lvwb.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 arriving at reasonable negotiated costs. The Federal government has imposed salary caps based upon the Federal GS Executive Level II position. 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 with 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 agree to follow the WBLV one-stop hours of operation schedule.
- l. Proposer must provide the fringe benefits calculation and detail in their RFP response.
- m. Proposer may not include performance bonuses or incentives for staff in their budget. Proposer may include up to three percent (3%) for staff merit increases based upon an annual evaluation. Proposer must provide the 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.
- n. Proposer must include their pay and classification plan as an attachment to their RFP response.
- o. Proposer 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.
- p. 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.
- q. 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 cost included in the budget are prohibited.

14. Cost Parameters

- a. It is a policy of WBLV not to provide advance payment. 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 may not exceed eight percent (8%). 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 contractors for services not offered by proposer, 2) any payment for support services, stipends, work experience, incentives or other participant payments, and 3) tuition.
- 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 effort or expenses prior to commencement of work as defined by a fully executed contract.

15. Subcontracts

Subcontracts are not allowed under this RFP.

16. 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 frame stated in the WBLV grievance policy.

17. Conflict of Interest

All proposers 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 proposers must disclose the name of any WBLV employee who owns, directly or indirectly, any interest in the proposers' business or any of its subsidiaries. Such disclosure must be submitted in a separate letter included with the RFP response.

18. Interference with Procurement Process

Proposers 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.

19. Compliance

Proposer must comply with the applicable requirements of the Acts through which funds are received. Proposer agrees to comply with applicable directive issued by PA DLI, or other appropriate Commonwealth of Pennsylvania department(s). The proposer assures that it will comply with other Federal statutes applicable to this Agreement.

20. WBLV Right to Reject or Accept

WBLV retained 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 the requirements of this Request for Proposal.