



Requests for Proposals

For the period Tuesday, July 1, 2025 to Tuesday, June 30, 2026.

Westmoreland-Fayette Business Education Partnership (BEP) VI Grant

Proposals Due:

Friday, May 23, 2025, at 4:00 p.m. ET

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

RFP Release Date:

Friday, April 25, 2025

The Westmoreland-Fayette Workforce Development Board (WFWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. The Business Education Partnership (BEP) VI program is 100 percent funded by the U.S. Department of Labor through awards totaling \$150,000.00.

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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.

Overview: Westmoreland-Fayette Business Education Partnership (WF-BEP)

The WF-BEP is a regional initiative welcoming school districts, career and technical centers (CTCs), institutions of higher education, businesses, and workforce and economic development organizations from across Westmoreland and Fayette counties to form a workforce development focused partnership. These entities collaborate to align education with workforce development through innovative career awareness and readiness activities that engage students and their parents/guardians.

The WF-BEP supports a variety of career awareness, exploration, and work-based learning activities, including pre-apprenticeships, registered apprenticeships, internships, work experiences, industry tours, mentorships, job shadowing, career camps, and more. WF-BEP activities additionally provide opportunities for local school districts to collaborate directly with businesses in the area to connect students and parents/guardians with high priority occupations (HPOs)/PA In-Demand Occupations (PA IDOL) and sustainable career pathways. Collaboration between business and education assists the workforce development system in being more relevant to the needs of the state, its residents, and its businesses.

At its core, WF-BEP intends to create partnerships between educators, employers, parents/guardians, and students. These partnerships are key in helping students gain valuable career-related experience, exposure to different workforce opportunities, and knowledge of career opportunities in the Westmoreland-Fayette area.

Statement of Purpose

The WFWDB is requesting proposals from qualified and eligible organizations to provide WF-BEP initiatives. Initiatives must connect businesses with students, educators, and/or parents/guardians to

align education with local workforce needs. The WFWDB is seeking proposals that utilize creative and innovative program designs to align business and education that provides youth with opportunities to explore available career pathways. The WFWDB is seeking proposals that support at least one WF-BEP goal and its corresponding activities.

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 BEP activities in Westmoreland and Fayette counties. Services funded through this RFP will commence on July 1, 2025, and conclude on June 30, 2026, subject to the appropriation and availability of funds.

An estimated \$40,000 is available for award under this RFP. The WFWDB anticipates issuing multiple awards, with a maximum individual award amount of \$10,000. The WFWDB does not guarantee funding to any applicant nor does it intend to award a specific number of contracts.

All awards under this RFP require a minimum 25% cash match. Matching funds must be cash-based and documented; in-kind contributions will not satisfy the match requirement.

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.

The Westmoreland-Fayette Workforce Development Board (WFWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. The Business Education Partnership (BEP) VI program is 100 percent funded by the U.S. Department of Labor through awards totaling \$150,000.00

Submission of Proposals

To support applicants in their submissions, a bidder's conference will be held virtually on Thursday, May 8, 2025, at 11:00 a.m. EST. All interested applicants are encouraged to attend this virtual bidders' conference; however, attendance is not required to submit a proposal. Registration is required, and may be [completed here](#).

All questions, requests for additional information, and clarification must be made in writing via email to WFWDB Executive Director Janet Ward at jward@westfaywib.org no later than 12:00 p.m. EST on Wednesday, May 7, 2025.

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 Tuesday, May 13, 2025. The WFWDB will not answer any additional questions regarding this RFP following the bidder’s conference. Bidder’s conference information will be provided on the WFWDB’s website found at 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.

The submission of unnecessarily elaborate or lengthy proposals 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 Friday, May 23, 2025. 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 must be submitted to:

- Executive Director, Janet Ward
- jward@westfaywib.org
- Subject Line: Business Education Partnership (BEP) VI Program Proposal

Procurement Timeline:

Release RFP	Friday, April 25, 2025
Questions for Bidder’s Conference Due	Wednesday, May 7, 2025 by 12:00 p.m. EST
Bidder’s Conference	Thursday, May 8, 2025 at 11:00 a.m. EST
Proposals Due	Friday, May 23, 2025 by 4:00 p.m. EST
Expected Date for Notification of Award	Friday, June 13, 2025
Start Date for Contract	Tuesday, July 1, 2025
End Date for Contract	Tuesday, June 30, 2026

Eligible Applicants

Eligible applicants include non-profit organizations, private-for-profit organizations, local education agencies (school districts, higher education, career and technical centers, intermediate units, etc.), community-based organizations, labor organizations, and economic/workforce development organizations.

Applicants must be capable of bringing together business, education, workforce, and other partners to achieve the overall project goal. The selected applicant(s) will be accountable to the WFWDB for the overall performance of the program. Additionally, the selected applicant(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 UEI 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 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 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, and 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 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: Westmoreland-Fayette Business Education Partnership (WF-BEP)

Targeted Activities

Applicants must demonstrate that funding from this RFP will not be the sole source of support for proposed activities. Applicants are expected to explore and secure additional funding from other sources, and this expectation should be reflected in their budget narrative and partnerships.

Funding Cap and Eligible Use

This RFP supports programming aligned with Career Readiness and Work-and-Learn activities. Proposals must clearly outline how the requested funds will be utilized to support these categories and demonstrate alignment with the goals of the WF-BEP initiative.

Funding Availability & Cap Notice: A total of \$40,000 in funding is available under this RFP (\$20,000 for Career Readiness and \$20,000 for Work and Learn Activities). Individual awards will be capped at \$10,000 per project. While multiple awards may be issued, the total funding distributed will not exceed the stated cap.

All proposals must include a minimum 25% cash match. In-kind contributions are not eligible to meet this requirement. The WFWDB will not provide matching funds in an amount greater than the individual award granted. Applicants must demonstrate cost-sharing through other funding sources and provide budget documentation to support their proposed match. Failure to meet the match requirement may result in disqualification from funding consideration.

Eligible Participants

Workforce, education, and business organizations targeted through WF-BEP initiatives and programs must reside within the Westmoreland-Fayette County area. Likewise, targeted K-12 students must be residents of Westmoreland or Fayette County.

Through the WF-BEP, the WFWDB intends to support as many areas as possible in the Westmoreland-Fayette region. This includes the involvement of the following school districts and career and technical centers.

Albert Gallatin SD	Franklin Regional SD	Monessen City SD
Belle Vernon Area SD	Frazier SD	Mount Pleasant Area SD
Brownsville Area SD	Greater Latrobe SD	New Kensington-Arnold SD
Burrell SD	Greensburg Salem SD	Northern Westmoreland SD
Central Westmoreland CTC	Hempfield Area SD	Norwin SD
Connellsville Area SD	Jeannette City SD	Penn Trafford SD
Connellsville Area CTC	Kiski Area SD	Southmoreland SD
Derry Area SD	Laurel Highlands SD	Uniontown Area SD
Eastern Westmoreland CTC	Ligonier Valley SD	Yough SD
Fayette CTI		

It is strongly encouraged that WF-BEP providers communicate with, provide information to, and encourage the involvement of students from those attending or living within the area of K-12 school districts/CTCs with the highest percentage of economically disadvantaged families. This focus works to create opportunities for low-income students facing financial barriers.

Such schools include:

Fayette County

Albert Gallatin Area SD
Brownsville Area SD
Connellsville Area SD
Uniontown Area SD

Westmoreland County

Jeannette City SD
Kiski Area SD
Monessen City SD
New Kensington-Arnold SD
Southmoreland SD

Beyond supporting low-income students and areas, WF-BEP providers must work to ensure there is participation from diverse, underserved, and underrepresented students. It is strongly encouraged that WF-BEP providers ensure students of color from the following school districts have an equal opportunity of being recruited, impacted, and hired through WF-BEP initiatives.

Fayette County

Brownsville Area SD
Laurel Highlands SD
Uniontown SD

Westmoreland County

Belle Vernon Area SD
Franklin Regional SD
Greensburg Salem SD
Jeannette City SD
Monessen City SD
New Kensington-Arnold SD

Finally, WF-BEP providers must work to support disabled individuals and are encouraged to work with the Pennsylvania Office of Vocational Rehabilitation. By actively serving this population, WF-BEP seeks to dismantle negative perceptions and prejudices surrounding individuals with disabilities.

Goal 1: Provide Career Exploration & Education Programs

Please note the maximum award amount for any single proposal under this RFP is \$10,000 and total funding for this Goal is \$20,000. All proposed activities must align with the funding limitations and be accompanied by a minimum 25% cash match, as outlined in the funding guidelines.

The selected provider(s) must incorporate elements of the following into their proposed program to support WF-BEP Goal 1:

- Please note that all activities under Goal 1 must focus on high priority occupations (HPOS) or PA In-Demand Occupations (PA IDOL) from NAICS industries 11, 23, 31-33, 48, 52, 54, 62, and 72.
- Provide programs that offer STEM activities, post-secondary credentials (dual-enrollment), and/or leadership and entrepreneurship training.
- Provide industry tours, career camps, mentorships, essential skills development, and job shadowing opportunities that connect students with local businesses, demonstrate occupations, and illustrate corresponding career pathways.
- Provide opportunities for students to earn industry-recognized credentials, develop relevant employable skills such as communication, problem-solving, collaboration, participate in technical training, and more.
- Develop program components that engage and/or involve parents/guardians in WF-BEP activities, such as culminating events or celebrations in which parents/guardians are invited to attend, take-home activities that require a parent/guardian to help the student complete them, etc.

- Develop program components that allow employers to directly share the needs of their industries and the skills they value with students by potentially being guest speakers at program events, providing shadowing opportunities to program participants, providing instruction on occupation responsibilities, etc.
- The WFWDB encourages Career and Technical Centers (CTCs) to submit proposals for summer camps focused on high-priority occupations and PA IDOLS.

Goal 2: Expand “Work and Learn” Opportunities

Please note the maximum award amount for any single proposal under this RFP is \$10,000 and total funding for this Goal is \$20,000. All proposed activities must align with the funding limitations and be accompanied by a minimum 25% cash match, as outlined in the funding guidelines. Proposals should be fiscally responsible and structured to deliver maximum impact within the stated funding cap.

The selected provider(s) must incorporate elements of the following into their proposed program to support WF-BEP Goal 2:

- Please note that all activities under Goal 2 must focus on high priority occupations (HPOS) or PA In-Demand Occupations (PA IDOL) from NAICS industries 11, 23, 31-33, 48, 52, 54, 62, and 72.
- Provide pre-apprenticeships, registered apprenticeships, internships, and work experiences to high school students to prepare them for their careers and postsecondary education.
- Provide students participating in Work and Learn activities with supportive activities such as financial literacy sessions, essential skills development, STEM activities, and more
- Develop program components that encourage students to remain in the local area following graduation.

Outreach and Recruitment

Applicants must be able to target 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.) through an affirmative outreach and recruitment plan. Applicants must ensure that participants served by their proposed programs encompass diverse experience levels, skills, barriers, backgrounds, and/or educational levels. Applicants should also consider what organizations will assist them in reaching their target populations.

Stakeholder Engagement

Proposed WF-BEP programs must consider how they will develop strong, high-quality cross-sector partnerships. Partners from school districts, CTCs, higher education, intermediate units, and community organizations can each play a role in connecting business and education. The WFWDB requires that employer(s) or business partner(s) be involved in the proposed project. The selected applicant(s) will be responsible for incorporating education and business partnerships within their proposed program.

Data and Performance Management

The selected 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, outcomes, and related activities to measure program success quarterly. The selected applicant(s) will be responsible for providing all required documentation and information to the WFWDB in a timely manner.

Sustainability

The WFWDB values proposals that incorporate a sustainable model designed to continue the implementation of proposed activities beyond this period of performance. The selected applicant(s) will be responsible for identifying efforts that will sustain the proposed program at the termination of the grant.

Other Evaluation Criteria

The WFWDB seeks to support programs that are newly designed to meet the unique needs of local students and employers and programs that are consistently evolving to meet the changing needs of the local area. Priority consideration will be given to proposed proposals that are either new in their program design/model or are an expansion/enhancement of current WF-BEP funded program. Preference will be given to programs that include components involving family engagement, especially those that actively involve parents or guardians in student learning and career development activities.

Proposal Format

The WF-BEP proposals 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.

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 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 7 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.

Applicants should respond to each of the following sections using the provided headers. 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 may 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.

Population to be Served: *Reference Scope of Work: Eligible Participants.*

- Describe the population to be served including information related to the target population's grade level, if they are of an area with high percentages of economically disadvantaged families, if they are from historically underserved/underrepresented school districts, etc.
- Identify if the proposed program will target eligible participants within Westmoreland County, Fayette County, or both.
- Using the table in Appendix F, share how many individuals will be served.

WF-BEP Goals & Program Description: *Reference Scope of Work: Goal 1 and Goal 2.* The WFWDB encourages applicants to submit proposals that support more than just one WF-BEP Goal, however at least one WF-BEP must be targeted in order to submit a proposal to this RFP.

- Identify which WF-BEP goal(s) the proposed program will target.
- Describe how the proposed program will meet targeted WF-BEP goal(s), including what activities are being proposed, why such activities are valuable, and how this program will meet business and education needs.
- Demonstrate employer engagement by identifying how employer partners will contribute to the planning, implementation, or delivery of program activities. Examples may include work-based learning opportunities, guest speaking engagements, curriculum development input, mentorship, site visits, or other relevant collaborations.
- 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.)
- Include a detailed timeline of proposed program activities, outreach, and recruitment that will take place.
- Describe the procedure for accommodating students, parents/guardians, employer partners, etc. when they are unable to attend in-person activities.
- Highlight activities that promote parent/guardian engagement.
- Using the table in Appendix F, identify the number of activities and supporting opportunities the proposed program will offer.

Outreach and Recruitment: *Reference Scope of Work: Outreach and Recruitment.*

- Describe the outreach and recruitment methods that will be used to reach the proposed program's target population.
- Identify the community organizations, school districts, or partners that your organization will partner with to reach target populations.
- Describe how the proposed program will reach low-income, underserved, or hard-to-reach communities, and include efforts to engage parents/guardians during outreach phases through tailored communication, information sessions, or parent-focused recruitment efforts.

Stakeholder Engagement: *Reference Scope of Work: Stakeholder Engagement.*

- Describe what partnerships the proposed program plans to hold and what responsibilities those partners will hold.
- Identify the employer partner(s) that the proposed program will have.
- Describe how the proposed program's partnerships will add value to the program and what leverage resources, if any, will be contributed.
- Partnerships must be supported with at least two (2) letters of support. Letters should come from relevant stakeholders directly involved in or impacted by the proposed program, such as employer partners, educational institutions, community-based organizations, or other entities contributing to program implementation or success.
- Using the table in Appendix F, identify the number of partners the proposed program will have.

Data and Performance Management: *Reference Scope of Work: Data and Performance Management*

- Describe the method(s) your organization will use to track, record, and report all needed program data.
- Describe the process your organization used to ensure all program data is captured.

Sustainability: *Reference Scope of Work: Sustainability*

- Describe your organization's plan for sustaining the proposed program beyond the grant period. This may be matching funds from partners, raising additional financial resources, establishing and growing partners, etc.

Other Evaluation Criteria: *Reference Scope of Work: Other Evaluation Criteria*

- Preference will be given to programs that include components involving family engagement, especially those that actively involve parents or guardians in student learning and career development activities.
- For new programs:
 - Identify if the proposed program is a new program to your organization or if this is the first time your organization is submitting a proposal under an WF-BEP RFP.
- For previous WF-BEP programs:
 - Explain how your program plans to expand or enhance the proposed program to differentiate it from previous programs years in which WF-BEP funds have supported it.

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 toward 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 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. An important factor in public investments in training is the 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.

Applicants must include a cash-sharing plan and identify cash contributions. Budgets must demonstrate how the applicant will supplement WFWDB funding with additional funds to ensure program sustainability and scalability.

All proposals must include a minimum 25% cash match. Matching funds must be cash-based, verifiable, and supported by budget documentation. In-kind contributions will not be accepted toward meeting this requirement. The WFWDB will not provide matching funds that exceed the amount of the individual award granted. Failure to meet the match requirement may result in disqualification from funding consideration.

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

Attachments will change based on the initiative/funding available. They may include but are not limited to the following.

- **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.
- **Proposed Program Projections:** Please complete the Proposed Program Projections table provided and include it with the proposal submission. See Appendix F.
- **Letters of Support:** Please include at least two (2) letters of support that describe how partners will support the program, provide leveraged resources, and/or support program implementation. Letters should display the added value of that partner and what role they will have in the program.
- **Stipend/Incentive/Supportive Services Policy:** Please attach 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.

Right of Rejection

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

Evaluation Criteria

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

Points Available per Category	
Cover Sheet	Required
Executive Summary	Required
Organizational Capacity	5 points
Proposal Narrative	55 points
Budget Information	40 points
Additional Attachments	Required
Proper Submission of Proposal & Attachments	Required
Total Points Available	100 points

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 Westmoreland-Fayette Business Education Partnership Activities?
5. Detail why your organization is interested in and is well positioned to serve WF-BEP participants 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 UEI #:
11. Please list your FEIN #:
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

BEP VI RFP Budget Pages
One Year Budget 7/1/2025 - 6/30/2026
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	
FICA 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

=====

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	
FICA Amount Retirement	_____	X _____	= _____	
Amount Worker's Comp.	_____	X _____	= _____	
Amount Other (please list separately)	_____	X _____	= _____	
_____	_____	X _____	= _____	
_____	_____	X _____	= _____	
_____	_____	X _____	= _____	
Total Participant Benefits				_____

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

_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Total Workplace Screening Costs			_____
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): _____
UEI: _____
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

Appendix F: Proposed Program Projections

Please complete the table below to identify the number of individuals to be served and the type of activities that will be offered through the proposed program (if applicable).

Number of students to be served through the proposed program:	
Number of parents/guardians to be served through the proposed program:	
Number of partnering school districts involved in the proposed program:	
Number of internships/work experiences coordinated through proposed program:	
Number of credentials to be earned by participants:	
Number of pre-apprenticeship/apprenticeship participants:	
Number of career awareness and exploration activities (industry tours, career camps, career fairs, leadership and entrepreneurship training, essential skills development, job shadowing opportunities, mentorships opportunities, online training, and online career exploration, etc.):	
Number of public school district administrators/educators involved in WF-BEP activities:	