



Request for Proposal

For the period of July 1, 2021 – June 20, 2023

WIOA Youth Employment and Training Programs

Proposals Due:

Friday, May 7, 2021

Westmoreland-Fayette Workforce Development Board
145 Pavilion Lane,
Youngwood, PA 15697

RFP Release Date:

Friday, March 26, 2021

The Westmoreland-Fayette Workforce Development Board (FWWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities.

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General Information

This section provides general background information related to the regulatory and programmatic context to this Request for Proposals (RFP).

About the Westmoreland-Fayette Workforce Development Board (WFWDB)

The WFWDB is the entity designated by the Westmoreland and Fayette County Commissioners to provide staff support and act as the administrative and fiscal agent for the operation of workforce development activities within the Westmoreland-Fayette two county area.

The WFWDB is a business, education, and community board that is empowered to lead workforce development in Fayette and Westmoreland counties. It is the mission of the WFWDB to serve as the local entity responsible for the strategic planning and promotion of an effective workforce development system in Westmoreland and Fayette counties that responds to the regional labor market needs. As a leading change agent for workforce development, the WFWDB leads development activities by:

- Developing and maintaining an organization that promotes the advancement of effective education and training for family-sustaining jobs for the people of Fayette and Westmoreland counties.
- Responding to the needs of the community by building and enhancing the career development and workforce training system.
- Identifying and addressing gaps in the workforce area it serves.
- Building relationships with employers, economic development partners, and elected officials to facilitate a cooperative effort to meet the needs of the area.

Statement of Purpose

The WFWDB is requesting proposals from qualified and eligible organizations for innovative WIOA programs and comprehensive services that will serve in- and out-of-school youth (ISY and OSY). Programs should lead to youth achieving academic and technical skills as well as employment success. The primary goals of programs funded through this RFP are to ensure that youth can serve as skilled and qualified employees, that youth are prepared (if applicable) for post-secondary success, and that a labor force pipeline is created to fill local area's workforce demands.

The WFWDB is seeking proposals that are innovative, collaborative, and passionate in supporting the targeted youth in obtaining credentials, advance training, and/or employment. All programs funded through this RFP must offer post-program assistance to enhance the transition to work or advanced education. Additionally, all funded services must have one or more of three core elements:

1. Paid work experience
2. Learning/training linked to real work opportunities
3. Support services addressing developmental needs

Contract Award and Funding Available

One or more contracts may be awarded under this RFP in accordance with the Evaluation Criteria. Please be advised that the level of funding available is subject to change and is contingent upon the availability and appropriation of WIOA funds. Services will commence on July 1, 2021 and will end on June 30, 2023 subject to the availability and appropriation of funding.

Actual funding available under this RFP is determined by the WFWDB's allocation of formula youth funds from the Pennsylvania Department of Labor and Industry (L&I) and the U.S. Department of Labor.

The award of contracts will be made based on the best proposals and the criteria and requirements determined by the WFWDB and set forth in this solicitation. The WFWDB may fund all or part of a proposal and will only accept proposal for services requested herein, meaning that contract awards may be less or more than the dollar amount requested in the proposal.

Based upon funding availability and contractor performance under the first contract period (July 1, 2021 – June 30, 2022), and the WFWDB reserve the option, as its sole discretion, to extend or renew the contract for an additional year (July 1, 2022 – June 30, 2023) with re-negotiations to be initiated by the WFWDB before the expiration of the first contract period.

The proposals submitted in response to this solicitation are not legally binding documents. However, the contents of the proposal(s) of the successful bidder(s) will become contractual obligations. Failure to accept these obligations in a contractual agreement may result in the cancellation of the award. The WFWDB staff will negotiate and execute contracts with the bidder(s) approved for funding. These discussions will take place after the final funding approval and may include such items as budget, costs, program design, service levels, location, target population, projections, and clarifications.

The programs procured through this RFP are cost reimbursement programs. The successful bidder(s) must have the ability to pay monthly program costs up front. The WFWDB will require an invoice, proof of expenses, and required documentation to process a reimbursement. The WFWDB will only reimburse the provider for the actual expenses incurred during the effective dates of the contract. Allowable costs will be determined by all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance.

Procurement Timeline:

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| • Release of RFP | March 26, 2021 |
| • Questions for Bidder's Conference Due | April 9, 2021 at 12 p.m. EST |
| • Bidder's Conference | April 12, 2021 at 1 p.m. EST |
| • Proposals Due | May 7, 2021 at 4 p.m. EST |
| • Expected Date for Notification of Award | June 25, 2021 |
| • Start Date for Contract | July 1, 2021 |

A Bidder's Conference will be held virtually on April 12, 2021 at 1:00 p.m. EST. Registration will be required. Further information will be provided on the WFWDB's website found at www.westfaywib.org – Resources – Procurement – Request for Proposals (RFP). Interested applicants may also register for the bidder's conference [here](#).

At the conference, the WFWDB will review the requirements of this RFP, answer submitted questions, and accept questions (time permitting) from the attendees regarding this RFP. All interested applicants are encouraged to attend, although attendance is not required to submit a proposal. Questions for the Bidder's Conference should be sent to Courtney Venick at cvenick@westfaywib.org by 12:00 p.m. EST on April 9, 2021.

Submission of Proposals

The submission of proposals unnecessarily elaborate or lengthy is not encouraged; neither are special bindings nor coverings. Proposals must be submitted in a 12-point font, using standard 8.5" by 11" paper with 1" margins. Page numbers must be provided in the footer.

Four (4) hard copies (original and three copies) of the proposal and one (1) digital, emailed copy of the proposal, preferably in the form of a PDF, must be received no later than Friday, May 7, 2021 at 4 p.m. EST. Proposals received after this date and time, whether by USPS mail, commercial delivery, hand carry, or email will not be considered for review. Timely receipt of the proposal is the sole responsibility of the proposer.

Hard copy packages should be submitted to:

- Westmoreland-Fayette Workforce Development Board
145 Pavilion Lane,
Youngwood, PA 15697
RE: WIOA Youth Program Proposal

Digital copy packages should be submitted to:

- Courtney Venick
cvenick@westfaywib.org
Subject line: WIOA Youth Program Proposal

Overview: Workforce Innovation and Opportunity Act (WIOA)

The public workforce system is authorized through the Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128) effective as of July 1, 2015. The law provides guidance to the local workforce development board on its responsibility in meeting the workforce challenges of Westmoreland County, PA and Fayette County, PA. One of the challenges is designing a system that will provide opportunities for youth to be prepared with the skills for the current and future labor market.

WIOA outlines a broad youth vision that supports an integrated service delivery system. It promotes programs that have evidence-based strategies that meet high levels of performance, accountability, and quality in preparing youth or the workforce. With the youth population, the law emphasizes the need to connect youth with existing services, education, and employment that will lead to meaningful careers.

WIOA requires 75% of youth funds available to local areas be spent on workforce investment activities for OSY. At least 20% of youth funds must be used to support work-based learning activities. Additionally, WIOA youth will be provided services based on the needs of each individual participant as part of the youth's individual service strategy. WIOA requires 14 program elements be offered and provide relevant work experience.

For more information on WIOA, please visit www.doleta.gov/wioa/.

Eligible Applicants

Entities eligible to apply to provide WIOA programs include non-profit organizations, private-for-profit entities, local education agencies, trade associations or unions, and L&I approved pre-apprenticeship programs. A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified.

General Policies

- The WFWDB is not liable for any costs associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization(s).
- The WFWDB reserves the right to accept or reject any or all proposals received and to cancel or reissue this RFP in part or its entirety.
- The WFWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity that the WFWDB determines is in its best interest.
- The WFWDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
- The WFWDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce area.
- The WFWDB reserves the right to contact any individual, agency, employer, or grantees listed in the proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- The WFWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The WFWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WFWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the WFWDB as a result of a proposer's failure to contract may be recovered from the proposer.
- A contract with the selected proposer may be withheld at the WFWDB's sole discretion if issues of contract, questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist until such issues are satisfactorily resolved. The WFWDB may withdraw award of a contract if the resolution is not satisfactory to the Board.

Scope of Work: WIOA Youth Program

The duties of the WIOA Youth program provider(s) shall include the following responsibilities.

WIOA Required Elements

Local Areas must make each of the 14 elements available. The list of the 14 program elements under WIOA Section 129(c)(2) consists of:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - i. Summer employment opportunities and other employment opportunities available throughout the school year
 - ii. Pre-apprenticeship programs
 - iii. Internships and job shadowing
 - iv. On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-8 demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education
12. Entrepreneurial skills training
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
14. Activities that help youth prepare for and transition to post-secondary education and training

Local areas have the discretion to determine what program element a participant receives based on Individual Service Strategy. Local areas are not required to provide each program element to each participant.

Expanded Work Experience Focus

WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience. Under WIOA, paid

and unpaid work experiences that have as a component academic and occupational education may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The Department encourages local programs to coordinate work experiences, particularly summer employment, with other youth serving organizations and agencies.

Youth Eligibility

Every youth participant must have eligibility determined before receiving services. This includes securing appropriate documentation to prove eligibility. Program eligibility is completed by the Title I staff at the local PA CareerLink® offices.

All recruited youth served must meet the following eligibility requirements:

- Be a citizen or noncitizen authorized to work in the U.S.
- Meet selective service registration requirements (males over 18 only)
- Enroll in the PA CareerLink® system
- Meet WIOA Youth Eligibility Requirements

WIOA In-School Youth Eligibility Requirements:

Under WIOA, an in-school youth is an individual who is:

- Attending any school (as defined under State law); and
- Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at time of enrollment; and
- Is a low-income individual; and
- Has one or more of the following:
 - 1) Basic skills deficiency
 - 2) Is an English language learner
 - 3) An individual who is subject to the juvenile or adult justice system
 - 4) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement
 - 5) An individual who is pregnant or parenting
 - 6) An individual with a disability

WIOA Out-of-School Youth Eligibility Requirements:

Under WIOA, an out-of-school youth is an individual who is:

- Not attending any school (as defined under State law)
- Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program
- One or more of the following:
 - 1) A school dropout
 - 2) 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. School year calendar quarter is based on how a local school district defines its school year quarters
 - 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner

- 4) An individual who is subject to the juvenile or adult justice system
- 5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement
- 6) An individual who is pregnant or parenting
- 7) An individual with a disability
- 8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

Outreach & Recruitment

The selected provider(s) will be responsible for outreaching and recruiting the targeted youth population in Westmoreland and Fayette counties. This include, but is not limited to, the following:

- Creating a clear and detailed outreach and recruitment plan and timeline of activities
- Identifying outreach and recruitment targets
- Collaborating with outreach and recruitment partners
- Providing support to youth during the application period
- Distributing applications for referrals to the PA CareerLink® centers
- Assisting in the gathering of eligibility documentation
- Identifying criteria that will be used to select youth to be enrolled

Orientation & Intake

An orientation process must be provided to each potentially eligible youth participant. Orientation must consist of information on the services that are available within the WIOA Title I youth program and the One-Stop Service Delivery system within Region VII. These services may include, but are not limited to:

- Orientation of the program purpose
- Information on all program services and resources available
- Responsibilities of other service providers
- Program participants' responsibilities
- Information on follow-up services
- Information on supportive services
- Referral to other appropriate services

Intake of program participants involves registration, eligibility determination, and collection of documentation to support verification of eligibility of services. Other services also include referral for basic skills development and referral to other services as appropriate.

Assessments

The selected provider(s) will be required to provide an objective assessment to identify service needs of each prospective participant prior to enrollment. The WIOA youth program design requires an objective assessment of academic levels, goals, interests, skill levels, abilities, aptitudes, supportive services needs, barriers, and strengths. Assessment results are used to develop the individual's Individual Service Strategy (ISS).

After this assessment has been completed, the youth should be enrolled in services if they are an appropriate fit for the program. WIOA services are not appropriate for all youth. Youth should not be enrolled in programming solely to meet recruitment numbers.

Individual Service Strategy (ISS)

The selected provider(s) will be required to develop an ISS for all youth participants. The ISS is the plan developed in close coordination with the youth that identifies the youth's employment goals, career interests, roles, educational objectives, responsibilities, action steps toward achieving employment and/or placement in post-secondary education, and appropriate services for the participants. All services, including academic supports, training, supportive services, and incentives given to the participants must be linked to the ISS. An ISS must be linked to one or more of the indicators of performance and identify a career pathway that includes education and employment goals. Goals and objectives must be specific, measurable, achievable, relevant, and timely and align to the interest and career pathway identified in the objective assessment. Development and updating of an ISS is required for each participant, as necessary.

Program Model

The selected provider(s) must provide WIOA Youth Program services to at least one of the eligible targets of OSY or ISY. Additionally, the selected provider(s) must incorporate the elements stated under program design.

Programs to Transition OSY (16-24) to Employment

For the OSY target population, most 16–24-year-old individuals define themselves as “young adults”. The WFWDB expects that all proposals and recruitment materials to reflect this language. Likewise, moving forward within this RFP, OSY will be referred to as “young adults”.

Funds will support 16–24-year-old at-risk young adults to acquire career specific and/or employment preparation skills leading to certification and/or employment. Examples of services under this project include, but are not limited to:

- Skills training coupled with internships in the private or public sector
- Paid and unpaid work experiences, including apprenticeships, pre-apprenticeships, internships, job shadowing, and/or employer mentorships
- Re-engagement of young adults into education/training resulting in the obtainment of GED certification and/or industry certification
- Education concurrent with workforce preparation that will provide strong linkages between academic institutions and occupational placement for local HPOs, including:
 - soft skill training
 - job search
 - completion of pre-employment skills training
 - increasing educational functioning-level gains for those who are basic skills deficient
- Training in HPO occupations

Programs that support OSY must be designed to produce maximum results for expected program performance measurements.

Programs serving ISY (14-21)

The following are examples of potential programs provided under WIOA for ISY. Examples of programs under this project include, but are not limited to:

- Programs that would provide valuable work experience, job shadowing, mentorship, pre-apprenticeship/apprenticeship opportunities with local employers in high demand occupations

- Programs affording youth in high school the ability to concurrently earn college credits and/or meaningful industry recognized credentials
- Programs assisting youth currently in school with career planning, work experience, job placement, and/or enrollment into occupational skills training
- Programs serving youth at risk of dropping out of high school, or those at risk of becoming disconnected from employment and post-secondary education after graduation
- Expand the Experience Works! PLUS Internship Program, using the proven and pre-determined Westmoreland-Fayette Workforce Investment Board (WFWIB) model, for eligible dual-enrolled high school/career and technology center junior and senior students.

ISY programs are **strongly encouraged** to partner with local school districts and career and technology centers (CTC). A memorandum of understanding (MOU) will act as proof of partnership and how the school district(s) and/or CTC(s) will be leveraged as an integral resource to ensure youth are graduating high school on time, receiving wealth of career exploration resources and experience, and are successfully placed in sustainable employment/post-secondary education.

Program Design

Program design must build on youth/young adult strengths, provide them with support to foster resiliency, and promote healthy youth development. Programs must be designed to accommodate diversity in age, work experience, and past participation. This ensures that each participant can meaningfully add to their academic and employment experience and further advance toward achieving their personal goals.

All program designs should include a work-based learning plan, including paid or unpaid work experience, pre-apprenticeship, job-shadowing, and/or other opportunities. Each youth/young adult does not need to participate in work experience, but a work experience component must be included. For youth/young adults participating in grant funded paid work experience, effort should be made to pay youth up to \$10.35/hour to be in line with Pennsylvania's combined WIOA state plan. A minimum of \$10.00/hour would be expected to be provided to youth/young adults.

Program models are required to operate on an open entry/open exit throughout the year (rolling enrollment). As youth/young adults exit the program, contractors must be able to quickly enroll new eligible youth/young adults into the program. The selected provider(s) must strategize on how to manage participant flow to meet the needs of youth/young adults within their program model and achieve performance measures. While we recognize the work of smaller programs and appreciate their contributions to workforce readiness, proposals will only be considered from organizations or partnerships proposing to serve 25 or more youth/young adults annually.

Stakeholder Engagement

The selected provider(s) will be responsible for designing programs that reflect strong partnerships with secondary and post-secondary educational providers, community colleges, relevant organizations, and youth/young adult service providers that support work experience and educational opportunities for youth/young adults.

Additionally, the selected provider(s) will be responsible for demonstrating meaningful employer connections in high-growth and high-demand industries. These connections should lead to increased placements in employment, continued education, and/or meaningful exposure to the world of work

leading to measurable skill increases. Finally, programs are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space, equipment, etc.

Case Management & Supportive Services

The selected provider(s) will be responsible for providing case management and supportive services to all youth/young adult participants.

Case management is a process that typically includes noninstructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component. Youth/young adult programs must provide case management services to assist a youth/young adult participant in making informed choices and completing the program. Support may be provided on an individual or group basis. Case management principles and methods must be incorporated throughout the program design. A case manager must be assigned to follow the process of each youth/young adult participant from enrollment to program exit, including follow-up services.

Youth/young adult programs must provide supportive services to eligible youth/young adult participants that are necessary to enable an individual to participate in youth activities authorized under Title I of WIOA. A supportive service is an assistance provided to a WIOA youth/young adult participant that is necessary to enable participation in activities as part of the WIOA youth program. Supportive services may include, but are not limited to:

- Referrals to community services
- Assistance with transportation, child/dependent care, housing, and educational testing
- Needs-related payments
- Reasonable accommodations for youth/young adults with disabilities
- Aid in gaining uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Help with books, fees, school supplies, and other necessary items for youth/young adults enrolled in post-secondary education classes
- Assistance with fees for employment and training-related applications, tests, and certifications

If the proposed program plans to make use of incentives and/or stipends, a programmatic incentive and/or stipend plan must be documented and individualized for attendance or per participant. These must go beyond for attendance or participation in the program. **Gift cards are not allowable.**

- **Stipend** - A stipend is a fixed payment made to a WIOA youth/young adult participant during his/her enrollment to encourage the youth/young adult to participate in certain activities (seat/participation time payments). The stipend can be used for activities such as classroom instruction. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in and completion of education or training services.
- **Incentive** - A payment to a WIOA youth/young adult participant for successful participation and achievement of expected outcomes as defined in the youth/young adult's ISS. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented in the participants file as the basis for an incentive payment. WIOA

requires that incentive payments be related to the goals of the specific youth/young adult program and must be provided in accordance with the requirements in 2 CFR 200, which says that Federal funds may not be spent on entertainment costs.

Follow-Up Services

The selected provider(s) will be responsible for all follow-up services. Follow-up services are critical services provided for no less than 12 months following a youth/young adult participant's exit from the program. These services ensure the youth/young adult is successful in employment and/or post-secondary education and training beyond their program completion. The selected provider(s) must establish and implement procedures to ensure that follow-up services are conducted and documented. Follow-up services include regular meaningful contact and may include allowable follow-up activities such as:

- Supportive services
- Career counseling
- Regular contact with a participant's employer
- Addressing work-related problems, if applicable
- Adult mentoring
- Financial literacy education
- Services that provide labor market information
- Activities that help youth/young adults prepare for and transition to post-secondary education and training

Follow-up services must include more than just an attempt to contact.

Performance Measures

The selected provider(s) will be required to meet, at minimum, the State required Performance Measures for WIOA Youth. *

Under WIOA regulations, the following Performance Requirements are measured for youth:

- Placement in employment, education, or training
- Retention in employment, education, or training
 - Percentage of participants in unsubsidized employment, education, or training measured in quarter 4 after exit.
- Earnings after entry into unsubsidized employment
 - Earnings of participants in unsubsidized employment during quarter 2 after exit.
- Credential rate
- In-Program Skills Gain
 - To increase the skills obtained through education leading to a credential or employment during the program year.
 - Definition: percentage of participants in education leading to credential or employment during program year achieving measurable gains measured in real-time
- Indicators of effectiveness in serving employers

The current negotiated Youth Performance Measures and Levels* for the WFWDB are:

WIOA Youth Performance Measure	Negotiated Goal
Employment (second quarter after exit)	68%
Employment (fourth quarter after exit)	62%
Median Earnings (second quarter after exit)	\$2,700
Credential Attainment Rate	65%
Measurable Skill Gains	25%

*Performance Measures and Levels are subject to change based on guidance for the U.S. Department of Labor and L&I's Bureau for Workforce Development Administration.

Data Management

The Commonwealth Workforce Development System (CWDS) is an Internet-based system of services for use by customers and potential customers of the PA CareerLink® offices and youth/young adult service providers. Included within CWDS, PA CareerLink® provides online access to job openings, information about employers, services and training opportunities for job seekers, and labor market information.

The selected provider(s) will be required to use CWDS to record and track all youth/young adult activities and program services in addition to recording case notes. L&I, the WFWIB, and the program provider will utilize CWDS reports to determine program performance. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. It is the selected provider's responsibility to ensure on-going staff expertise and cooperation. Mandatory CWDS training will be provided by the Youth Services Manager of the WFWDB.

In addition, contractors may be asked to provide additional documentation or information not accessible through CWDS to evaluate performance outcomes, as well as program strengths and weaknesses. Additional documentation on tracking, recording, and reporting of program data, such as metrics on recruitment, participation, accomplishments, impact, participant skill gains, staff/worksite surveys, and related activities, is essential to measuring program success. The selected provider(s) will be responsible for providing all required documentation and data tracking information to the WFWDB in a timely manner.

Branding & Awareness

A continuous mission for the WFWDB is to expand the awareness and recognition of its brand to the public. Additionally, the WFWDB wants to share the impact and variety of programs offered in the local workforce development area by program providers such as yourself. In order to grow and maintain the awareness that has already been established, the successful bidder(s) will be required to adhere to the following branding and awareness conditions.

- When addressing the public, the official name to be used is "Westmoreland-Fayette Workforce Investment Board". This can be abbreviated to "WFWIB" but only after using the full official name first.
- All publications, advertising, promotional pieces, marketing materials, social media posts, etc. must feature a prominent display of the official WFWIB logo. No edits, transformations, changes, etc. are allowed to be made to the logo. If your organization should have a need for a change in the official WFWIB logo, please contact Josie Manns at jmanns@westfaywib.org.
- Please find the official WFWIB logo embedded below:



OfficialWFWIBLogo.jpg

- All publications, advertising, promotional pieces, marketing materials, social media posts, etc. must include the statement: “Funding provided by the Westmoreland-Fayette Workforce Investment Board.” This statement should be location next to the official WFWIB logo.
- To share successes and program milestones, all awarded bidder(s) will be required to share at least one (1) success story of their WIOA Youth program every six (6) months. Check-ins will be made if information is not received by the end of the six month periods. Information to be included in the success story are as follows:
 - If the success story features an organization staff member, please include their name and title.
 - If the success story features a program participant, please include at least their first name.
 - Success stories must include at least one usable picture, preferably featuring the individual of focus.
 - Pictures must be submitted as a PNG or JPG. Please do not send success stories that only have the pictures inserted in a Word Document. They should be sent as individual files.
 - Please try to make success stories as specific as possible. The more detailed the success story, the better.
 - Please be sure that individuals have signed a press release agreement prior to sending any of their information and/or picture.

Online and Virtual Activities

The selected provider(s) will be responsible for considering how the proposed program will be adapted when in-person activities and events are not possible and/or when the COVID-19 Pandemic prevents/discourages in-person activities to continue. This may include, but is not limited to:

- Virtual mentorships, internships, or work experiences with local employers
- Create recorded video tutorials of lessons from the provider or involved employer to keep participants active
- Creating video or virtual reality industry tours and visits with local employers and businesses
- Schedule Zoom, Teams, or Facetime (any platform that the participants all have access to) meetings and offer a blocked off time for virtual office hours to meet with participants regularly
- Creating opportunities for guest speakers, industry experts, etc., to interact with participants using Zoom or similar technology
- Creating virtual ways to follow up with participants
- Describe how the program could be delivered virtually if in-person contact as limited or not allowed

Proposal Format

Proposals for the WIOA Youth programs must be submitted in the order outlined.

Cover Sheet

The proposal must be submitted using the specified Cover Sheet. See Appendix A.

Executive Summary

The proposal must be submitted using the specified Executive Summary. See Appendix B.

Organizational Capability

The following Organizational Capability is required for the proposal. This section should not be more than one (1) page.

- Basic organizational description including year established, organizational incorporation status and where incorporated, governance structure, principal programs and services, executive leadership, annual budget, partners and/or subcontractors, and number of staff.
- Demonstrate that your organization is eligible to participate as a WF-BEP Program provider as described in the Eligible Applicant section.
- Experience in managing programs of similar size and scope that are specified in this RFP, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes.
- Administrative and fiscal capacity including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

Proposal Narrative

Proposed narratives are limited to no more than 15 pages. The WFWDB values a creative and innovative approach to program delivery and activity creation. Applicants are required to respond to each of the following section. Strong program narratives will demonstrate how the proposed program will meet the standards, expectations, and desired outcomes found in this RFP. Proposed programs must follow all WIOA guidelines. Applicants are encouraged to think creatively and innovatively in developing program design, exceeding basic requirements, and incorporating innovative ideas and strategies.

WIOA Required Elements: *Please reference Scope of Work: WIOA Required Elements*

- Describe how your organization will provide the required 14 elements of WIOA.
- Identify any leveraged resources your program will use to support and enhance the delivery of the required elements.

Youth Eligibility: *Please reference Scope of Work: Youth Eligibility*

- Describe how program staff and the program itself will integrate with the local PA CareerLink® offices and align with local board activity, specifically to determine youth eligibility.

Outreach & Recruitment: *Please reference Scope of Work: Outreach & Recruitment*

- Describe the outreach and recruitment strategies for the target population your organization will be serving.
- Provide a detailed timeline for outreach and recruitment activities.
- Identify the partnerships your organization will hold with youth/young adult serving agencies, organizations, and school to reach target populations.
- Describe how your organization will provide support to youth/young adults during the application period.
- List the criteria that your organization will use to select youth/young adults to be enrolled into the program.

Orientation & Intake: *Please reference Scope of Work: Orientation & Intake*

- Describe the orientation and intake activities your organization will be implementing for youth/young adults.

Assessments: *Please reference Scope of Work: Assessments*

- Describe the assessment activities your organization will be implementing to identify the service needs of each prospective youth/young adult participant prior to enrollment.
- Identify what assessment tools, instruments, and methods the proposed program will use to gather the necessary assessment information to development an ISS.
- Provide a detailed description of how the proposed program will address individuals who are basic skills deficient.
- Describe the process for determining whether or not youth/young adults are suitable for WIOA services.

Individual Service Strategy (ISS): *Please reference Scope of Work: Individual Service Strategy (ISS)*

- Describe how the ISS plan for participants will be developed.
- Describe how participants' individual goals will be identified, developed, evaluated, and coordinated.
- Identify how the ISS will be updated throughout the youth/young adult's time in the program.

Program Model: *Please reference Scope of Work: Program Model*

- Identify if the proposed program will be focusing on OSY or ISY.
- Describe how the proposed program will serve OSY or ISY, including what activities are being proposed, how the proposed program will connect youth/young adults with sustainable career pathways, how the activities will prepare youth/young adults for post-secondary education/employment, and the type of work-based learning and career development opportunities that will be available.
- If the program is focusing on ISY, how will your organization utilize partnerships with local school districts and CTCs.
- Describe the placement process for placing youth/young adults with employment opportunities.
- Describe how the proposed program will be designed to accommodate diversity in age, work experience, and past participation.
- Provide a detailed timeline of key program activities and initiatives that will take place during the period of performance and the location of youth/young adult activities.
- Provide a service flow chart and calendar depicting program entry, progress, and exit.
- List the total hours youth/young adults will participate monthly and during the entire program.
- Describe what outcomes your organization plans to achieve with the proposed program.

Stakeholder Engagement: *Please reference Scope of Work: Stakeholder Engagement*

- Identify the partnerships your organization will hold with secondary and post-secondary educational providers, community colleges, relevant organizations, and/or youth/young adult service providers.
- Identify the partnerships your organization will hold with employers in high-growth and high-demand industries.
- Describe how partnerships will benefit the program and program participants/what responsibilities the partners will hold.
- Partnerships should be supported with at least five (5) letters of support/recommendation.

Case Management & Supportive Services: *Please reference Scope of Work: Case Management & Supportive Services*

- Describe your organization's case management and supportive services strategy for providing consistent support, service plans, and referrals for individual participants.
- Describe how your organization will determine when participants are ready for training and what type of training opportunities they will be referred to.
- Identify if training will be providing in-house or will be referred out.
- If services are referred out, describe the referral process and plan for ensuring that participants follow through on referrals.
- Provide a detailed description of the intended use of incentives and/or stipends (if applicable).

Follow-Up Services: *Please reference Scope of Work: Follow-Up Services*

- Outline the strategy that will be utilized to implement and maintain follow-up services and provide consistent relationships with program participants.
- Describe the strategy that your organization will use for youth/young adults that are failing to return contact.

Performance Measures: *Please reference Scope of Work: Performance Measures*

- Describe how the proposed program will address and meet all required outcomes and performance measures for WIOA.

Data Management: *Please reference Scope of Work: Data Management*

- Describe how your organization will record, track, and report program data and performances.
- Describe your organization's familiarity with CWDS.
- Describe how your organization will provide all required documentation and data tracking information to the WFWDB in a timely manner.

Branding & Awareness: *Please reference Scope of Work: Branding & Awareness*

- Describe how your organization will be sharing successes and program milestones with the WFWDB every six (6) months.
- Describe what information/success stories/program milestones your organization hopes to share.
- Describe how your organization plans to ensure that youth/young adults are comfortable in having their name and image/photograph shared.

Online & Virtual Activities: *Please reference Scope of Work: Online & Virtual Activities*

- Describe what activities your organization plans to hold virtually, if applicable.
- Describe what and how in-person activities will be virtually adapted to ensure that the proposed program will be successfully delivered to fit the situation all participants and partners.

Budget Information

The budget for the proposed program must be submitted as outlined below

Budget

A budget is required for program proposals and must be included using the budget forms provide. See Appendix C.

Submission of a detailed budget on the provided template should be calculated and submitted based on the period of performance. An important factor in public investments in training is return on investment. Cost per participant will be used to gauge this investment. Cost per participant is defined by: Total funds requested / total participants to be served. In addition to unallowable costs such as gift cards and building/structural costs, applicants must follow cost guidelines specified in WIOA guidelines.

Budget Narrative

A budget narrative to accompany the program proposal budget that describes the purpose of each cost, explains how all costs are estimated, and justifies the need for all costs is required. This section should not be more than two (2) pages.

Additional Attachments

- **Site Data Form**
 - See Appendix D.
- **Assurances**
 - See Appendix E.
- **Articles of Incorporation**
- **List of principles in the organization**
- **Liability Insurance to cover participants**
 - It is the policy of the WFWDB to require a minimum of \$500,000.00 per occurrence coverage. A current Certificate of Insurance must be furnished.
- **Professional Liability Insurance**
 - Coverage for participants in those training programs where professional insurance is required. (i.e., LPN, geriatric aide, home health care, etc.)
- **Proof of State Licensing**
- **Letter of support/recommendation**
 - Please include at least five (5) letters of support/recommendation from public, non-profit worksites, and school districts that identify and describe partnerships, resources, and linkages as part of the proposed program.
- **Copy of most recent audit report**
- **Stipend/incentive/supportive service policy**
 - Gift cards are not allowable.

Right of Rejection

The WFWDB reserves the right to reject any and all proposals submitted.

Evaluation Criteria

The scoring for the required section of the proposal will be assigned as follows:

Points Awarded Per Category	
Cover Sheet	Required
Executive Summary	Required
Proper Submission & Required Attachments	5
Organizational Capability	5
Proposal Narrative	60

Budget Information	30
Article of Incorporation	Required
List of Principles in Organization	Required
Liability Insurance	Required
Professional Liability Insurance	Required
Proof of State Licensing	Required
Letters of support/recommendation	Required
Copy of most recent Audit Report	Required
Stipend/incentive/supportive Service Policy	Required
Total Points	100

Appendix A: Cover Sheet

Organization Name: _____

Organization Address: _____

Proposed Project Title: _____

Briefly summarize the proposed project in 300 words or less:*

Proposed Project Partners:*

Proposed Project Service Area (neighborhoods, counties, school districts, etc.):*

Proposed Project Impact (outputs, benefits, outcomes, etc.):*

Contact Person: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Organization Website: _____

Total Funding Requested: _____

I hereby certify that the information provided in this submission is accurate.

Print Name & Title

Signature

I hereby certify that I am duly authorized to sign contracts on the behalf of this organization.

Print Name & Title

Signature

*If you find that you are limited on space when typing your responses, please feel free to type your responses on a second page that will be submitted with you proposal package. However, please keep in mind that responses should be concise as this is just a cover sheet.

Appendix B: Executive Summary

1. What are the mission and goals of your organization? *
2. Who are the primary customers that your organization serves? *
3. What are the primary services that your organization currently offers? *
4. What motivates your organization to consider participating in a formal RFP to provide WIOA Youth initiatives or programs for the WFWDB? *
5. Is your organization in compliance with all federal, state, and local policies? Yes No
6. Is your organization in debarment or suspend from federal or state awards? Yes No
7. Enclose a copy of your organization's most recent audit report.
8. Please list your organization's DUNS #: _____
9. Please list your Federal EIN #: _____
10. Provide evidence of Liability Insurance.

Company name

Street Address

PO Box

City

State

ZIP

Telephone #

Fax#

Email

Signature

Signatory's Name (printed)

Signatory's Title

*If you find that you are limited on space when typing your responses, please feel free to type your responses on a second page that will be submitted with you proposal package. However, please keep in mind that responses should be concise.

Appendix C: WIOA Youth RFP Budget Pages

RFP Timeframe July 1, 2021 - June 30, 2023

One Year Budget 7/1/2021 - 6/30/2022

	WIOA	MATCH
Staffing Costs		
Salaries		
Fringe Benefits		
Mileage		
Total Staffing Costs		
Operating Costs (examples below, adjust accordingly for your budget)		
Supplies		
Materials		
Postage		
Telephone		
Maintenance		
Printing		
Equipment Rental		
Rental		
Insurance		
Indirect Operating Expenses		
Total Operating Costs		
Participant Training Costs (examples below, adjust accordingly for your budget)		
Books		
Tuition		
Teaching Aids		
Total Participant Training Costs		
Participant Work Experience Costs		
Work Experience Wages		
Work Experience Fringe Benefits		
Workplace Screenings (Drug, Drivers, Background)		
Total Participant Work Experience Costs		
Participant Stipends/Supportive Service/Incentives		
Stipends		
Supportive Services		
Incentives		
Total Participant Stipends/Supportive Services/Incentives		
GRAND TOTAL		

WIOA Youth RFP Budget Pages

RFP Timeframe July 1, 2021 - June 30, 2023

One Year Budget 7/1/2021 - 6/30/2022

PLEASE ADJUST ITEMS TO MEET YOUR ORGANIZATION'S NEEDS

Staffing Costs

Peronnel Salaries

Position Title	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____ x	_____	_____
_____	_____	_____ x	_____	_____
_____	_____	_____ x	_____	_____
_____	_____	_____ x	_____	_____
_____	_____	_____ x	_____	_____
			Total Salaries	_____

Employer's Share of Peronnel Benefits

	% or Rate	Total Salary	Total Benefit Cost
Social Security Amount	_____ x	_____	_____
Retirement Amount	_____ x	_____	_____
Worker's Comp. Amount	_____ x	_____	_____
Other (please list separately)	_____ x	_____	_____
_____	_____ x	_____	_____
_____	_____ x	_____	_____
_____	_____ x	_____	_____
			Total Benefits

Mileage and Travel

Explanation

	Rate	Total Miles		
_____	_____ x	_____	=	_____
TOTAL STAFFING COSTS				_____

Operating Costs

(Examples: Supplies, materials, postage, telephone, maintenance, printing, equipment rental, rent, utilities, etc. please list all operating costs your organization will be billing for, must match budget)

Total

Participant Costs

Work Experience Position	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	_____ x _____	_____
_____	_____	_____	_____ x _____	_____
_____	_____	_____	_____ x _____	_____
_____	_____	_____	_____ x _____	_____
Total Participant Salaries				=====

Employer's share of Work Experience Fringe Benefits

	% or Rate	Total Salary	Total Benefits Cost	
Social Security Amount	_____	_____ x _____	= _____	
Retirement Amount	_____	_____ x _____	= _____	
Worker's Comp. Amount	_____	_____ x _____	= _____	
Other (please list separately)	_____	_____ x _____	= _____	
_____	_____	_____ x _____	= _____	
_____	_____	_____ x _____	= _____	
Total Participant Benefits				_____

Workplace Screenings (drug screening, background checks, etc.)

_____	_____	
_____	_____	
_____	_____	
Total Workplace Screening Costs		_____
Total Participant Costs		=====

Training Costs

(List each line item and total)

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Training Costs	=====

Participant Stipends/Supportive Service/Incentives

Item

Brief explanation of item

Amount

Stipends _____	_____	_____
Supportive Services _____	_____	_____
Incentives _____	_____	_____
Total Participant Stipends/Supportive Services/Incentives		_____
	Grand Total	=====

Appendix D: Site Data Form

The following requested information relates to your status, experience, qualifications, etc. All questions must be answered.

1. Full Legal name of Organization _____
Address _____
Contact Name: _____ Phone #: _____
2. Corporation ____ Partnership _____ Individual Ownership (Proprietorship) _____
Federal Employers Identification Number (FEIN): _____
DUNS Number: _____
3. Profit Making _____ Non-Profit _____
4. Number of years in business of providing training _____
5. Number of permanent employees (both salaried & hourly) _____
6. If needed, would your organization be able to provide documentation to show that you are in compliance with the Equal Employment Opportunity (EEO) Policy?
Yes _____ No _____
7. Do you have any minorities (e.g., African Americans, females, limited English speaking, etc.) and/or people with disabilities currently employed?
Yes _____ No _____
8. Is there a procedure established to solve complaints and problems with employees?
Yes _____ No _____
9. Is your facility accessible to persons with disabilities?
Yes _____ No _____
10. Are there any Equal Employment Opportunity posters visible to the employees?
Yes _____ No _____
11. Are you in receivership or bankruptcy, or are any such proceedings pending?
Yes _____ No _____
12. Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked?
Yes _____ No _____
13. Has your organization ever been placed on the debarred list by the Federal Government?
Yes _____ No _____
14. Is your organization now on strike or is a strike pending?
Yes _____ No _____

15. Are all of your required business permits current?

Yes _____ No _____

16. Do you employ a certified accountant?

Yes _____ No _____

If yes, list name _____

Certified by whom _____

17. Will you sub-contract any of the training?

Yes _____ No _____

18. Is your training organization accredited?

Yes _____ No _____

If yes, by whom _____

19. Is your training organization currently licensed?

Yes _____ No _____

If yes, by whom _____

20. Are participants attending your school eligible to apply for PELL/PHEAA/SEOG Grants?

Yes _____ No _____ N/A _____

21. Are participants attending your school eligible to apply for the following loans?

Federal Stafford Loans Yes _____ No _____ N/A _____

Federal Supplemental Loans (SLS) Yes _____ No _____ N/A _____

Federal Perkins Loans Yes _____ No _____ N/A _____

22. Are you bonded?

Yes _____ No _____

For what amount \$ _____

23. Does the organization carry statutory workers compensation and employer's liability insurance?
(Please attach a copy for our records.)

Yes _____ No _____

24. Does the organization have comprehensive, all risks general liability coverage for personal injury and property damage of not less than \$1 million for each occurrence and \$2 million annual aggregate? (Please attach a copy for our records.)

Yes _____ No _____

25. Does the organization provide comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit? (Please attach a copy for our records.)

Yes _____ No _____

Appendix E: Assurances

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of PA, or local debarment list.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that Workforce Innovation and Opportunity and Act funds will be used as required by law and contract.
5. We have additional funding sources and will not be operating WIOA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements.**
 - Records accurately reflect actual performance.
 - Maintaining record, confidentially, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provision.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
7. **We will not:**
 - Place an individual in a position that will displace a current employee.
 - Use WIOA or TANF money to assist, promote, or deter union organizing.
 - Use funds to employ or train individuals in sectarian activities.

I hereby assure that all of the above are true.

Name

Title

Date