



WORKFORCE BOARD LEHIGH VALLEY

REQUEST FOR PROPOSALS (RFP)

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TITLE I OUT-OF-SCHOOL YOUTH PROGRAMS
AND
TEMPORARY ASSISTANCE FOR NEEDY FAMILY YOUTH
DEVELOPMENT PLAN (TANF YDP) IN-SCHOOL YOUTH PROGRAMS**

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

ISSUED: MONDAY, FEBRUARY 9, 2026

DEADLINE FOR SUBMISSION: FRIDAY, MARCH 6, 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**

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ATTACHMENTS

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

Attachment 2: Budget Forms

Attachment 3: Required Federal and Commonwealth Forms

EXHIBITS

Exhibit A: 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.

The Workforce Board Lehigh Valley (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. Together with the WBLV, they are responsible for the implementation of the local workforce system and for selecting youth service providers.

This is a Request for Proposal (RFP) for services to out-of-school youth (OSY) to be funded with WIOA grants funds and in-school youth (ISY) to be funded with TANF YDP grant funds.

Our RFP is electronic and must be downloaded from the WBLV's website at www.lvwib.org. Paper copies will not be available.

Proposers are asked to submit their proposal responses by 3:00 P.M., Monday, March 9, 2026. All proposals received will be reviewed and considered for funding at the same time. However, the WBLV reserves the right to reopen the RFP if sufficient providers are not selected or additional funds become available. The WBLV will maintain all proposals on file for three (3) years and may consider unfunded proposals at a later date, or in the event negotiations with the selected proposer(s) fail. Proposer must score a minimum of seventy percent (70%) to be considered for funding.

All youth enrolled in WIOA or TANF YDP training programs and their parents/guardian must sign a Family Educational Rights and Privacy Act (FERPA) release so that the WBLV can follow their progress.

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>.

Answers to questions asked at the Proposers' Conference will be made public on the WBLV website at www.lvwib.org. Other questions regarding the RFP should be submitted in writing to the link provided on the WBLV website. Questions will be accepted until Monday, February 23, 2026. Answers will be posted on the WBLV website. Phone call inquiries will not be accepted.

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

SECTION 2: WIOA OUT-OF-SCHOOL YOUTH (OSY) PROGRAMS

The objective of the funds is to help out-of-school youth (OSY) who meet WIOA eligibility requirements by:

1. Providing services to high school dropouts to assist them in completing their GED and upon completion placing them in a job, the military, or into postsecondary training.
2. Recruiting youth and enrolling them in postsecondary training leading to a certificate or credential followed by placement in a job, the military, or into further postsecondary training.
3. Providing work-based training at an employer worksite leading to skills acquisition and job placement.

4. For organizations working with the WIOA-eligible populations, providing the organizations with WIOA funds to hire additional staff allowing for smaller caseloads and making WIOA services available to the youth on an individual basis.

Who is a WIOA Out-of-School Youth?

1. All youth are:
 - a. A resident of Lehigh or Northampton Counties;
 - b. Age 17 – 24;
 - c. U.S. Citizen or Legal to Work in the U.S.;
 - d. If born male and 18, is registered for Selective Service; and
 - e. Not enrolled in school (Note: Enrollment in GED class is not considered school).

AND

2. Have at least one (1) of the listed barriers:
 - a. High School Dropout;
 - b. Pregnant or Parenting Youth (Custodial or Non-custodial);
 - c. Youth who have had contact with the criminal justice system (Even an unprosecuted arrest);
 - d. Foster Care Youth, including Kinship Youth;
 - e. Homeless or a Runaway;
 - f. Disabled Youth (Considered a family of one); or
 - g. Economically Disadvantaged and meet one (1) of the following:
 - i. Graduated High School and is Basic Skills Deficient; or
 - ii. Graduated High School and is an English Language Learner.

What is Economically Disadvantaged?

1. It is the Federal definition as provided annually by the U.S. Health and Human Services (HHS); or is at 70% of the Lower Level Standard Income Level
2. It is a determination that the youth resides in a High Poverty Area as defined by the USDOL.

To help our proposers be successful the WBLV ask that the following services be included in all proposers' program design regardless of the option for which funding is requested:

Please note that in responding to the RFP specifications, these services are not reiterated in connection with each Program Option except for anecdotally but should be included in the program design proposed as appropriate for each youth.

1. Assessment – there are many assessments available in the marketplace. Proposers should use assessments that will help determine whether the youth is appropriate for your program and to determine the services that will be provided to the youth.
2. Eligibility Determination – in accordance with WIOA as a component of assessment.
3. Career Pathway or Career Plan – the assessment should help in identifying youths' career interests and familiarizing them with the jobs within the career cluster matching their interests that use similar skills to help youth envision how they will be able to move from one job to another within a career cluster.
4. Counseling/Case Management – the case manager is responsible for the assessment, developing a service strategy that will further the youth's career plan, linking the youth to services needed for the youth to realized their career plan, staying in contact with the youth, serving as their cheerleader and stepping in to minimize barriers that interfere with the youth's ability to succeed.
5. Employability Skills – sometimes referred to as soft skills is on the list of employer-required skills for every employee. For youth, understanding the expectations of the workplace means they will be more likely to progress and be retained in employment. There are many off-the-shelf curricula available in the market which can be used to impart these skills.

6. Paid Work Experience –WIOA requires that we spend twenty percent (20%) of our youth funds on paid work experience. Not all youth are required to receive a paid work experience and with older out-of-school youth, they may have a part-time job and are getting work experience that way.
7. Data Entry – to document the youth's progress and attainments, data is entered into the Commonwealth Workforce Development System (CWDS). WBLV will provide training to the proposer's staff.
8. Follow-up – this is a WIOA requirement. To assure the success of the youth's performance after exit, staff should check in with the youth through social media, phone, email, text, or in person for twelve (12) months, so staff can intervene if the youth falter.

There are other allowable WIOA services which can be made available based upon the needs of the youth. If proposer does not offer the services, they may refer youth to community providers. Proposers should budget for those activities that support their proposed program. These include the following:

1. Literacy, including English;
2. Financial Literacy;
3. Leadership Skills;
4. Entrepreneurial Skills;
5. Mentoring;
6. Incentive payments to encourage youth's progress;
7. Provisions of Labor Market Information; and
8. Postsecondary transition activities – must result in enrollment into postsecondary education.

The WBLV has identified four (4) options for consideration by interested proposers. Proposers may respond to more than one (1) option but are required to submit a separate Proposal Application for each option proposed.

OPTION 1: OUT-OF-SCHOOL YOUTH (OSY) RECRUITMENT

Expected Performance: A total of one hundred fifty (150) OSY recruited from among all the school districts in Lehigh and Northampton Counties who will participate in a WIOA initiative.

Often service providers struggle to recruit OSY. The WBLV would like to assist providers in identifying eligible youth by working with the school districts.

As privacy laws protect student records, only certain school district employees have access to student records. The WBLV would like to fund a portion of school district staff, such as Guidance Counselors, who can review student records and identify one hundred fifty (150) youth who may be appropriate for one (1) of the WIOA programs funded by WBLV. School district staff would be expected to talk to the youth about their futures. Youth indicating an interest in a GED or in postsecondary education or a job would be put into contact with the appropriate WIOA service provider.

The result will be better outcomes for the youth, an increase to school district performance and interested and motivated youth referred to our service providers.

School district should consider how to best identify youth dropouts, high school graduates who did not attend postsecondary education or who are not working.

School districts can budget for the following:

- Staff wages;
- The development of collaterals to communicate with the youth;
- Using social media to contact youth; and
- Such other costs needed to effectively recruit the youth.

OPTION 2: HIGH SCHOOL CREDENTIALS (GED) FOR HIGH SCHOOL DROPOUTS

Recruitment Goal: Fifty (50) youth maximum/fifteen (15) youth minimum per provider (seventy-five percent (75%) should be recruited by December 31st each program year)

Expected Performance: Eighty-five percent (85%) of youth enrolled will achieve their GED and go on to employment, the military, or postsecondary education. Eighty percent (80%) of the youth who do not exit in the program year must show a Measurable Skills Gain (MSG). AEFLA providers and WIOA share the same performance measures.

Under WIOA, youth enrolled in a GED program are considered OSY. The WBLV wants to work with AEFLA GED providers to identify fifteen (15) to fifty (50) youth per provider, which are within six (6) to nine (9) months of attaining their GED. This would be determined by the AEFLA providers based on the youths' progress and assessments.

The WBLV will provide funds to augment services provide through AEFLA including, but not limited to:

- Tutoring to help pass the GED test;
- Test fees for the youth;
- Support services, including technology for youth attending virtually;
- Paid work experience while youth are enrolled in GED;
- Case management;
- Incentives for the youth to recognize their attainments;
- Placement into a job;
- Assistance in applying to postsecondary education; and
- Such other services that will assist the youth in attaining their GED.

OPTION 3: ATTAINMENT OF POSTSECONDARY CREDENTIAL

Recruitment Goal: One hundred (100) youth (seventy-five percent (75%) should be recruited by December 31st each program year and fifty percent (50%) must be enrolled in short-term ITAs of less than twelve (12) months)

Expected Performance: Eighty-five percent (85%) of the youth enrolled in postsecondary education must attain a credential or degree, as applicable, to the training option in which they are enrolled and be placed in a job, enter the military, or enroll in further postsecondary education. Eighty percent (80%) of the youth who do not exit in the program year must show a Measurable Skills Gain (MSG).

WIOA allows OSY to be enrolled in courses/programs of training provided by Eligible Training Providers. WBLV would like to work with postsecondary institutions, including technical schools, on the Eligible Training Provider List (ETPL) with courses/programs of training approved for an Individual Training Account (ITA) in High Priority Occupations (HPO).

The schools/training institutions will recruit and enroll youth ages seventeen (17) to twenty-four (24) meeting WIOA eligibility into the various courses/programs of training. Providers should budget for a dedicated case manager(s) and the tools needed for the youth to assure the youths' success.

Youth can be enrolled in short-term or long-term training depending upon their interest and the availability of the course/program of training on the ETPL.

WBLV will pay for the ITA upon the youths' enrollment. Funds will also be set aside in the WBLV budget for paid work experiences that reflect the youths' career and educational interests. Proposers' budgets can incorporate the cost of support, tutors, incentive payments, case management, technology, and related costs.

OPTION 4: THE EXPANDING SERVICES OPTION

Recruitment Goal: Fifty percent (50%) of the youth should be recruited by December 31 each program year.

CBOs working with OSY can identify fifteen (15) to twenty-five (25) OSY from within their caseloads and use WIOA funds to assist in getting a GED, postsecondary training, improve their literacy or English Language skills get a job and provide them with WIOA-funded services to help the youth realized these goals.

Employer associations representing multiple employers, employer apprenticeship programs, and individual employers with five (5) to fifteen (15) openings can consider combining Paid Work Experiences followed by an On-The-Job Training (OJT) resulting in a work-based learning opportunity for the youth where their wages are covered almost entirely while they learn with the objective of being a job at the end of the OJT.

SECTION 3: TANF YDP IN-SCHOOL YOUTH (ISY) PROGRAMS

The WBLV would like to use a portion of its TANF grant to fund in-school youth (ISY) programs for ISY with characteristics indicating they may be at risk of needing welfare in the future without intervention under the TANF Youth Development Plan (TANF YDP). The state has issued a manual with the guidelines applicable to TANF YDP funds used to serve youth. The link to the manual is immediately below:

<https://www.pa.gov/content/dam/copapwp-pagov/en/dli/documents/businesses/workforce-development/documents/current-directives/tanf-ydp-manual.pdf>

The state has also published a guide on the WIOA Youth Program Elements. The WIOA Program Elements are considered appropriate for WIOA and TANF YDP youth.

<https://youth.workforcegps.org/resources/2017/01/19/13/56/WIOA-Youth-Program-Element-Resources>

Who is a TANF YDP In-School Youth¹?

Applicable to All TANF YDP Youth
1. Lehigh Valley Resident
2. Ages 12 – 21
3. Have a Social Security Number (SSN)
4. U.S. Citizen or TANF-eligible Non-citizen ²
5. Family income up to 235% of the Federal Poverty Level

Note: If youth are in the program for more than twelve (12) months, youth need to be recertified

AND

Applicable to All TANF YDP Youth
1. School dropout or at risk of dropping out of school
2. Truants who have not attended the most recent school year quarter
3. Basic Skills Deficient
4. English Language Learner
5. Have a disability
6. Court-involved or at risk of involvement ³
7. Child of an incarcerated parent(s)
8. Foster care or aging out of foster care
9. Homeless or Runaway
10. Pregnant or Parenting Youth (Custodial and Non-custodial)
11. Migrant
12. Additional Assistance Needed

Below are allowable activities in working with the youth under TANF YDP:

1. Assessment – there are many assessments available in the marketplace. Proposers should use assessments that will help determine whether the youth is appropriate for your program and to determine the services that will be provided to the youth.
2. Eligibility Determination – in accordance with TANF YDP as a component of assessment. Eligibility must be approved by the WBLV.
3. Career Awareness – to introduce youth to career choices.
4. Career Pathway or Career Plan – the assessment should help identify youths' career interests and familiarize them with the jobs within the career cluster matching their interests that use similar skills, to help youth envision how they will be able to move from one job to another within a career cluster.

¹ TANF YDP eligibility must be certified prior to providing services. The TANF YDP manual provides more detail regarding eligibility. Proposers should review the requirements upon funding. ² DACA Youth are not eligible. ³ Youth cannot be inmates of a penal, correctional or mental institution.

5. Counseling/Case Management – the case manager responsible for assessment, developing a service strategy that will further the youth’s career plan, linking the youth to the services needed for the youth to realize their career plan, staying in contact with the youth, serving as their cheerleader and stepping in to minimize barriers that interfere with the youth’s ability to succeed.
6. Employability Skills – sometimes referred to as soft skills. For youth, understanding the expectations of the workplace means they will be more likely to progress and be retained in employment. There are many off-the-shelf curricula available in the market which can be used to impart these skills. This is only required for TANF YDP youth who will be placed in a work experience/internship.
7. Tutoring – study skills training, and dropout prevention/recovery.
8. Paid Work Experience – a work experience should be offered if it makes sense in the program design. For in-school youth during the school year, a youth work experience should not exceed twenty (20) hours per week.
9. Leadership Activities – such as community service, and peer-centered activities.
10. Adult Mentoring – mentors must be background checked and supervised.
11. Supportive Services – as needed by the youth in accordance with WBLV policies.
12. Financial Literacy – this can be delivered through software programs.
13. Entrepreneurial Skills Training – this can be delivered through software programs.
14. Postsecondary Preparation and Transition Activities
15. Occupational Skills Training – resulting in postsecondary credentials in High Priority Occupations (HPO).
16. Labor Market Information – information available housed at the Center for Workforce Information and Analysis (CWIA) on Lehigh Valley’s targeted industry sectors, labor market data, and High Priority Occupations (HPO).
17. Customized Training – integrated education and training for specific occupation or cluster.
18. Incentive Payments – must be in accordance with WBLV Incentive Policy and are tied to the goals of the specific program.

19. Data Entry – proposer is responsible for data entry necessary to document the youth's progress and attainments. Data elements will be provide to proposer by the WBLV.

20. Follow-up – this is a requirement. Once youth exit, to assure the success of the youth's performance, staff should check in with the youth through social media, phone, email, text or in person for twelve (12) month so staff can intervene if the youth falter.

The WBLV has identified three (3) options for consideration by interested proposers. Proposers may respond to more than one option but are required to submit a separate Proposal Application for each option proposed.

OPTION 1: DUAL ENROLLMENT/EARLY COLLEGE

Recruitment Goal: Fifty (50) youth

Expected Performance: Proposers are asked to identify and recruit youth meeting the TANF YDP eligibility criteria and to prepare them for Dual Enrollment and Early College advanced placement. Proposers will be expected to case manage the selected youth, assist them with the application process as well as assist them once they are accepted and help youth navigate college course work, academic experiences, college expectations and career pathways. The youth may need other services such as, but not limited to tutoring, technology, supportive services, and other allowable services listed in this section. Dual Enrollment may be provided for more than one (1) year per individual based on WBLV approval.

OPTION 2: CAREERLINKING ACADEMY COLLEGE & CAREER AWARENESS PROGRAM

Recruitment Goal: One (1) academy for fifteen (15) 12-14 year old youth

Expected Performance: To expose eligible youth to options for their futures, the WBLV is seeking one (1) or more providers who will provide the following:

- Career awareness for twelve (12) to fourteen (14) year old youth which includes learning about career possibilities and the knowledge necessary to work in the career fields and progress in a career pathway. The purpose being to introduce youth to a variety of career options, including mid-skill jobs and showcasing the concept that college is not the only option for good wages and a great future. This may include speakers, visits to various employer sites, and career pathways to name a few. All activities need to be coordinated with the school principals to assure no interference with the youths' school day.
- The program should ideally be delivered on school grounds after school, during teacher workdays, or school vacation days. Delivery at the PA CareerLink® Lehigh Valle is also a possibility. Proposer would have to work with school guidance counselors to identify eligible youth who would need to be certified by the WBLV prior to the start of activities. Proposer should describe the program, including the number of days proposed to deliver the described activities.
- Services provided to the youth can include interest assessments, employability skills, initiation of a skills brief, visits to business and industries, speakers from businesses, industry focusing on science, technology, engineering, arts and math (STEAM), and career awareness experiences in the Lehigh Valley's targeted industry sectors including their career pathways.

OPTION 3: AFTER SCHOOL EXPANDED SERVICES/PROGRAMS

Recruitment Goal: Thirty (30) to fifty (50) high school juniors and seniors

Expected Performance: One hundred percent (100%) of juniors must progress to their senior year in high school. Eighty-five (85%) of the high school seniors must graduate.

A provider(s) is being sought to provide after school activities to TANF-eligible in-school youth (ISY) who are juniors and seniors in high school. Proposers must have the ability to come onto the school campus to recruit youth. Activities can include assistance with homework, tutoring to assure youth pass their courses, career awareness activities, trips to in-demand businesses, financial literacy, leadership skills, employability skills, paid work experiences up to twenty (20) hours a week, educational programs through college courses and recognized credentials.

SECTION 4: FUNDING

Approximately one million dollars (\$1,000,000.00) is available to serve WIOA Out-of-School Youth (OSY) in various program designs. The WBLV expects to fund more than one (1) program initiative.

Reference TEGL

Approximately three hundred fifty thousand dollars (\$350,000.00) is available to serve TANF YDP In-School Youth (ISY) in various program designs. The WBLV expects to fund more than one (1) program initiative.

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

SECTION 5: CONTRACT PERIOD

Contracts will be written for one (1) year followed by four (4) one-year renewal periods. Renewal will be at the option of the WBLV. Contracts will contain additional clauses related to terminated 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 6: PROPSOAL APPLICATION CRITERIA AND INSTRUCTIONS

1. Who May Apply

Proposer(s) should review the target organization for each of the WIOA and TANF YDP options listed.

Private for-profit organizations and community-based organizations 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 Pennsylvania corporation), they must have a certificate from the Pennsylvania Secretary of Commonwealth showing that they have filed the necessary documents to do business in the Commonwealth.

Where the target proposer is a school district or public institution. Proposers that are not school districts serving in-school youth must have an MOU in place that allows them onto the school premises and to recruit and work with the youth on the school premises prior to the execution of a contract with the WBLV.

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 Providers

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

Joint, pattern, 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.

5. Proposal Submission

- 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 proposer's failure to meet responsiveness, date, time, and location deadlines due to late delivery.

All submissions should be marked Response to WIOA and TANF YDP Youth Program Services in the subject line of the transmittal e-mail.

6. 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. Proposer should submit a separate application for each option proposed.
- c. 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.

- d. Number each page of the response sequentially beginning with the Proposer's Application for WIOA and TANF YDP Youth Program Services 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.
- e. The email submission must come from the email of the designated agent officially authorized to act as the signatory of the organization.
- f. 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.
- g. 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 no indirect cost rate.

- D. Attachment 3 – a project progress schedule showing when various activities including performance will occur during the first ninety (90) days of contract start.
- E. Attachment 4 – Proposer’s Cost Allocation Plan
- F. Attachment 5 – Proposer’s Federal Cognizant Agency approved Indirect Cost Rate Plan, if an indirect cost rate is a part of the proposer’s budget.
- G. Attachment 6 – Proposer’s Pay and Classification Plan
- H. Attachment 7 – Proposer’s holiday schedule
- I. Attachment 8 – Reference Forms
- 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. Nondiscrimination & Equal Opportunity Assurance
 - G. Certification Regarding Tobacco
 - H. Collective Bargaining Form
- iii. Experience Reference Forms
- iv. Copy of your most two (2) recent Audit or Financial Statements

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 will be accept 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 two (2) 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 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 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. Proposers must score a minimum of seventy (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.

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 in accordance with 2 CFR 200 Part F. 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. 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.
- 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. Initial contracts will be written for the program year beginning July 1, 2026, and subsequent renewals may be written for four (4) one-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 (4) year term. Renewal will be at the option of the WBLV Governing Board. 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.
- g. 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.
- h. 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.
- i. 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.

- j. 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.
- k. Costs related to relocation will not be reimbursed.
- 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 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.
- r. Lease agreements may not be from proposer or proposer's organization or from a subsidiary, ore related company or corporation

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 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.