



# Requests for Proposals

For the period of January 1, 2023 to December 31, 2023

## TANF Youth Career Readiness Program

**Proposals Due:**

Tuesday, November 29, 2022 at 4:00 p.m. EST

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

**RFP Release Date:**

Tuesday, November 1, 2022

The Westmoreland-Fayette Workforce Development Board (FWWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. For federal funding information, visit [westfaywib.org/resources/](http://westfaywib.org/resources/).

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## General Information

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

### About the Westmoreland-Fayette Workforce Development Board (WFWDB)

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

The WFWDB is a business, education, and community board empowered to lead workforce development initiatives 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 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 resources it serves.
- Building relationships with employers, educators, 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 organizations for TANF Youth Career Readiness Programs for TANF-eligible, in-school youth between the ages of 12 (or has completed the 5th grade) and 22 years old. In-school youth ages 18-22 attending a post-secondary education institution should be prioritized for internship opportunities. Youth should be residents of Westmoreland County or Fayette County.

The WFWDB is seeking proposals that utilize creative and innovative youth development practices to provide outreach, potential work/internship experiences, and career readiness programs to low-income youth. These experiences should provide opportunities for youth to gain quality work habits, valuable employment skills, and education on career pathways that support career and life goals.

### Contract Award and Funding Available

Contracts will be awarded under this RFP in accordance with the Evaluation Criteria. Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of state and federal funds and the continued authorization of TANF activities in Westmoreland and Fayette counties. Services will commence on January 1, 2023 and will end on December 31, 2023 subject to the availability and appropriation of funds.

The award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, performance history, etc. as determined by WFWDB, which meet the requirements and criteria outlined in this solicitation. The WFWDB may fund all or part of a proposal and will only accept proposals for the services requested herein.

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

### Submission of Proposals

To support applicants in their submissions, a bidder’s conference will be held virtually on Tuesday, November 8, 2022 at 1 p.m. EST. Registration will be required. Bidders’ conference information will be provided on the WFWDB’s website found at [www.westfaywib.org](http://www.westfaywib.org) on the “Resources” tab, within the “Procurement” section, and under “Request for Proposals (RFP)”. Information will also be posted on the home page of the website.

At the conference, WFWDB staff will review the requirements of this RFP, answer submitted questions, and accept questions from the attendees regarding this RFP. Questions and answers will be posted to the WFWDB’s website and will be shared with registered individuals no later than 4:00 p.m. EST on Thursday, November 10, 2022. The WFWDB will not answer any additional questions regarding this RFP following the bidder’s conference.

All interested applicants are encouraged to attend this virtual bidders’ conference, although attendance is not required to submit a proposal. Interested applicants may register [here](#). All questions, requests for additional information, and clarification must be made in writing via email to WFWDB Youth Services Manager Courtney Venick at [cvenick@westfaywib.org](mailto:cvenick@westfaywib.org) no later than 1:00 p.m. EST on Monday, November 7, 2022.

The submission of proposals unnecessarily elaborate or lengthy is not encouraged; neither are special bindings or coverings. Proposals must be submitted in a Calibri 11-point font, using standard 8.5” by 11” paper with 1” margins. Page numbers must be provided in the footer.

One (1) digital, emailed copy of the proposal and all its attachments must be received no later than 4:00 p.m. EST on Tuesday, November 29, 2022. Proposals and all attachments required as stated within this RFP must be emailed as a single file in Portable Document Format (PDF). Proposals received after the due date and time will not be considered for review. Similarly, the WFWDB will not evaluate any proposals that are missing the required attachments and/or sections as stated within this RFP. Timely receipt of the proposals is the sole responsibility of the applicant.

Digital copy packages should be submitted to:

- Courtney Venick  
[cvenick@westfaywib.org](mailto:cvenick@westfaywib.org)  
Subject Line: TANF Youth Career Readiness Program Proposal 2023

Procurement Timeline:

- |                                         |                                    |
|-----------------------------------------|------------------------------------|
| • Release RFP                           | November 1, 2022                   |
| • Questions for Bidder’s Conference Due | November 7, 2022 at 1:00 p.m. EST  |
| • Bidder’s Conference                   | November 8, 2022 at 1:00 p.m. EST  |
| • Proposals Due                         | November 29, 2022 at 4:00 p.m. EST |

- Expected Date for Notification of Award December 16, 2022
- Start Date for Contract January 1, 2023
- End Date for Contract December 31, 2023
- Final Reporting Due 60 days upon completion of the project

### Overview: Temporary Assistance for Needy Families (TANF)

Since 2000, the Commonwealth of Pennsylvania has provided significant funding support from the Temporary Assistance for Needy Families (TANF) block grant to local boards and their youth councils/committees to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This partnership encourages the network of state and local youth services providers and workforce development providers along with public housing agencies to develop workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. The primary goal of Pennsylvania's TANF Program, overall, is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and, finally, to long-term self-support.

To be considered a qualified participant for this TANF Career Readiness Program, an individual must:

- Be between the ages of 12 (or have completed the 5<sup>th</sup> grade) and 22 years at the time of enrollment
- Have their identity verified through SSN
- Be a PA resident
- Be a U.S. citizen or a TANF-eligible non-citizen
- Have personal (meaning the individual youth alone, not combined with parent/guardian income) monthly gross earned income that does not exceed 235% of the FPIG

The WFWDB is seeking qualified service providers to ensure the youth of the TANF Career Readiness Programs participate in a high-quality program that will assist them in developing and attaining meaningful skills and goals related to career planning, career pathway knowledge, valuable employment skills, quality work habits, etc.

The TANF Career Readiness Program should be designed to engage TANF youth in activities that will prepare them for their careers after secondary and/or post-secondary education. Participants within the TANF Career Readiness Program must qualify for TANF under the State of Pennsylvania. Program providers must be familiar with the guidance and regulations specified in the TANF State Plan for Pennsylvania<sup>1</sup> and the TANF Youth Development Program Policy and Procedures<sup>2</sup>. As such, the federal, state, and local rules and regulations governing TANF apply to any agreement resulting from this RFP. All qualified parties interested in submitting a proposal in response to this RFP must be familiar with the federal and state goals and requirements related to TANF and all its implementing guidelines.

### Eligible Applicants

Entities eligible to apply to provide a TANF Youth Career Readiness Program include institutions of higher education, community-based organizations, nonprofit organizations, workforce intermediaries, private

<sup>1</sup> TANF State Plan for Pennsylvania:

<https://www.dhs.pa.gov/Services/Assistance/Documents/TANF%20State%20Plan%20effective%20date%20October%201%202021%20Clean%20080421.pdf>

<sup>2</sup> TANF Youth Development Program Policy and Procedures: <https://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Current-Directives/TANF-YDP-MANUAL.pdf>

for-profit entities, government agencies, business entities, or any interested organization that is not a restricted entity can carry out the duties of a TANF Youth Career Readiness Program provider. Additionally, this includes local education agencies, such as school districts, charter schools, CTCs, and IUs; chambers of commerce; labor organizations; and/or economic development corporations.

The selected applicant(s) will be accountable to the WFWDB for the overall performance of the program. Additionally, the selected contractor(s) will be required to adhere to all laws and policies of federal, state, and local governments that apply to the funding sources. Eligible applicants must be in good standing with the federal government, must not be debarred, must have proof of insurance, and must have a DUNS number.

#### 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 reserve 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 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 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 the 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.
- The WFWDB may utilize other sources of funding to support the proposed program/project activities and/or to award a higher number of proposed programs than what was originally intended based on the quality of the proposals, organization capability, budget, performance history, etc.
- The WFWDB will not reimburse any costs proposed by the program provider beyond sixty (60) days of the program's final activities.
- 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 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 the award of a contract. Failure of the proposer to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for the 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 the award of a contract if the resolution is not satisfactory to the Board.

### **Scope of Work: TANF Youth Career Readiness Program**

The duties of the TANF Career Readiness Program provider(s) shall include the following.

#### **Examples of Potential TANF Youth Career Readiness Programs**

Programs provided under TANF Youth Career Readiness funding must focus on servicing and directly supporting TANF-eligible youth. Examples of potential programs a provider may offer include simulated work experiences, internships, and work experiences. Additionally, providers may consider offering an in-person/virtual afterschool program that features in-demand career pathways in the local workforce development area. Similarly, in-person/virtual camps focusing on the High Priority Occupations (HPOs) of the Westmoreland-Fayette area would also be acceptable. Finally, pre-apprenticeship programs that meet the PA L&I Registered Apprenticeship Guidelines, high-priority skill training that leads to industry-recognized credentialing (i.e., OSHA 10, ServSafe, etc.), and Business Education Partnership activities would all be acceptable TANF Youth Career Readiness Programs.

#### **Internship Opportunities**

The selected provider(s) may submit proposals that focus entirely on or include components of internship opportunities for those eligible TANF youth in post-secondary education. Internship opportunities must closely align with the youths’ career interests and be located in Westmoreland County or Fayette County. The internship worksite must be evaluated by the provider to ensure the legitimacy and safety of the work environment. Furthermore, the provider must deliver an orientation session to internship worksite supervisors and youth participants. Programs that are designed to primarily be paid internship opportunities should be combined with complementing educational components that reinforce career readiness. In addition, industry-recognized credentials that can be earned and obtained by participants are strongly encouraged to be included as part of the program.

#### **Work Experiences**

The selected provider(s) may submit proposals that focus entirely on or include components of work experiences that match the needs and interests of the youth identified during the completion of an ISS. Work experiences worksites must be located in Westmoreland County or Fayette County. Work experience worksite must be evaluated by the provider to ensure the

legitimacy and safety of the work environment. The provider must deliver an orientation session to work experience worksite supervisors and youth participants. Programs that are designed to primarily be work experiences should be combined with complementing educational components that reinforce career readiness. In addition, industry-recognized credentials that can be earned and obtained by participants are strongly encouraged to be included as part of the program.

### Program Model Requirements

The selected provider(s) will be responsible for incorporating the following requirements in their TANF Youth Career Readiness Program. Specifically, program activities must meet the PA Academic Standards for Career Education and Work and enable youth in strengthening their career readiness skills. For instance, career readiness topics may focus on youth acquiring good work habits; developing employment-related skills; tutoring; developing soft skills; gaining financial literacy; career exploration; and obtaining a greater understanding of higher education and career options (especially HPOs) available in the local area. Programs must support workforce development area county-wide initiatives that focus on business-education partnership opportunities for youth, educators, employers, and community organizations. Similarly, programs must include strong parental/guardian involvement. All programs must incorporate a Diversity, Equity, and Inclusion (DEI) component. The WFWDB strongly encourages programs that incorporate mentorship opportunities. These opportunities may be between older students to younger students, teacher to student, employer to teacher, etc.

Should youth need to obtain a high school diploma, providers must provide intensive, customer-focused case management and support services to assist youth in reaching this goal. Beyond high school, programs should assist youth in learning more about post-secondary education options, such as training, financial aid, military, educational institutions, etc.

The selected provider(s) must assist youth in identifying their career interests, employment needs, and career goals through the development of an Individual Service Strategy (ISS). Providers must, additionally, possess a strong process for evaluating program success, skills gained for program participants, and surveys for staff and worksites. Beyond program functions, providers will be responsible for all functions of payroll and schedules.

### Outreach and Recruitment

The selected provider(s) will be responsible for outreaching to and recruiting the targeted youth population in Westmoreland County and/or Fayette County. Proposals must describe how they will outreach and promote their proposed program to youth in middle school, high school, and/or post-secondary education. Interested applicants should consider an affirmative timeline of outreach and recruitment activities when writing their proposal. Finally, outreach and recruitment efforts that are reaching historically underrepresented and underserved populations, including but not limited to individuals facing disparities and inequities and those from diverse backgrounds (e.g., race, ethnicity, gender, disability status, etc.), must be ensured.

### Orientation and Intake

An orientation process must be provided to all program participants that describes the program's purpose, its services, available resources, responsibilities of the service provider, and the responsibilities of the program participant. Intake may include providing support to youth during the application period, specifically as youth gather eligibility documentation, and distributing applications for referrals to the PA CareerLink® centers.

### Data Management and Reporting

The selected program provider(s) will be fully responsible for tracking, recording, and reporting all program data. For instance, the WFWDB will be requesting statistics on recruitment, participation, accomplishments, impacts, outputs, outcomes, and related activities to measure program success and performance. The selected program provider(s) will be responsible for providing all required documentation and data tracking to the WFWDB on time and ensuring the completion of staff and participant surveys before, during, and after the program.

### Branding and 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. The selected program provider(s) will be responsible for following the WFWDB's branding and awareness guidelines. The program provider(s) will participate in a training session to help them become familiar with what the WFWDB expects from program materials. Additionally, the selected provider(s) will be required to share at least one (1) success story every three (3) months. Check-ins will be made if the information is not received by the end of each three months.

### Eligible Participants

A TANF Career Readiness Program should be designed to provide TANF-eligible youth within Westmoreland County and/or Fayette County with quality work habits, valuable employment skills, and education on career pathways that support career and life goals. As such, this includes a diverse group of youth with various levels of experience, skills, barriers, and education. The selected contractor(s) will have experience delivering career readiness services to such a population on a comparable scale.

Youth served should encompass diverse experience levels, skills, barriers, backgrounds, and educational attainment levels. Again, ensuring the participation of diverse youth and reaching historically underrepresented and underserved populations, including but limited to individuals facing disparities and inequities and those from diverse backgrounds (e.g., race, ethnicity, gender, disability status, etc.), is a priority of this program.

### Proposal Format

The proposals for the TANF Youth Career Readiness Program must be submitted in the order outlined. The WFWDB reserves the right to disqualify any proposal that fails to submit all the required components as specified in this RFP.

### Proposal Cover Sheet

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

### Executive Summary

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

### Organizational Capability

The following is required for the proposal. This section should not be more than one (1) page. This section does not count toward the narrative page limit.

- Basic organizational description including year established, organizational incorporation status and where incorporated, governance structure, mission, principal programs and services, executive leadership, annual budget, partners and/or subcontractors, and the number of staff.

- Demonstrate that your organization is eligible to participate as a Westmoreland-Fayette Youth Re-Entry 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

Proposal narratives are limited to no more than eight (8) pages. Proposal narratives must be single-spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri (Body) font. All application documents must be in Portable Document Format (PDF). Page numbers must be provided in the footers. The WFWDB will not read or consider any materials beyond the specified page limit in the application review process.

Working within allowable TANF activities, program design should be centered on serving the individual and focused on providing career readiness activities that assist youth in developing and attaining career planning, career pathway knowledge, valuable employment skills, quality work habits, etc. The WFWDB values a creative and innovative approach to program delivery that considers the needs of the youth and collaborates with partners to leverage resources to help youth succeed.

Applicants should respond to each of the following sections. Strong program descriptions will demonstrate how the proposed program will meet the standards, expectations, and desired outcomes found in this RFP. Applicants are encouraged to think creatively and innovatively in developing program design, exceeding basic requirements, and incorporating innovative ideas and strategies. The WFWDB will not review any proposals that fail to include all required attachments and sections as stated within this RFP.

As noted previously, the award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, performance history, etc. as determined by WFWDB, which meet the requirements and criteria outlined in this solicitation.

**Core TANF Youth Career Readiness Program Description:** *Please reference Scope of Work: Examples of Potential TANF Youth Career Readiness Programs and Scope of Work: Program Model Requirements*

- Describe what type of program your organization proposes to implement to effectively deliver career readiness services to TANF youth.
- Describe how the proposed program(s) will meet the PA Academic Standards for Career Education and Work.
- Describe how the proposed program will assist youth in strengthening their career readiness skills and the career readiness topics that will be incorporated.
- Describe how the proposed program will expose youth to High Priority Occupations (HPOs).
- Describe how the proposed program(s) will support workforce development county-wide initiatives that focus on business-education partnerships.
- Describe how the proposed program will include strong parental/guardian involvement.
- Describe the DEI component that will be included in the proposed program.
- Identify if the proposed program will incorporate mentorship opportunities. If so, describe the mentorship opportunities that are anticipated to take place.

- If the proposed program is primarily an internship or work experience program, describe how your organization will ensure the legitimacy and safety of the work environment, orientation session, and complementing educational components.
- Describe how the proposed program will provide intensive, customer-focused case management and support services needed by youth to obtain a high school diploma if needed.
- Describe how the proposed program will support youth in learning more about post-secondary education options.
- Describe how the proposed program will be staffed to ensure adequate management, coordination, and oversight of the entire program in addition to processing payroll procedures and schedules.
- Identify your organization's familiarity with ISS.
- Describe what partnerships, if any, the proposed program plans to hold to leverage resources and create a business-education partnership that will help youth succeed.
  - Partnerships should be supported with no more than two (2) letters of support.
- Prepare a timeline of key program activities that will take place during the period of performance.

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

- Identify the partnerships the proposed program will utilize with youth/young adult serving agencies, organizations, and schools to outreach to and recruit youth.
- Provide a detailed timeline and description of affirmative outreach and recruitment activities.
- Describe how historically underrepresented and underserved youth populations will be outreached to and recruited.

**Orientation and Intake:** *Please reference Scope of Work: Orientation and Intake.*

- Describe how support will be provided to youth during the application period, especially when it comes to assisting youth in gathering eligibility documentation.
- Describe your organization's familiarity with the PA CareerLink® and how it plans to distribute applications for referrals to PA CareerLink® centers.
- Describe the orientation that youth will participate in before beginning the program.
- List the criteria that will be used to select youth/young adults to be enrolled in the program.

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

- Describe how your organization will collect, track, record, and report program data. Please be specific in your description.
- Describe how survey completion will be ensured.
- Describe the program's expected outputs and outcomes. (Note: Outputs are direct results of project activities. Outcomes are the changes in attitudes, behaviors, knowledge, skills, or status expected to result from project activities.)

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

- Describe the level of familiarity your organization has with sharing success stories and ensuring appropriate branding.
- Describe how your organization plans to ensure that youth/young adults are comfortable in having their name and image/photograph shared.

**Populations to be Served:** *Please reference Scope of Works: Population to be Served*

- Identify if the proposed program will serve TANF-eligible youth from Westmoreland County, Fayette County, or both.
- Identify the age group, grade level, and any other key demographic information of the proposed programs' target population.
- Describe how the proposed program will ensure it encompasses youth with diverse experience levels, skills, barriers, backgrounds, and educational attainment levels.
- Explicitly state how many TANF youth will be served by the proposed program.

### Budget Information

A budget and budget narrative for the proposed program must be submitted as outlined below. The Budget and Budget Narrative do not count against the page limit requirements for the Proposal Narrative.

### Budget

A budget is required for program proposals and must be included using the budget forms provided. See Appendix C. Submission of a detailed budget on the provided template should be calculated and submitted based on the period of performance.

Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program.

Please note that the WFWDB will not reimburse any costs proposed by the program provider beyond sixty (60) days of the program's final activities.

### 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

The following attachments must be submitted with your proposal.

- **Site Data Form:** Please complete the Site Data Form and include it with the proposal submission. See Appendix D.
- **Assurances:** Please complete the Assurances Form and include it with the proposal submission. See Appendix E.
- **Supportive Service Policy:** Please attached a copy of your organization's Supportive Service Policy for Organization. Payments must be issued by checks. Gift cards are not an allowable incentive for participants.
- **Letters of Support:** No more than two (2) letters of support are required for proposals that state they will partner with an organization to support the program design and implementation. Letters should display the added value of that partner and what role they will have in the program.

### Right of Rejection

The Westmoreland-Fayette Workforce Development Board (WFWDB) reserves the right to reject any and all proposals submitted.

### Evaluation Criteria Rubric

Scoring for required sections of the proposal will be assigned as follows:

Points Awarded Per Category	
Cover Sheet (Appendix A)	Required
Executive Summary (Appendix B)	Required
Organizational Capacity	5 Points
Proposal Narrative	55 Points
Budget (Appendix C) & Budget Narrative	40 Points
Site Data Form (Appendix D)	Required
Assurances (Appendix E)	Required
Supportive Service Policy	Required
Letters of Support	Required
Proper Submission of Proposal & Attachments	Required
<b>Total Points Available</b>	<b>100 points</b>

**Appendix A: Cover Sheet**

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

**Organization Address:** \_\_\_\_\_

**Proposed Project Title:** \_\_\_\_\_

**Briefly summarize the proposed project:**\* (250 character limit)

**Proposed Project Partners:** \*

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

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

**Total Youth Expected to Serve:** \_\_\_\_\_

**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 are limited on space when typing your responses, please feel free to type your responses on a second page that will be submitted with your 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 you serve?
  
3. What are the primary services that you currently offer?
  
4. What motivates you to consider participating in a formal RFP to provide TANF Youth Career Readiness Programs for the WFWDB?
  
5. Detail why your organization is interested in and is well positioned to serve TANF youth in the Westmoreland-Fayette Workforce Development Area?
  
6. What experience does your organization have in assisting individuals in career readiness? Why is this experience significant?
  
7. Is your organization in compliance with all federal, state, and local policies?      Yes      No
8. Is your organization in debarment or suspended from federal or state awards?      Yes      No
9. Enclose a copy of most recent audit report.
10. Please list your DUNS #:
11. Please list your Federal EIN #:
12. Provide evidence of Liability Insurance.

---

Company Name

---

Street Address

PO Box

City

State

Zip

---

Telephone #

Fax #

E-mail

---

Signature

Signatory's Name (Printed)

Signatory's Title

**Appendix C: Budget for the period of January 1, 2023 to December 31, 2023**

	Budget	MATCH
<b>Staffing Costs</b>		
Salaries		
Fringe Benefits		
Mileage and Travel		
<b>Total Staffing Costs</b>		
<b>Operating Costs</b> (Examples: Supplies, Materials, Postage, Rent, etc. please list each of your line items separately)		
Supplies		
Materials		
Postage		
Telephone		
Maintenance		
Printing		
Equipment Rental		
Rental		
Insurance		
Indirect Operating Expenses		
<b>Total Operating Costs</b>		
<b>Training Costs</b> (If applicable, please list each cost individually)		
<b>Total Training Costs</b>		
<b>Participant Costs</b> (If Applicable)		
Work Experience/Internship Wages		
Work Experience/Internship Fringe Benefits		
Workplace Screening (drug screening, background checks, etc.)		
<b>Total Participant Costs</b>		
<b>Other Line Items</b> (If applicable, please list cost individually)		
Stipends		
Supportive Services		
Incentives		
<b>Total Other Line Items</b>		
<b>GRAND TOTAL</b>		

Appendix C Continued: Budget for the period of January 1, 2023 to December 31, 2023

Please adjust items to meet your organization's needs.

**Staffing Costs**

Peronnel Salaires

Position Title	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
<b>Total Salaries</b>				=====

**Employer's Share of Personnel Benefits**

	% or Rate	Total Salary	Total Benefit Cost
FICA Amount	_____	X _____	_____
Retirement Amount	_____	X _____	_____
Worker's Comp. Amount	_____	X _____	_____
Other (please list separately)	_____	X _____	_____
_____	_____	X _____	_____
_____	_____	X _____	_____
_____	_____	X _____	_____
<b>Total Benefits</b>			=====

**Mileage and Travel**

Explanation

Explanation	Rate	Total Miles	
_____	_____	X _____	= _____

**TOTAL STAFFING COSTS**

=====



## Participant Costs

Work Experience/Internship Position	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
<b>Total Participant Salaries</b>				_____

## Employer's share of Work Experience/Internship Fringe Benefits

	% or Rate	Total Salary	Total Benefits Cost
FICA Amount	_____	X _____	= _____
Retirement Amount	_____	X _____	= _____
Worker's Comp. Amount	_____	X _____	= _____
Other (please list separately)	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
<b>Total Benefits</b>			=====

## Workplace Screening (drug screening, background checks, etc.)

**Total Workplace Screenings**

**Total Participant Costs**



## 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