WORKFORCE SOLUTIONS FOR NORTH CENTRAL PENNSYLVANIA, INC
(NORTH CENTRAL WORKFORCE DEVELOPMENT BOARD)

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH REQUEST FOR PROPOSAL (RFP)

RE-THINKING THE WORKFORCE SYSTEM IN NORTH CENTRAL PA AND EMPOWERING YOUTH

Purpose

The Workforce Innovation and Opportunities Act (WIOA) emphasizes employment and training services to adults, youth and dislocated workers. The Workforce Solutions for North Central Pennsylvania, Inc. is currently soliciting proposals for the implementation of youth programming in the North Central PA Workforce Development Area which is comprised of the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter.

Workforce Solutions believes that the workforce system in North Central PA needs an overhaul and we are seeking creative proposals that involve Customer Centered Design Methodology and collaboration with other agencies to create a system that not only empowers youth to succeed in their education and career goals but at the same time meets the needs of our local employers. Throughout this RFP document you will find the requirements of the law because without this law we would not have the opportunity to challenge ourselves. Please do not let these requirements overwhelm you we look at this as a group effort and we will partner to re-vitalize the workforce system - we will do this together –

"Alone, we can do so little; together we can do so much." -- Helen Keller

The goal of the WIOA youth program is to assist youth in making a successful transition to employment and further education. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The WIOA youth program is designed to provide services, employment, and training opportunities to those who can benefit from, and who are in need of such services. The purpose of the funds allocated to serving in-school youth (ISY), ages 14-21 or out-of-school youth (OSY), ages 16-24 under the WIOA program.

Background Information

Workforce Solutions via its youth standing committee is seeking proposals for programs designed to coordinate with other providers serving youth in our region. Programs must be available to eligible youth focusing specifically on strong linkages between academic and occupational learning to be funded for one year (Program Year beginning July 1, 2018 through June 30, 2019) with the possibility of an additional year of funding without procurement.

Estimated Funds Available for this Grant:

First Year – July 1, 2018 – June 30, 2019: $325,000

Second Year – July 1, 2019 – June 30, 2020: $325,000

WIOA guidelines are defined at the State and Federal levels, with some options at the local level. WIOA serves youth ages 14 to 24. Legislation requires targeting in-school and out-of-school youth. The provider will need to address programming for both in school youth and out of school youth populations.

Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA.

Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by WIOA.

The Request for Proposal (RFP) is to provide prospective vendors/contractors with the information they need to prepare proposals that are creative, complete and responsive.

Workforce Solutions reserves the right to limit total program funding and/or the number of programs approved for WIOA funding based on available resources.

Workforce Solutions strongly encourages the development of proposals that leverage existing resources and expand upon successful youth programs currently operating within the community. In particular, please note that Workforce Solutions currently has 2 additional RFPs that would result in a complete workforce system!

Please visit our website for all current RFP opportunities that when combined can create a more dynamic system for our region. www.workforcesolutionspa.com

PROGRAM REQUIREMENTS - Core Requirements

Per section 129 (c)(2) of the WIOA, in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the local area youth program shall make each of the following services available to youth participants:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.

These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

2. Alternative secondary school services or dropout recovery services, as appropriate

3. Paid and unpaid work experiences. (https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf)

Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. They are designed to enable youth to gain exposure to the working world and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

Work experiences must include academic and occupational education. You asked where this came from and it is from the TEGL list above and is in WIOA) The types of work experiences include the following categories:

- Summer employment opportunities and other employment opportunities available throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training (OJT) opportunities.

Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities. WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school. Local administrative costs are not subject to the 20% minimum work experience expenditure requirement.

4. Occupational skills training.

Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:

- Be outcome-oriented and focused on occupational goals specified in the Individual Service Strategy (ISS);
- Be of sufficient duration to impart the skills need to meet the occupational goal; and
- Result in the attainment of a recognized post-secondary credential.

An Individual Training Account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for out-of-school youth, ages 18 to 24, using WIOA youth funds when appropriate.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

This element requires integrated education and training to occur concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. This program element describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. Youth participants will not be required to master basic skills before moving on to learning career-specific technical skills.

6. Leadership development opportunities.

The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to youth, developing skills, and instilling confidence as they transition to adulthood.

Leadership development opportunities may include:

- Exposure to post-secondary education opportunities;
- Community and services learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

Positive social behaviors are outcomes of leadership opportunities. Benefits of leadership development may include:

- Positive attitudinal development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community;
- Maintaining a commitment to learning and academic success;

- Avoiding delinquency;
- Postponing parenting and responsible parenting;
- Positive job attitudes and work skills; or
- Keeping informed in community affairs.

7. Supportive Services

Supportive services for youth may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Referrals to housing assistance;
- Needs-related payments;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Referrals to health care; and
- Assistance with uniforms or other appropriate work attire and work-related tool costs

Supportive services may be provided to youth during participation and after program exit as well as during follow-up services.

8. Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.

Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Resources: https://www.nationalmentoringresourcecenter.org/index.php/what-works-in-mentoring/resources-for-mentoring-programs.html

9. Follow-up services.

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

Follow-up services may include:

- Leadership development and supportive service activities;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development and further education or training;
- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or postsecondary education

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond the 12 months at the local board's discretion. The types of services provided and the duration of services must be determined based on the needs of the youth and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

10. Comprehensive guidance and counseling.

Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs.

The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal, social, and employability skills. Comprehensive guidance and counseling programs impart through counselor-directed learning opportunities that help youth achieve the success through academic, career, personal, and social development.

When referring participants to necessary counseling that cannot be provided by the youth program or its service providers, the local youth program must coordinate, including obtaining releases of information to obtain information regarding appropriateness of WIOA services, with the organization it refers to in order to ensure continuity of service.

11. Financial literacy education.

Financial literacy includes activities which:

- Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve causes of identity theft and in other ways under their rights and protection related to personal identity and financial data; and
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.

12. Entrepreneurial skills training.

Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:
- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business;
- Enterprise development which provides supports and services that incubate and help youth development their own business; and

- Experiential programs that provide youth with experience in the day-to-day operation of a business.

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Below are just a few examples of activities that fit into this category:

- Use of HPO list, O*NET including the career interest inventory and other Labor Market websites.
- Job Shadowing
- Mock Interviews

14. Activities that help youth prepare for and transition to postsecondary education and training.

Below are just a few examples of activities that fit into this category:

- College and other post-secondary option visits and tours
- Career Plan Development
- Assistance with financial aid applications.

Section II – Youth Customer Eligibility Criteria:

Yes, there are eligibility requirements for youth served utilizing WIOA funding however since program providers will be a partner in a much larger system – the PA CareerLink®- there are services and programs available for all youth! It really is about collaboration….

"No matter how brilliant your mind or strategy, if you're playing a solo game, you'll always lose out to a team." -- Reid Hoffman

YOUTH ELIGIBILITY REQUIREMENTS

In-School Youth Eligibility Requirements

Eligibility for in-school youth, who at the time of enrollment, is:

a. Attending school;

b. Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21; c. Is a low-income individual; and

d. Has one or more of the following barriers:

- Basic skills deficient;
- An English language learner;
- An offender;
- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;

- Pregnant or parenting;
- An individual with a disability.

Out-of-School (OSY) Youth Eligibility Requirements

Eligibility for out-of-school youth, who at the time of enrollment, is:

a. Not attending any school;

b. Not younger than 16 or older than age 24; and

c. Has one or more of the following barriers:

- A school dropout;
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
- An individual who is subject to the juvenile or adult justice system;
- A homeless individual (as defined in section 41403(6) of the Violence Again Women Act of 1994 (42 U.S.C. 14043e-2(6), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
- An individual who is pregnant or parenting;
- A youth who is an individual with a disability.

Youth/families must meet designated income and resource guidelines to be determined eligible for services. Eligibility determination includes verification of income for all household members, including earned and unearned income. The provider will determine eligibility and must collect all data required for WIOA eligibility.

For complete WIOA income guidelines please refer to TEGL 08-15 which can be found at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf

The WIOA prohibits the use of funds for the following purposes:

1) The Act will not allow WIOA funds to be used to develop or implement educational curricula for school systems.

2) WIOA funds may not be used for designated school-to-work programs.

3) In-school youth programs or activities may not interfere with or replace regular academic requirements of youth.

The responses to this request for proposals must either offer all of the following WIOA elements directly or identify partnerships with other agencies providing the elements and include signed MOUs with the partnership agencies.

Additional Program Requirements include:

- The successful provider will re-think and re-brand the workforce delivery system in the North Central region in partnership with Workforce Solutions staff, board members and other partners.
- The successful service provider will demonstrate knowledge of the WIOA legislation, Training and Employment Guidance Letters (TEGLs), Training and Employment Notices (TEN), PA Combined State Plan, Workforce Solutions strategic regional and local plans and policies as well as content of all.
- The successful service provider must be able to document and establish linkages with local school systems and the local PA CareerLink® centers.
- The successful service provider must have a process for collecting/evaluating their clients' satisfaction with all aspects of the program to ensure needs are being met and report results to the appropriate Workforce Solutions representative.
- The successful service provider must complete a WIOA Individual Service Strategy (ISS) on every eligible youth who is enrolled in the program.
- The successful service provider must collect all data required for WIOA eligibility.
- The successful service provider must provide youth services in the PA CareerLink® centers located in the North Central PA region in a location suitable for the program and the targeted participants.
- The successful service provider will be responsible for tracking participants and all data entry in the CWDS system.
- The successful service provider will collaborate with the Operator.

Section V - Performance Criteria:

WIOA requires that Workforce Solutions achieve performance outcomes for its WIOA-funded youth programs. As a result, we will request all providers to achieve these same performance outcomes for their individual WIOA-funded programs. The required performance outcomes will be set forth in the agreement. Those selected through this process will be expected to coordinate and / or implement the fourteen (14) WIOA elements; to meet the negotiated (TBD) outcomes as summarized below as well as other measures as may be determined by Workforce Solutions.

WIOA PERFORMANCE OUTCOMES	**Youth**
Employment (second quarter after exit)	**65%**
Employment (fourth quarter after exit)	**57%**
Median Earnings (second quarter after exit)	**Baseline**
Credential Attainment Rate	**70%**
Measurable Skill Gains	**Baseline**
Effectiveness in Serving Employers	**Baseline**

*Baseline indicators represent those measures for which there is not adequate data to make a reasonable determination of an expected level of performance.

Section VI – Workforce Solutions and Provider Responsibilities:

Workforce Solutions Staff are responsible for:

- Providing technical assistance to WIOA youth program in the counties of the North Central Region.
- Providing assistance and training with the eligibility process.
- Monitoring and Reviewing program performance in relationship to program and participant goals.
- Reimbursing WIOA service providers in an efficient and timely manner.

The Provider is responsible for:

- Outreach, recruitment and enrollment of youth
- Assessment of youth to determine deficiency and service need of each youth based on the required elements of the WIOA.
- Implementing a process of collecting / evaluating their clients' satisfaction with all aspects of the program and to ensure that all needs are being met.
- Submit expense reports and invoice for reimbursement on a monthly basis.
- Membership in the North Central Youth standing committee and regular attendance to and oral reporting at quarterly meetings.
- Providing case management to ensure program participants achieve goals as identified in the Individual Employment Plan.
- Entering pertinent WIOA information for ongoing tracking and monitoring of youth participants in the CWDS System.
- Ensuring that all staff / supervisors of youth activities have the following clearances: Criminal History, Child Abuse and FBI Clearances.
- Accept referrals from other agencies, which may refer potential participants to youth programs, if applicable. Referrals must be addressed in a timely manner with communication with the referring agency.
- Development and Implementation of memoranda of understanding with partners and / or other community agencies that are providing any of the 14 elements but not receiving funding to do so. For example, if there is already an adult mentoring program available to both ISY and OSY rather than duplicating this program, providers are required to develop and implement a memorandum of understanding with that agency stating how they will collaborate.
- Collaboration with the Operator.

Section VII - Who May Apply:

Local Education Agencies or other non-profit or public organizations may submit a proposal for consideration. If an agency is awarded the contract and is not the current provider it will be expected that interviews will be offered to current front line staff to fill openings.

Section VIII - Technical Assistance:

A Bidders Conference regarding this RFP will be conducted. This conference will be held at Workforce Solutions for North Central Pennsylvania, Inc. located at 425 Old Kersey Road, Kersey, PA 15846 on **January 19, 2018 from 9:00 am to 11:00 am**. This bidder's conference will be a joint bidder's conference with the WIOA Youth, WIOA Adult and DW and EARN RFP opportunities.

Technical Assistance will be provided by and coordinated through Workforce Solutions only until the date of the bidders' conference. Requests for technical assistance and questions related to this RFP should be submitted by 12:00 pm on January 16, 2018 to Pamela A. Streich via email or mail. This will enable staff to secure answers to all questions for discussion at the bidder's conference on January 19, 2018. A question and answer response will be generated and sent via e-mail on Wednesday, January 24, 2018 to those who submit questions and / or attend bidder's conference. In addition, a copy of the minutes of the Bidders Conference will also be sent.

Ms. Pamela A. Streich, Director of Strategic Planning and Project Management
Workforce Solutions for North Central Pennsylvania
425 Old Kersey Road
Kersey, PA 15846
814-594-0245
pstreich@ncwdb.org

Agencies submitting a proposal may be asked to participate in an interview with board staff, committee and board members prior to the award being made. The interview will be held during the week of March 19th, 2018.

Section IX - Expected Time-Line

The following is the timeline guide for the procurement of services for Program Year 2018-2019

Requests for Proposals issue date	Thursday, January 4, 2018
Bidders Conference	Friday, January 19, 2018
Q & A Available	Wednesday, January 24, 2018
Proposal Submission Date by	Monday, March 12, 2018
Staff Review and Youth Committee Review	March 12-23, 2018
Board Review and approval	April 4-, 2018
Final negotiations & contracting	April – June 2018 (To be determined)
Agreement executed by	July 1, 2018

Section X – Submittal Information:

Proposals that are in response to this RFP are due no later than **3:00 p.m. on Monday, March 12, 2018.** Late submissions will not be considered regardless of reason. One hard copy must be sent in a sealed envelope and one electronic copy must be submitted appropriately as follows:

Hard Copy:
Ms. Pamela A. Streich, Director of Strategic Planning and Project Management
Workforce Solutions for North Central Pennsylvania
425 Old Kersey Road
Kersey, PA 15846

Electronic Copy:

Submit to Pam Streich at pstreich@ncwdb.org
Subject Line must read: **WIOA YOUTH PROPOSAL**
(PLEASE SEND WITH A RECEIVED AND READ REQUEST)

Section XI - Availability of Funds:

This RFP is being solicited based on anticipated funds any awards may be provided only upon the actual availability of Title I of WIOA Youth Funds. Applications that may be approved are not guaranteed funding since the funding for programs is dependent upon Workforce Solutions receipt of funds under the Workforce Innovation and Opportunity Act (WIOA).

Section XII - Rejection of Proposals:

Workforce Solutions reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing Offerors.

Section XIII - Incurring Costs:

Workforce Solutions is not responsible for any costs incurred by Offerors prior to the selection of service providers by Workforce Solutions. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

Section XIV - Disclosure of Proposal Contents:

Proposals will be held in confidence and, except for selected proposals, will not be revealed or discussed with competitors. All materials submitted with the Proposal and the Proposal itself, become the property of the WDB and will not be returned. Workforce Solutions reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

Section XV - News Releases:

All subcontractors must receive prior written approval from Workforce Solutions for the publication of any news releases.

Section XVI – Disclaimer:

The submission of a proposal to the youth standing committee and Workforce Solutions does not assure or imply an award of a contract to the organization(s) submitting the proposal.

Workforce Solutions reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

In addition, based on current or proposed legislative activity, Workforce Solutions reserves the right to adjust any conflicting administrative and/or programmatic requirements that may occur prior to or after the contracting process.

Section XVII - Response on Action Taken Regarding Proposal:

All proposals received will receive a response as to the action taken by Workforce Solutions. Bidders may request a briefing on the action taken on the proposal.

Section XVIII - Contracting Dates:

Workforce Solutions and youth standing committee are soliciting proposals for the period, July 1, 2018 through June 30, 2019 with the possibility of an additional year of funding without procurement.

Section XIX - Selection of Service Providers:

Priority for selection will be based on the effectiveness of the agency or organization to deliver comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants.

Section XX - Non-Duplication of Facilities or Services:

Programs presented may not duplicate facilities or services available in the area (with or without reimbursement) from Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the WDBs performance goals.

Section XXI – Required Information:

Proposers must submit their proposal to this RFP which meets the minimum requirements of this RFP. All Proposers are required to respond to this RFP exactly as outlined in order for the Workforce Solutions to evaluate all proposals on an equal and timely basis.

1. **Minimum Standards**

These minimum standards must be met if the proposal is to be further evaluated:

- The proposal was submitted before the closing time and date.
- The proposing organization is not on a Federal or State Debarment List.
- The proposing organization is fiscally solvent.
- The proposing organization has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.
- The person signing the proposal as the submitting officer has the authority to do so.
- The proposing organization agrees to meet all Federal, State, and local EEO and WIOA program and fiscal compliance requirements.
- The proposal addresses all program requirements of WIOA.

2. **Required Sequence of Services**

Programs funded through this RFP are required to provide the following six required sequence of services in order to ensure that all participants receive comprehensive and individualized services consistent with the WIOA requirements. Additional information on each of these services follows the bulleted list:

- Branding and Marketing Plan and Implementation
- Outreach, Recruitment and Orientation
- Intake and Eligibility Determination
- Assessment and Referral
- Case Management / Individual Service Strategy
- Access to a Range of Services
- Follow-Up Services

Branding and Marketing Plan and Implementation

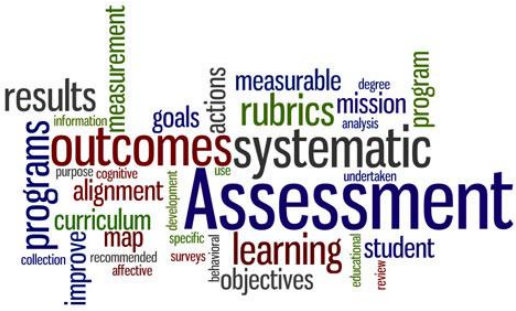
Proposal must describe the brand that will be used for the WIOA Youth program, how the brand will be marketed and implemented.

Outreach, Recruitment and Orientation

Outreach and recruitment includes, but is not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation and working closely with other governmental and community organizations and school systems to identify and recruit ISY and OSY. As part of orientation, all youth must receive information on all services available through the program provider.

Intake, Eligibility Determination and Registration

Program Providers will be responsible for determining WIOA eligibility of all youth applicants recruited in to the program, determining the youth's suitability for program services, and collection and verifying all necessary eligibility source documents. WIOA requires all youth to meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA funds services.



Assessment and Referral

Providers must conduct a comprehensive assessment of the academic level, skill levels, and service needs of each participant which will include a review of basic skills, occupations skills, prior work experience, employability interests, aptitudes and supportive service needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet their individual needs. Eligible youth who do not enroll in WIOA programs should be provided

information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In additional, eligible youth should be given referrals for further assessment if determined appropriate.

Case Management and Individual Service Strategy (ISS)
Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the achievement of performance goals. The process extends from recruitment through follow-up. The case manager motivates participants and coordinates services and information to prepare youth for post-secondary education opportunities, academic and occupational training or employment and training opportunities as appropriate.

Access to a Range of Services
It is required that the 14 WIOA youth programs elements be made available to enrolled youth as needed or requested. If a provider does not directly provide one of the programs elements it much demonstrates the abilities to make seamless referrals to appropriate providers of such services. The providers will have primary responsibility for ensuring that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager or documented in the participants' ISS.

Follow-up Services
Program providers are required to provide at least 12 month of follow-up services to participants who have completed programs services as well as participants who may have dropped out of the programs but need additional services.

Providers are encouraged to consider the needs and barriers of the programs target population in determining the appropriate levels and types of follow – up services.

3. Proposal Outline:

A. Proposal Summary Sheet

a. The Proposal Summary Sheet should be the cover page for the entire proposal.
b. Please complete Attachment A which will serve as your cover page.

B. **Program Target Population Information** – **(this section should be no more than 2 pages)**

a. Provide details regarding experience with the youth (both in school and out of school) that meet the eligibility guidelines of WIOA including quantitative data on outcomes, placements, retention, and certification.

C. Program Description (this section should be no more than 15 pages)

a. Target Population, Recruitment and Enrollment:

a. Describe the demographics and characteristics of the targeted region to be served.

b. Describe the population to be served.

c. Describe potential challenges that may arise in engaging and enrolling this population and how you will overcome them.

d. Describe how many youth and young adults you will enroll in year one and describe your plan to identify, recruit, and enroll OSY into the program.

e. Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization or elsewhere, and determination of client suitability for program services.

b. Customer Experience

a. Describe the key steps and milestone youth and young adults will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.

b. Describe how you will help WIOA youth and WIOA young adults become aware of the career pathways in board identified sectors / industries in collaboration with the Workforce Solutions Career Pathway Initiative. Workforce Solutions currently oversees 2 industry partnerships for our top two industry sectors – Manufacturing and Healthcare. For more Labor Market Information go to http://www.workstats.dli.pa.gov/Pages/default.aspx

c. Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship / apprenticeship, job shadows, etc.).

d. Describe how a minimum of 20% of funds will be spent on work experience.

e. Describe the proposed work readiness training programs including instructional techniques curriculum, competencies, assessments and standards for completion.

f. Describe the financial literacy education and entrepreneurial skills training you will offer.

g. Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

h. Describe how you will implement tutoring, study skills training and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.

i. Describe activities that help youth and young adults prepare for and transition to training or post-secondary education.

j. Describe your education / training programs, which can include occupational skills training, apprenticeship programs, post-secondary bridge programs and / or post0secondary education.

k. Describe how your proposed education / training program will lead to jobs with livable wages.

l. Describe how you will utilize the Workforce Solutions Online Portal in the new workforce delivery system.

m. Describe how you will partner with the board including what your expectations would be from board staff and board members.

c. Supportive Services

a. Describe barriers to successful reconnection and completion of education and / or employment that the target population faces.

b. Describe what incentives, supportive services and stipends you will use to address these barriers.

c. Describe how you will refer mental / behavioral health services and other support you will provide to program participants.

d. Performance, Administration and Project Management

a. Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.

b. Describe your process for ensuring quality, compliance and proper documentation for all youth files.

c. Describe how you will ensure funds are used properly and according to the spending plan.

e. Access and Location

   a. Demonstrate how the proposed programs will increase access and address transportation and other barriers for program participants.

   b. Describe how you will provide these services in all of the North Central PA CareerLink® centers.

   c. Address how you will maintain satellite offices or co-locations with other organization in targeted neighborhoods, towns, etc.

f. Partnerships

   a. Demonstrate meaningful partnerships that support jobs, internships, and educational opportunities for youth and young adults, such as government agencies, education systems, community / faith based organizations and other partners that serve similar populations and can support the goals of the programs.

   b. Describe specific partner roles and, if applicable, how the proposed partnership will leverage additional funding to serve program participants. Memorandum of Understanding (MOUs) that detail partnership roles and responsibilities and any in-kind resources committed are required and should be included as an attachment to the proposal submitted.

   c. Describe how you will partner and collaborate with the current PA CareerLink® centers in the North Central Workforce Development Area.

g. Employer Connections

   a. Describe your relationship with employers in key industry clusters and the specific roles these employees will play in your program. If new to the area describe your plan for developing relationships with employers in key industry clusters and the specific roles these employees will play in your program.

   b. Describe past outcomes and how you have developed internships, job shadows, occupation skill training, apprenticeships, work experience, placement in employment, and – or other work-based learning outcomes with employer partners.

   c. Describe your approach to job placement and how the Business Service Representative (BSR) will be used to identify employment and work-based learning opportunities for program participants.

D. Program Outcomes (this section should be no more than 2 pages)

- What are the main program goals or outcomes (e.g. credential attainment; entry to employment, employment retention, budgeting, life skills, etc.)?
- How do these outcomes relate to the youth performance standards?
- How do these outcomes relate to youth asset development?

E. Budget Information/Budget Narrative (this section should be no more than 2 pages)

- Please provide a budget narrative explaining all costs:
    - Amount requested through this RFP and breakdown of costs (i.e. staffing, wages, percent of time dedicated to program, fringe, program services, supplies, support services, etc.). This will be a cost reimbursement contract.
    - Approximate number of participants the provider can serve in the program annually.
    - Cost per youth to enroll in program/activity? How many can be accepted at that cost?

F. Program Effectiveness (this section should be no more than 2 pages)

- Describe the success of your program and the overall success of your agency in dealing with this population.
- Remark on goals and positive outcomes.

G. Personnel / Staffing (this section should be no more than 2 pages)

For each position that will be funded under the proposed project, a detailed job description to include job duties and responsibilities, as well as qualifications is to be included in an attachment to the proposal.

1. Describe proposed staffing plan to include number of full time/part time positions etc.

2. Provide staff resumes or job descriptions with minimum qualifications of those who will be working with this project as an attachment to your proposal.

H. Time-Line (this section should be no more than 2 pages)

Provide a time-line chart so that all activities to be performed can be seen in relation to one another and as a whole. While discussion in the methodology should reference sequence of events, here the object is to "draw a picture" of the activities to be conducted. The time-line shall include all administrative and operational activities.

I. Budget:

Budget Forms – Please see attachment C.

All programs presented must include a line-item budget using the format presented. Do not substitute the budget forms in this solicitation unless otherwise approved by the WDB. This budget includes a summary of total project costs and the costs proposed to be covered with the WDB's funds. In developing the budget, please include any administrative costs to operate the program within the program line items. Administrative costs should not exceed 10% of total request.

Budget Narrative

All providers must adhere to GAAP and comply with OMB Uniform Guidance regarding allowable costs.

A brief budget narrative is required to provide details about the budget, e.g., purchase/lease of equipment. This narrative provides justification for items in the budget.

No purchase of equipment is permitted without specific authorization. Therefore, any requests where equipment is purchased or leased must be clearly represented in the budget and be consistent with the proposed program as outlined in your proposal.

This narrative should also detail the amount and kind of support provided with other resources. Program Income - includes the following: Income from fees for services performed and from conferences; income from the use or rental of real or personal property acquired with grant or subgrant funds; income from the sale of commodities or items fabricated under a grant or subgrant; revenues earned by a governmental or private non-profit service provider under either a fixed-price or reimbursable award that are in excess of the actual costs incurred in providing the services; and interest income earned on advances of subgrant funds. If any program income is expected to be earned, the budget narrative must address this.

J. Financial Requirements

All agencies that must submit a financial management description must provide the following information. This section must describe in detail the program operators' financial management system. Program operators must operate a system that satisfactorily accounts for and documents the receipt and disbursement of all workforce development funds. While a separate accounting system is not required, each operator must maintain financial records that adequately identify the source and application of all workforce development funds.

- Effective Control and Accountability over workforce development assets (Funds, Property, other workforce development assets) - Assure that the financial system will maintain effective control and accountability over all funds, property and other workforce development assets including the adequate safeguard of such assets.

- System's Capability of Generating Financial Information - Assure that the system is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance.

- Source Documentation - Assure that accounting records are supported by source documentation for each transaction. Assure that records are traceable to documentation and maintained in such a manner as to provide a complete and accurate audit trail during any internal or external examination.

- Bonding for Protection Against Loss - Assure that all persons authorized to receive or deposit workforce development funds, or to issue financial documents, checks or other instruments of payment for job training program costs will be bonded for protection against loss.

  Identify all positions that are authorized to receive or deposit workforce development funds, issue financial documents, checks or other instruments of payment for workforce development program costs.

  Identify the insuring agency, policy number, term of the bond, and the total dollar amount of the bonding coverage. Attach a copy of the Bonding certificate.

- Record Retention - Assure that all financial and program records, including any supporting documents, will be retained for at least three years from the date of the WDBs submission of close-out reports. Assure that if any litigations, claims, or audits are begun prior to expiration of the three-year period, that all records shall be retained until such litigations, claims, or audits relating to the records have been resolved.

Assure that records relating to non-expendable personal property that may be authorized to be purchased with workforce development funds will be retained for at least three (3) years after final disposition of the property.

- Cost Allocation Plan - Describe in detail any cost allocation plan utilized when costs are chargeable to more than one cost category, or to more than one program and/or funding source. Identify common costs.

- Invoices & Reconciliation - Assure that the actual and accrued expenditures will be reported on invoices and that reconciliation between actual and accrued expenditures will be conducted on a payment-by-payment basis.

- Generally Accepted Accounting Principles - Assure that the agency will utilize generally accepted accounting principles in order to account for and control all workforce development funds.

- Program Income and Stand-In Costs

  Any program income received as a result of this contract must be reported to Workforce Solutions. Program Income must be used prior to payment of any workforce development funds. Assure that any program income earned as a result of the contract for services will be used for job training purposes only. The use of the program income against workforce development services must be documentable and traceable through the financial system. It must be reported as part of the invoice.

- Procurement

  In order to ensure fiscal accountability and prevent waste, fraud and abuse in programs administered under the Workforce Innovation and Opportunity Act, the sub recipient shall have a procurement system, which adequately provides maximum, free, and open competition. To accomplish this, sub recipients must have a system which: 1) provides for full and open competition, 2) has written procedures for procurement transactions, and 3) has a code of ethical standards, which adequately provide for the avoidance of any conflict of interest. To evaluate this, sub recipients will be required to assure compliance with Workforce Solutions procurement policies that require the solicitation of a minimum of three written bids on purchases of less than $25,000. Purchases of greater than $25,000 in total must be procured through a formal advertising method, a competitive proposal or through non-competitive methods, which is a very limited option of procurement with restrictions. Purchases of greater than $500 require Workforce Solutions approval prior to purchase.

  No portion of this subcontract may be contracted to any other agency for the provision of services within the scope of the guidelines.

  The agency must assure that it will comply with the Commonwealth and Workforce Solutions procurement requirements.

- Audit Report - Attach a copy of the most recently completed independent Audit. Only one Audit Report is required (copies are not necessary to be attached).

  Assurances and Certifications

  All agencies submitting proposals must return the enclosed assurances and certifications duly signed by an authorized individual. Since these are material representations of fact upon which a favorable proposal may result in an award,

the forms must be signed by an individual authorized to bind the organization to a contract. The required assurances and certifications can be found in Attachment E. Proposal must state that the assurances and certifications will be signed upon award.

- Records, Reports, Administrative Requirements
  Training providers will submit attendance and progress reports as scheduled.

  1) Attendance/Progress Reports
  2) Invoices as Scheduled
  3) Close Out Reports

- Tagline Requirements
  All recipients of WIOA / Title I funds must ensure that all information disseminated to the public through pamphlets, booklets, manuals, posters, internet, etc. include a statement that the program is an:

  "Equal Opportunity Employment Program'' and;

  "Auxiliary Aids and Services are available to individuals with disabilities.''

- Additionally, when publishing or broadcasting program information in the news media the above mentioned Tagline must also be in place. Further the Tagline should be on agency letterhead, internal communication email, etc. **"TDD / TYY Relay Number Requirements**

  The recipient must also ensure their "TDD / TTY Relay Number" is included on materials routinely made available to the public through pamphlets, booklets, posters, internet, internal communications, news releases, etc.

- WIOA Section 188 Disability Checklist and the Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal (i.e. checklist for existing facilities version 2.1)

  1) Recipients of WIOA / Title I funds are required under applicable mandates to be EO / ADA Compliant. To ensure applicable compliance in this regard, the recipient is encouraged to utilize the above mentioned checklists to self evaluate their facilities.

  2) The recipient may obtain both "checklists" by contacting the Equal Opportunity Liaison at their local Pennsylvania CareerLink® facility or they may contact the Equal Opportunity Officer at the North Central Workforce Development Area / NC-125, 425 Old Kersey Road, Kersey, PA 15846.

Section XXII: Additional Resources:

The following links are provided as helpful supplementary information:

United States Department of Labor – Employment and Training Administration WIOA – The Law:

https://www.doleta.gov/wioa/

PA Department of Labor and Industry – Workforce Development – WIOA Combined State Plan:

http://www.portal.state.pa.us/portal/server.pt/community/workforce_development/10539

Relevant Workforce System Guidance issued by the PA Department of Labor and Industry, Relevant Training and Employment Guidance Letters (TEGLs) issued by the US Department of Labor and Other Resources:

http://www.pawork.org/take-action/wioa/

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf

TENs and TEGLs can be found at the following link:

https://wdr.doleta.gov/directives/

Local Plans and Policies available upon request to Pam Streich at pstreich@ncwdb.org

Section XXII – Proposal Scoring: Prospective Providers are advised that an offer for a contract may be initiated after review of the proposal by the Proposal Review Team and the Workforce Solutions youth standing committee. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of services to be provided. Proposals will be evaluated on the following criteria:

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 25	Creativity Level – use of Customer Centered Design, use of technology to inform about programs, collaboration with other agencies in the region serving youth.		
Max = 3	Issue which this program/service will address is clearly explained and meets a demonstrated need (includes prevalence, frequency, short and long term effects).		
Max = 3	The proposal clearly identifies and describes how all core WIOA elements will be met and how they will be provided.		
Max = 3	The proposal gives a detailed profile of the target population and specifies in-school and out-of-school youth.		
Max = 3	Proposal demonstrates ability to recruit and enroll eligible participants.		
Max = 3	Program description addresses HOW, WHEN, WHERE services will be provided.		
Max = 3	Proposal identifies sound methods to assist with tracking and meeting identified performance measures.		
Max = 3	Proposal outlines strategies for follow up services of participants for not less than 12 months.		
Max = 3	Proposal demonstrates previous experience in delivering proposed services to the target population and demonstrates staff and volunteer qualifications.		
Max = 3	Proposal demonstrates an understanding of WIOA, TEGLs, TENs, State and Local Plans and Policies and their requirements.		
Max = 3	Outcomes are realistic and clearly specified.		
Max = 3	Budget: Detailed individual cost section and narrative complete and accurate.		
Max = 3	Program / service costs are deemed appropriate and reasonable.		
Max = 3	Proposal leverages funds and / or expands existing, successful programs.		
Max = 3	Proposal developed in partnership with other entities, (i.e. PA CareerLink, Collaborative Boards, CJABs, Youth Consortia, CBOs, FBOs, etc) and copies of signed MOUs are provided.		
Max = 3	Program proposes to serve both in school and out of school youth.		
Max 70	**TOTAL POINTS**		