

NWPA JOB CONNECT BOARD

REQUEST FOR PROPOSALS FOR

WORKFORCE INNOVATION AND OPPORTUNITY ACT

ONE STOP OPERATOR SERVICES

ISSUED: November 18, 2024

PROPOSALS DUE: January 10, 2025 @ 11 AM ET

CONTRACT PERIOD: July 1, 2025 to June 30, 2026

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Carrie Symes, Equal Opportunity Officer: 1174 Elk Street, PO Box 831 Franklin PA 16323
814-758-0659 or 711

This bid solicitation is supported by PA Department of Labor and Industry as part of an award totaling \$4,993,899.00 (100%) with \$0 (0%) financed from non-governmental sources.

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SECTION 1: INTRODUCTION, PURPOSE, AND REQUIREMENTS

SECTION 1.A: INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA) of 2014 authorizes local workforce development boards with development and oversight of a local one stop delivery system for the provision of workforce development services. The workforce development board is comprised of private and public sector community leaders who have responsibility for this system, in collaboration with the Chief Local Elected Officials (CLEOs) in Clarion, Crawford, Erie, Forest, Venango and Warren Counties. These two groups collaboratively make decisions regarding the workforce development services provided in these counties through the use of federal and state funding for this purpose. The Workforce Innovation and Opportunity Act identifies two primary customers of the local workforce development system: employers and job seekers. All services and activities provided under WIOA must take both customers into consideration in program implementation.

The purpose of the NWPA Job Connect Board (local workforce development board) is to establish programs/systems to prepare dislocated workers and adults who are economically disadvantaged, unemployed and/or under-employed, and disconnected youth for worthwhile and sustainable employment, especially in recognizing those low-income adults and others in special need.

Further, the NWPA Job Connect Board serves as a workforce development catalyst, to promote not only a strong workforce development effort, but also supporting the area's capacity to meet the challenges of a highly productive workplace by assuring that such programs and systems are well-planned and supported by the private sector, are well coordinated, accessible, are of high quality, and demonstrate an acceptable return on taxpayer investment due to prudent, cost-conscious management. Proposals need to demonstrate a thorough understanding of the "demand-facing" model of service delivery in job matching and job training plans understanding the skills that businesses need in their workforce.

Background and Problem Statement:

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128), a comprehensive law that reforms and modernizes the public workforce system. WIOA provides resources, services, and leadership tools for the workforce system to help individuals find good jobs and stay employed and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.

The Governor has designated local "workforce development areas" (LWDAs) that have established local workforce development boards. Customers will benefit from a "workforce service" delivery system, with PA CareerLink[®] centers, mobile, and virtual service delivery, where they can access career training and employment services and be referred directly to job

search assistance, training/education that is necessary for employment or other services related to job placement, employment retention and/or increased wages.

WIOA authorizes the local workforce development system (dba NWPA Job Connect) to deliver a broad array of integrated services to individuals seeking jobs and skills training, as well as to employers seeking skilled workers by continuously improving the workforce system, more closely aligning it with regional economies. Bidders are encouraged to read the Act (<https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>) to understand the scope of authorized activities for the one-stop delivery system. In general, these activities are:

- “To establish a one-stop delivery system described in section 121 (e).
- To provide the career services described in Section 134 (c) (2) to adults and dislocated workers, respectively, through the one-stop delivery system in accordance with such paragraph.
- To provide training services described in Section 134 (c) (3) to adults and dislocated workers, respectively, described in such paragraph.
- To establish and develop relationships and networks with large and small employers and their intermediaries; and
- To develop, convene, or implement industry or sector partnerships.”

WIOA requires that standards for success be established for organizations that provide job search services and outlines a system for determining their initial eligibility to receive funds. It establishes the funding mechanism for states and local areas, specifies participant eligibility criteria, and authorizes a broad array of services for youth, adults, and dislocated workers, as well as employers. It also authorizes certain statewide activities and a system of accountability to ensure that customer needs are met. Additional information on WIOA can be accessed at <http://www.doleta.gov/wioa>.

WIOA defines the required activities authorized for the One-Stop Operators. At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. See Scope of Work for additional duties of the One-Stop Operator.

SECTION 1.B: SCOPE OF WORK

NWPA Job Connect is soliciting proposals from qualified vendors to provide the services described in this Request for Proposals (RFP) for the Local Workforce Development Area (LWDA) (the six-county area that includes Clarion, Crawford, Erie, Forest, Venango and Warren Counties). Proposals should address service collaboration through NWPA Job Connect and its partners. Bidders may submit a proposal for the following services:

Operator of the One Stop Centers, including in-person, mobile and virtual service delivery.

Bidders submitting a proposal whose agency also provides WIOA Title I Adult, Dislocated Worker, and Youth Program services must describe in detail the firewall that will be established between the two areas of service delivery and clearly delineate the reporting structure for each.

Due to the limitations on resources, bidders are strongly recommended to develop a system-wide approach that maximizes available resources and provides a comprehensive array of services responsive to the unique needs of target population(s). Funded service providers shall be subject to all applicable federal, state, and local service area laws, regulations, policies, and/or directives.

This solicitation is for a one-year period. The period of performance is July 1, 2025 through June 30, 2026; budgets should be based on this one-year allocation. Pending performance and available funding, this contract could be renewable on an annual basis up to a total of four one-year contracts.

The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on both state and WIOA regulations and requirements.

SECTION 1.C: FUNDING ESTIMATES

The actual amount of the contract award will be based on the needs of the local area, proposed budgets, the proposers' demonstrated ability in administering funds, the availability of funds, and the standards for the use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). The proposal(s) most advantageous to NWPA Job Connect in terms of quality, experience, and cost will be recommended for funding.

It is anticipated that the projected amount will be known on or about the time of the final negotiations of this contract based on federal appropriations and Pennsylvania's distribution.

Bidders should use the following funding estimates as guidance for proposal development:

For the One Stop Operator RFP:	
ONE STOP OPERATOR (covering all six counties):	\$ 250,000
<i>Please note: any profit will be limited to 10%.</i>	

Budgets should include administrative/indirect costs and should not include any costs associated with the PA CareerLink® Infrastructure Funding Agreement (IFA). For more information on the PA CareerLink® Infrastructure Funding Agreement and budgets, see Section 5.

Note: For agencies who provide both One Stop Operator as well as WIOA Title I Adult, Dislocated Worker, and Youth Program services, NWPA Job Connect will maintain a separate contract for the WIOA Title I program services provider(s) for WIOA Adult, Dislocated Worker, and Youth program services and the One Stop Operator. This RFP covers the One Stop Operator.

The NWPA Job Connect will maintain a separate and distinct RFP process and contract for WIOA Title I Adult, Dislocated Worker, and Youth program services. Those services are not part of this RFP.

SECTION 1.D: ONE STOP SYSTEM (PA CAREERLINK®) OVERVIEW

The vision of NWPA Job Connect is to maintain two (2) comprehensive, full-service PA CareerLink® centers in the LWDA, with the comprehensive centers located in Erie County and one of the rural counties, which include Clarion, Crawford, Forest, Warren, and Venango Counties. Customers living in rural counties will be serviced by access to the comprehensive centers, as well as through robust mobile and virtual PA CareerLink® outreach services.

The comprehensive sites will be required to meet the needs of dual customers: the job seeker and the employer and will include a collaboration of entities (WIOA mandated and other partners) responsible for providing services to ensure seamless service delivery. In the Commonwealth of Pennsylvania, this one-stop system is referred to and branded under the name “PA CareerLink®.” WIOA requires all PA CareerLink® communications and correspondence to also include the “American Job Center” common identifier. The One Stop Operator as well as the Title I Adult, Dislocated Worker, and Youth Program Services Contractor are expected to maintain required hours of operation of the local PA CareerLink® system. The two comprehensive, full-time centers are located at:

PA CareerLink® - Erie County
1647 Sassafras Street, Ste. 300, Erie, PA 16502
Phone: (814) 455-9966
Hours of Operation: Monday – Friday 8:30 a.m. – 4:30 p.m.
Type of Site: Comprehensive, Full Service

PA CareerLink® - Oil Region TBD
Hours of Operation: Monday – Friday 8:30 a.m. – 4:30 p.m.
Type of Site: Comprehensive, Full Service

The PA CareerLink® mobile and virtual services have been implemented to improve services to all customers and establish partnerships in the communities of the local workforce development area. The partnerships with local human service agencies, Adult Literacy, local libraries, and community-based organizations will expand the presence of the public workforce system in areas where comprehensive sites do not exist and bring the services closer to the customer. The outreach services benefit individuals by offering convenience, as well as serving customers in a more readily accessible environment (i.e., mobile and virtual). Technology has been acquired to allow case managers to more effectively provide mobile and virtual services including rural areas with limited to or no internet connectivity, with the ability to safely and securely transfer documentation.

Deliverables

WIOA requires a comprehensive accountability system to determine the effectiveness of services provided. Providers will work closely with NWPA Job Connect to implement state and local performance measures and attain the prescribed standards for the delivery of WIOA services. In the event the performance measures should change, NWPA Job Connect reserves the right to adjust requirements that may occur prior to or after the contracting process.

WIOA Program Outcomes

See Appendix A of this RFP for full details on WIOA program outcomes.

SECTION 1.E: NWPA Job Connect Website Information

The NWPA Job Connect website at www.nwpajobconnect.org will be used as the primary mode of communication between NWPA Job Connect and potential bidders. Beginning November 18, 2024, interested parties can download the Request for Proposals and learn of upcoming events and deadlines. A question-and-answer page will be provided on the website. It is the bidder's responsibility to check the web page frequently to stay informed throughout the procurement process.

SECTION 1.F: BIDDER Q & A

Beginning with the release of the RFP on November 18, 2024 through January 10, 2025, bidders may submit questions in writing via email to participate@nwpajobconnect.org. Questions must be received in writing. No questions will be answered over the telephone, in person, or directly to inquiring parties in any form. Answers will be posted on the NWPA Job Connect website at <https://www.nwpajobconnect.org/grants-rfps> on a weekly basis, or more frequently as needed.

A bidder's conference via TEAMS will be scheduled for December 11, 2024 from 9:00 AM-10:00 AM. Bidders are not required to attend the bidders conference in order to submit a proposal.

SECTION 1.G: INITIAL EVALUATION FOR MINIMUM PROCUREMENT REQUIREMENTS

Proposals will be evaluated by the NWPA Job Connect Ad Hoc RFP Committee. The committee will rate proposals and may require interviews with proposers prior to making funding recommendations to NWPA Job Connect and CLEOs for contract award.

The proposals will initially be reviewed to determine if it meets the following minimum procurement requirements:

1. The proposal was submitted on or before the closing date and time.
2. The proposing organization is not on a federal or state debarment list.

3. The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The proposing organization is fiscally solvent.
5. The person signing the proposal as the submitting organization has the legal authority to do so.
6. The proposing organization agrees to meet all federal, state, and local compliance requirements.
7. The proposing organization has a satisfactory performance record for previous WIA/WIOA contracts, if applicable.
8. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
9. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

SECTION 2: ONE STOP OPERATOR PROCUREMENT

SECTION 2.A: ONE STOP OPERATOR PROCUREMENT

NWPA Job Connect is soliciting proposals from qualified applicants to perform the functions of the One Stop Operator for the PA CareerLink® centers (American Job Centers) in the Northwest PA local workforce development area that encompasses Clarion, Crawford, Erie, Forest, Venango and Warren Counties. The PA CareerLink® system is guided by the regional and local plans, strategic plan, and policies developed by NWPA Job Connect as well as the PA Department of Labor and Industry. The successful bidder will be required to align local PA CareerLink® system activities with the vision, mission, policies of NWPA Job Connect and the PA Department of Labor and Industry, as well as any required operator procedures. The local PA CareerLink® system includes the mandated core partners as identified under WIOA (Wagner Peyser Act employment services, Rehabilitation Act Title I programs, WIOA Title I Adult, Dislocated Worker, and Youth programs, and Adult Education and Literacy Act Title II programs) as well as other optional non-core partners. The One Stop Operator will have functional oversight of program partner staff to include WIOA Title I Adult, Dislocated Worker and Youth Programs including business services, EARN, Wagner-Peyser, Trade Act, Veterans Employment Services, Office of Vocational Rehabilitation, Adult Education and Literacy Act programs, and other future partners.

To ensure programmatic continuity and to benefit employee transition, it is anticipated that the contractor will retain staff, absent cause for termination, for up to 90 days. The contractor is expected to follow all federal, state, and local laws and mandates regarding compensation.

SECTION 2.B: SCOPE OF WORK / ROLE OF THE ONE-STOP OPERATOR

The selected One Stop Operator will be responsible for functional oversight of the service delivery of required one-stop partners and service providers across the local one stop delivery system and will have the freedom to structure and manage, as they deem appropriate, with the goal to be effective. The identification of the individual who will serve as the One Stop Operator is up to the agency that is awarded the contract for the One Stop Operator services. The One Stop Operator will be expected to ensure that all customers have access to the full range of employment and training services provided by the local workforce development system.

Operator Scope of Work:

There are four categories included in the Operator Statement of Work, which is evaluated each program year. The final board approved copy is added to the Operator Contract each program year. Below are the four categories and a brief description of the elements under each category.

Vested Partnership:

The Operator will lead the integration of services between Core WIOA partners (WIOA, Title I, Title II Adult Education and Literacy, Title III Wagner-Peyser Employment Services, and Title IV Vocational Rehabilitation) as well as mobile and virtual partners and other partners of the local PA CareerLink® one-stop system, such as Job Corps and AmeriCorps.

Outcomes, Goals, and Measurements:

The Operator will ensure there is adequate and proper storage for participant files in the two comprehensive centers. Training on Personally Identifiable Information (PII) and how to protect data and documents when providing services outside of the comprehensive centers will be provided to staff by the Operator annually and as needed. The Operator must also be aware of the performance negotiation goals, which are stated in Appendix A of this RFP. The operator must also ensure there are effective processes and systems in place for timely data entry into the system of record. The Operator will implement policies, procedures, and service delivery strategies in alignment with WIOA regulations and NWPA Job Connect Board goals and priorities.

Operator Expectations:

The Operator provides leadership, oversees the daily operations, and coordinates the one-stop partner services within the PA CareerLink® system. There are many functions of the Operator that fall under this category. Some of the items include regular communication with all partners; Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA); LEP plans; PA CareerLink® certification; partner collaboration; PA CareerLink® standard operations. The Statement of Work, which is included with the Operator contract, clearly defines the operator expectations. The Operator will continuously improve customer service and staff development for the PA CareerLink® (i.e. monitoring foot traffic, customer trends, reviewing customer complaints, feedback, surveys, etc.). The selected bidder should demonstrate experience in workforce development, One Stop Operator management, and compliance with WIOA regulations.

Regular Communication:

The Operator is responsible for following the NWPA Job Connect Communication Policy guidelines. They must adhere to copyright, EO/ADA, and Stevens Amendment that is required on outreach materials. The Stevens Amendment ensures transparency and accountability in federal spending. The statement includes the percentage of the total costs of the program or project which will be financed with Federal money; the dollar amount of Federal Funds for the project or program; and percentage and dollar amount of the total costs of the project or programs that will be financed by non-governmental sources. Regular reports are required to be

provided for board committee and board meetings. The Operator must attend regular meetings with NWPA Job Connect Board staff. The Operator must develop and maintain positive relationships in all six counties with community, education, and business leaders as an ambassador for the PA CareerLink® system.

SECTION 2.C: ROLE OF THE NWPA JOB CONNECT COMMITTEES

The NWPA Job Connect committees’ role is to provide information, recommendations, and assistance with planning, implementation and oversight, as well as other issues related to the PA CareerLink® operations. The committees are also involved in the development of the One Stop Operator job description, and the competitive bid request used to procure the One Stop Operator. NWPA Job Connect will have oversight of the One Stop Operator.

SECTION 2.D: ONE STOP OPERATOR DELIVERABLES

- Transition Plan
- Annual Budget by April 15
- Successful Certification of local PA CareerLink® sites
- Staff Training Plan, including EO training
- Provide Reports to NWPA Job Connect for all board meetings
- Annual Report input to NWPA Job Connect
- Demonstrated actions that are impartial and benefit all partners in the one stop system
- Up-to-date and effective outreach plan to all six counties in conjunction with NWPA Job Connect
- Development of operational procedures
- Identify and implement process improvements/efficiencies

SECTION 2.E: ONE STOP OPERATOR RFP EVALUATION CRITERIA

POINTS	EVALUATION CRITERIA
10	Summary of Proposed Services: The extent to which the respondent’s proposed services correspond to the service needs of NWPA Job Connect.
20	Organizational Capacity: The extent to which the respondent demonstrates a history of successfully implementing workforce development programs and achieving outcomes. This includes evidence of past experience as the One Stop Operator under WIA/WIOA; and/or experience delivering workforce development services. Evidence should include previous experience with management of facilities, case management, and successful data tracking and performance outcomes.
40	Scope of Work, Approach and Implementation: The extent to which the proposed plan meets the expectations of the roles of the One Stop Operator

	in this RFP. Includes the respondent’s capacity to facilitate communication and collaboration among the partners to achieve common goals.
20	Performance Outcomes and Deliverables: The extent to which the proposed plan demonstrates the respondent’s ability to achieve the performance goals and outcomes.
10	Budget Justification and Leveraging – The extent to which the proposed budget will realistically finance the services and goals for the One Stop Operator.
100	TOTAL POINTS

SECTION 2.F: ONE STOP OPERATOR ELIGIBILITY

Eligible applicants include an entity (public, private, or nonprofit), or a consortium of entities. If the consortium of entities is one of the one-stop partners, it must at a minimum, include three (3) or more of the required one stop partners of demonstrated effectiveness as described in WIOA section 678.400. All entities must sign the contract between NWPA Job Connect and the selected operator. The type of entities that may be an operator include:

- A community-based organization
- Employment Service State agencies under Wagner-Peyser Act
- A for-profit entity (e.g., a corporation, incorporated consultancy or agencies)
- A government agency (e.g., state agency, local or county government, school district)
- Indian Tribes or Tribal organizations
- An institution of higher education
- An interested organization capable of carrying out the duties of the operator (e.g., a chamber of commerce, an economic development corporation or a labor market organization)
- Local workforce development boards under the following conditions: if the local board complies with state policy and associated guidance; if the local board complies with the competition requirements in 20 CFR §§ 678.605(c) and 678.615(a); and if after the competition process the local board is selected as the operator, the Chief Local Elected Officials and the Governor agree to the selection of the local board.
- A non-profit organization
- A nontraditional public secondary school (e.g., night school, adult school, or an area career and technical education school)
- A workforce intermediary (e.g., quasi-governmental bodies such as a county commission)

Note: Elementary schools and secondary schools are not eligible to be an operator. All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers. In addition, all applicants must ensure that they do not and will not establish practices that create disincentives to providing services to individuals with barriers to employment that may require longer-term services, such as intensive employment, training, and education services.

Opportunities will be provided for small businesses, minority-owned firms, and women’s business enterprises to be utilized to the fullest extent possible. Small businesses, minority-owned firms and women’s business enterprises should consider collaborating with larger agencies or consortiums of small businesses when a contract for bid is too large for one of these firms to handle individually.

SECTION 2.G: ONE STOP OPERATOR PROPOSAL NARRATIVE QUESTIONS

One Stop Operator Narrative Response:

Proposal narratives in this section are limited to a total of fifteen (15) pages. The proposal narrative section is divided into the five (5) following narrative sections:

NARRATIVE SECTION 1: SUMMARY OF PROPOSED SERVICES

1.A	Describe how your proposed One Stop Operator services correspond to the service needs of the local PA CareerLink® and NWPA Job Connect
1.B	Briefly describe proposed services

NARRATIVE SECTION 2: ORGANIZATIONAL CAPACITY

2.A	Describe your organization’s experience and performance in workforce development and/or experience with an integrated service delivery approach.
2.B	Include related performance outcome data supporting your experience.
2.C	Indicate the number of years your organization has been in business.
2.D	Describe your experience working with diverse customers, issues, or agendas.
2.E	Describe your experience identifying and facilitating timely and effective resolution of complaints, problems, and other issues.
2.F	Indicate your understanding of and adherence to federal and state laws/regulations, as well as local policies.
2.G	Describe your approach to monitoring system integrity and measuring customer satisfaction.

NARRATIVE SECTION 3: SCOPE OF WORK, APPROACH AND IMPLEMENTATION

3.A	Describe how you will achieve a mutually beneficial relationship with Chief Local Elected Officials and NWPA Job Connect.
3.B	Include a detailed description of your approach to sustaining and strengthening mobile and virtual service delivery and the evaluation and implementation of new technology.
3.C	List all proposed staff by title and their role/position with respect to this proposal.

3.D	Describe your approach to ensuring effective program integration and facilitating communication and collaboration for developing and maintaining community partnerships, especially across multiple communities.
3.E	Describe your sector-based employer outreach strategy for guiding and strengthening business services to the employer and provide an example of the benefit the One-Stop Operator can bring to the business customer.
3.F	Indicate if the response is a joint proposal and, if so, who the principal collaborator is and what the organization’s overall responsibilities will be in the delivery of services.
3.G	Describe your approach to supporting partners from all six counties in achieving program goals.
3.H	Describe your suggestions for measuring performance of this contract.

NARRATIVE SECTION 4: PERFORMANCE OUTCOMES AND DELIVERABLES

4.A	Provide a description of how progress toward operator requirements will be measured and reported.
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NARRATIVE SECTION 5: BUDGET JUSTIFICATION AND LEVERAGING

5.A	For all budgeted items, provide a brief narrative explanation and justification of planned expenditures.
5.B	List the source(s) and the amounts of leverage as well as any restrictions to be used to pay for services that will be provided under this proposal.
5.C	Provide detail regarding each line item, including those listed as “Other.” For these items, provide a brief narrative explanation and justification of planned expenditures.
5.D	Describe the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
5.E	Describe the accounting system and fiscal reports and controls that will be used to safeguard program funds.
5.F	Describe any previous experience with federally funded programs and compliance with OMB circulars.

All costs reflected in the budget must be necessary and reasonable. Costs for the One-Stop Operator may be either administrative or program, based on the activities and services provided. Profit will be limited to 10%.

SECTION 2.H: ONE STOP OPERATOR PROPOSAL OUTLINE

- | | <u>Page Limit</u> |
|--|-------------------|
| • Proposal Cover Sheet | (1 page) |
| • Table of Contents, including page numbers and major headings | (1 page) |
| • Narrative Section 1: Summary of Proposed Services | |
| • Narrative Section 2: Organizational Capacity | |
| • Narrative Section 3: Scope of Work, Approach, and Implementation | |

- Narrative Section 4: Performance Outcomes and Deliverables
- Narrative Section 5: Budget Justification and Leveraging
(Total of Narrative Sections 1 – 5 above is 15 total pages)
- Funding Reference Sheet (1 page)
- Budget Form (2 pages)
- Budget Narrative (2 pages)
- Organizational Chart (1 page)
- Staffing Plan/Job Descriptions/Resumes, if applicable (2 pages)
- Certification Regarding Drug Free Workplace Requirements (2 pages)
- Certification Regarding Lobbying (1 page)
- Certification Regarding Debarment, Suspension, etc. (1 page)
- Organization’s Most Recent Financial Audit

Note:

- Narrative Sections 1 – 5 are limited to a total of 15 pages.
- Staff resumes do not count toward page limits.
- Organization Financial Audit does not count toward page limits.
- Any additional material provided by the applicant will not be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.

SECTION 3: TERM OF CONTRACT AND GENERAL REQUIREMENTS

SECTION 3.A: TERM OF CONTRACTS AND AWARD NOTIFICATIONS

NWPA Job Connect anticipates negotiating and awarding contract(s) during May or June 2025. As part of the negotiation process, grantees/contractors may be required to provide supplementary information and participate in a planning process that addresses issues such as reporting requirements, standard contractual requirements, additional contract requirements, etc., including but not limited to the Statement of Work.

Successful bidders must be prepared to deploy services immediately following the award of a contract. Contract awards will be made for up to an initial one-year period with the possibility of being extended for up to a total of four (4) one-year contracts depending upon the availability of funds, the contractor’s performance, and the needs of the local workforce area.

Profit will be limited to 10% of total costs.

SECTION 3.B: ACCOUNTABILITY

All respondents must comply with federal regulations and procurement policies relating to the calculation and use of profits. Respondents shall have direct experience with, and extensive knowledge of, the federal workforce development system, the services and the programs associated with it. The ability to provide quality services, flexibility, and timely response to requirements is of paramount importance. The respondent must be able to demonstrate previous experience, the capacity and the commitment to ensure a comprehensive one stop delivery system in the Northwest PA local workforce development area. All respondent entities must have been a legal organization for a minimum of one year prior to the start of the contract.

A One Stop Operator evaluation will be conducted annually. One Stop Operator evaluation criteria may include demonstrated efficiency, effectiveness and continuous improvement; adherence to contract provisions; primary indicators of performance; participating partner surveys; and PA CareerLink[®] certification requirements.

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule” (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFP must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on since Audit Act follow-up. This final guidance is located in Title 2 of the Code of Federal Regulations and can be found at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>.

Contractors shall establish procedures which ensure that NWPA Job Connect and CLEOs are notified within 24 hours of any suspected or proven fraud, abuse or criminal acts involving NWPA Job Connect-funded activities.

SECTION 3.C: RECORDS, REPORTING REQUIREMENTS, AND MONITORING

Contractors are required to maintain fiscal records. Contractors must submit expenditure invoices monthly by the 10th of each month for reimbursement. Services shall be monitored at least once during the program period by NWPA Job Connect staff to ensure compliance with applicable fiscal requirements and federal/state and local policies and regulations. More frequent monitoring throughout the program period may be conducted to ensure proper program management, contract compliance, adherence to performance standards stipulated in the contract, and any other deemed necessary. Audits or reviews by the PA Department of Labor and Industry and/or United States Department of Labor representatives may also occur. Customer records are the property of NWPA Job Connect and must be provided at the expiration or termination of contract and must be available at all times for review. During the contract term, the awarded contractor must provide a copy of their most current audited financial statements, their current

financial statements including balance sheet, and any and all internal control documentation as required by NWPJ Job Connect.

SECTION 3.D: CONFLICT OF INTEREST

NWPJ Job Connect must ensure appropriate internal controls and conflict of interest policies and procedures are in place and adhered to. Organizations often function simultaneously in a variety of roles that can include local fiscal agent, local NWPJ Job Connect staff, One Stop Operator, and direct provider of program services. Any organization that has been selected to perform more than one of these functions must develop a written agreement with NWPJ Job Connect and CLEOs to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations and guidance, relevant Office of Management and Budget circulars, and the state's workforce system directives. Such organizations must be able to clearly demonstrate that any functions provided within the same organization will be performed by different divisions within that organization to avoid any conflict of interest, real or perceived. Therefore, strong firewalls, internal controls and conflict of interest policies and procedures must be in place to separate the functions of oversight, monitoring and evaluation of its role as a service provider.

SECTION 4: RFP TIMELINE, SUBMISSION AND APPEALS PROCESS

SECTION 4.A: RFP TIMELINE

RFP released	November 18, 2024
RFP Bidder's Conference	December 11, 2024
Letter of Intent	December 30, 2024
Last day to submit RFP questions	December 30, 2024
PROPOSAL DEADLINE	January 10, 2025
Proposal evaluation process	January through February 2025
Contract recommendation presented for board approval	March 14, 2025
Contract negotiation	June 2025
Program implementation	July 1, 2025

Any changes to this schedule will be published on the NWP Job Connect website at <https://www.nwpajobconnect.org/grants-rfps>. Bidders are responsible to check the website regularly for updates.

A letter of intent is being requested for parties who are interested in responding to the Request for Proposal. The letter of intent should include your company's name and contact information. The respondent's contact information. The RFP Title. A short confirmation of your intention to respond to the Request for Proposal. Letters of intent should be submitted no later than December 30, 2024. Submit letters of intent via email to participate@nwpajobconnect.org with "RFP for One Stop Operator Letter of Intent" in the subject line.

SECTION 4.B: RFP CONTACT

Questions regarding the RFP may be directed via email to participate@nwpajobconnect.org no later than December 30, 2024.

SECTION 4.C: PROPOSAL SUBMISSION REQUIREMENTS

The deadline for submission of proposals in response to this RFP is **January 10, 2025 at 11:00 A.M. ET**. Any proposal received after the deadline will be rejected and returned without review to the proposer. To be considered for award, all responses to this RFP must be sent by email and include "RFP Response to One-Stop Operator RFP" in the subject line. The entire content of the proposal should be attached in a single PDF file.

All proposals must meet the technical and content requirements outlined in this section. All proposals must be formatted, organized, and assembled as follows:

- All responses must be typed on 8 ½ x 11-inch paper.
- Single-sided, single-spaced using a minimum 12-point font.
- Minimum 1-inch margins – top, bottom, and sides
- Pages must be numbered, and each page should have a footer with the name of the agency submitting the proposal.
- Proposals must be submitted only in electronic PDF format via email to participate@nwpajobconnect.org

Selection of Contractor(s)

Selection of contractor(s) shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants. Proposals will be accepted from single organizations, as well as proposals that include a partnership or joint venture between entities. Any joint venture or partnership between entities that are awarded a contract must seek approval from NWSA Job Connect to change such partnerships or joint ventures during the term of the contract. The One-Stop Operator contract does not permit subcontracting without prior approval of NWSA Job Connect.

NWSA Job Connect may choose to invite bidders to present their proposal in person and/or choose to visit the bidder’s operation, if necessary, in completing the selection process.

SECTION 4.D: REJECTION OF PROPOSALS

Proposals will be rejected prior to scoring if:

- Received at any time after the exact time and date deadline for receipt of proposals.
- Incomplete or fails to meet the requirement of the RFP specifications.
- Does not include a proposal cover sheet signed by the authorized representative.
- Not prepared in the manner described
- Contains misrepresentation(s) or lack of accurate and specific information.

Note: NWSA Job Connect reserves the right to waive informalities and minor irregularities in the proposals received.

NWSA Job Connect reserves the right to accept or reject any or all proposals, in whole or in part, for any reason whatsoever.

SECTION 4.E: APPEALS PROCESS

Any respondent who has submitted a response to this RFP may appeal an award announcement. The process for appealing an award is as follows:

All protest, appeal or complaints must be submitted in writing to NWP Job Connect within five (5) working days of the award announcement addressed to the Executive Director for review and to determine merit. In order for an appeal to be found to have merit, it must show that any substantial portion of the RFP process or federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered.

If protests, appeals or complaints are found to have merit, the appeal will be evaluated by the Executive Committee and then by NWP Job Connect board. The decision made by NWP Job Connect will be final.

Appeals received after the established deadline will not be accepted. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

Lisa Miller, Executive Director
lmiller@nwpajobconnect.org
814-282-1551

SECTION 4.F: PROVISIONS AND DISCLAIMERS

1. Grantees must adhere to and comply with all Workforce Innovation and Opportunity Act (WIOA) laws and regulations that are prepared, issued, and implemented.
2. All solicitations are contingent upon availability of funds.
3. This RFP is for a one-year contract and may be renewable at the discretion of NWP Job Connect and CLEOs for a total of no more than four one-year contracts.
4. NWP Job Connect reserves the right to accept or reject any or all proposals, in whole or in part, for any reason whatsoever.
5. NWP Job Connect reserves the right to negotiate with any and all bidders on modifications to proposals.
6. NWP Job Connect reserves the right to waive informalities and minor irregularities in the proposals received.
7. This RFP does not commit NWP Job Connect to award a contract.
8. This RFP is for WIOA services and other related programs and funding streams which may become available to NWP Job Connect during this funding period.
9. NWP Job Connect may select a provider based on its initial proposal received, without additional discussion of the proposal with the bidder. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to NWP Job Connect.
10. Proposals must follow the format set forth in this RFP and adhere to the minimum requirements specified therein.
11. NWP Job Connect retains the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.

12. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
13. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to NWPA Job Connect and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
14. The final award and execution of a contract is subject to receipt of WIOA funds, NWPA Job Connect and the fiscal agent's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
15. Any changes to the WIOA program, performance measures, funding level, or NWPA Job Connect direction may result in a change in contracting. In such instances, NWPA Job Connect shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
16. Proposals submitted for funding consideration must be consistent with, and if funded, operate according to, the federal legislation, all applicable federal regulations, Commonwealth of Pennsylvania policies, and NWPA Job Connect policies and procedures.
17. Bidders will be expected to adhere to NWPA Job Connect and fiscal agent procedures to collect, verify, and submit required data and required invoices to the fiscal agent.
18. Additional funds received by NWPA Job Connect may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of NWPA Job Connect and the fiscal agent.
19. NWPA Job Connect may decide not to fund part or all of a proposal, even though it is found to be in the competitive range if, in the opinion of NWPA Job Connect, the services proposed are not needed, or the costs are higher than NWPA Job Connect finds reasonable in relation to the overall funds available, or if past management concerns lead NWPA Job Connect to believe that the bidder has undertaken more services than it can reasonably provide.
20. NWPA Job Connect has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
21. Any proposal approved for funding may be contingent on the results of a pre-award site visit that may be conducted by NWPA Job Connect. This site visit will establish, to NWPA Job Connect satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of NWPA Job Connect, that the bidder may not be able to fulfill contract expectations, NWPA Job Connect reserves the right not to enter into contract with the organization, regardless of NWPA Job Connect approval of the bidder's proposal.
22. NWPA Job Connect is required to abide by all federal legislation and regulations. Therefore, NWPA Job Connect reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.

23. All contractors must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, sex, religion, national origin, age, disability, or political affiliation or belief, actual or perceived religion, shared ancestry, or ethnic characteristics.
24. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Contractors must accept liability for all aspects of any WIOA program conducted under contract with NWPA Job Connect, through its fiscal agent. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
26. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet requirements of goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
27. Contractors will allow local, state, and federal representatives access to all WIA/WIOA records, program materials, staff and participants. In addition, bidders are required to maintain all WIA/WIOA records for three years following federal closeout.
28. The contract award will not be final until the fiscal agent and the successful bidder have executed a mutually satisfactory contractual agreement, as recommended by NWPA Job Connect and the CLEOs. NWPA Job Connect reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final NWPA Job Connect approval of the award and execution of a contractual agreement between the successful bidder and the fiscal agent, at the recommendation of NWPA Job Connect and the CLEOs.
29. NWPA Job Connect, through its fiscal agent, reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
30. NWPA Job Connect, through its fiscal agent, reserves the right to determine both the number and funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
31. The submission of a proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
32. All contractors shall purchase annually an organization-wide audit according to the requirements of the relevant OMB circular as appropriate.
33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage with Limits of liability of a combined single limit of \$1,000,000 per occurrence, and \$3,000,000 aggregate for bodily injury and property damage. Worker's Compensation Insurance as required by law. Professional Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Comprehensive Liability Insurance covering all

owned, hired, and non-owned automobiles. The limits of liability for automobile insurance may be satisfied by a combined single limit of \$1,000,000 per occurrence, and \$1,000,000 for bodily injury and property damage. The contractor will provide a certificate of insurance satisfactory to NWPA Job Connect and the fiscal agent naming the NWWDB as additional insured.

34. Applicants are advised that most documents in the possession of NWPA Job Connect are considered public records and subject to disclosure by law.
35. Applicants must have proof of their Unique Entity Identifier (UEI) that is created in SAM.gov. Upon contract execution, the successful bidder(s) must provide documentation.
36. NWPA Job Connect or their designees reserves the right to examine any records at any time.

SECTION 5: RFP FORMS

REQUIRED PROPOSAL FORMS CHECKLIST:

One Stop Operator Services

- Proposal Cover Sheet / Statement of Certification
- Table of Contents
- Proposal Narrative Questions Response
- Funding Reference Sheet
- Budget Form
- Budget Narrative
- Organizational Chart
- Staffing Plan/Job Descriptions/Resumes
- Certification Regarding Drug Free Workplace Form
- Certification Regarding Lobbying Form
- Certification Regarding Debarment, Suspension, etc. Form
- Organization's Most Recent Financial Audit

PROPOSAL COVER SHEET

Name of Organization:	Federal Employer ID:
Address:	Phone:
Contact Person:	Title:
Email:	Fax:
Total Budget Request: \$ _____ Administrative _____% of total budget Program _____% of total budget Profit (optional) _____% of total budget (Profit limited to 10% of total costs)	
RFP Proposal Being Submitted For: _____ One Stop Operator Services	
Brief Description of Project:	
Type of Organization (check all that apply): <input type="checkbox"/> Community Based Organization <input type="checkbox"/> Employment Service State Agency under Wagner Peyser Act <input type="checkbox"/> For-Profit Agency <input type="checkbox"/> Government Agency (e.g. state agency, local or county government, school district) <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Local Workforce Board <input type="checkbox"/> Other _____	
Number of Years in Business:	
Statement of Certification	
The applicant certifies that the information provided in this Request for Proposal including all attachments, is true, accurate, and current; and the person signing below is authorized to do so on behalf of the above-named organization. The applicant further certifies that the organization will comply with the Workforce Innovation and Opportunity Act rules and regulations, US Department of Labor, PA Department of Labor and Industry, as well as NWPA Job Connect policies and guidelines as well as other requirements issued by the commonwealth, should NWPA Job Connect fund this program.	
_____ Authorized Signatory (Print Name)	_____ Authorized Signature
_____ Authorized Signatory's Title	_____ Date

FUNDING REFERENCE SHEET

Agency Name: _____
Mailing Address: _____
Contact Person: _____
Phone: _____ Fax: _____ Email: _____

Funding References

Provide contact information on funding references that can talk about your workforce development experience. If your organization has not provided WIA or WIOA program services in NWPA's six-county region previously, please include names and contact information of Workforce Development Board executives in areas where you have provided such services.

Name: _____ Phone: _____

Agency: _____

Email: _____

Name: _____ Phone: _____

Agency: _____

Email: _____

Name: _____ Phone: _____

Agency: _____

Email: _____

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

RFP BUDGET SUMMARY FORM

Proposers must use WIOA definitions for determining allowable costs.

Personnel – Total cost of personnel **not included in the Infrastructure Funding Agreement** but included in this RFP including salary, taxes and benefits. Positions that are fiscal, managerial or administrative in nature should be allocated to the Administrative Costs category.

Operating – Total operating costs **not included in the Infrastructure Funding Agreement**, necessary for operating the services. These include, but are not limited to, general operating and infrastructure costs including building rental, facilities maintenance, utilities, phone, general consumable materials and supplies, Internet, insurance, audits, etc.

Participant Costs – Costs directly related to individual participants and are tracked by individual enrollment. Possible costs could include subsidized wages, supportive services, participant payments (incentives), participant supplies (items, equipment), tools or clothing related to employment or training and participant tuition and fees to achieve program objectives.

Administrative/Indirect Costs – These costs are defined as costs of operations related, required and incurred for official business in coordination of those functions under WIOA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management, resolution of findings and general legal services. **These costs are limited to 10%.**

Other – If you are unable to determine whether an expense fits into one of the categories above, you may insert a category into “other expenses”. If you do, please detail the specific expense(s) in the budget narrative section.

Infrastructure Funding Agreement - The Infrastructure Funding Agreement is an agreement between NWPA Job Connect and all the financial partners within a PA CareerLink[®] location. The agreement supports and documents the processes used by the parties to define, allocate and share the operating costs and resources of the PA CareerLink[®] location. This agreement requires review by the Commonwealth of Pennsylvania, Department of Labor and Industry, to ensure compliance with WIOA. An Infrastructure Funding Agreement that covers each PA CareerLink[®] location must be approved and implemented. The successful contractor(s) will need to collaborate in the completion of an Operating Budget for each PA CareerLink[®] where they are collocated. However, for purposes of this RFP, PA CareerLink[®] overhead costs associated with the Operating Budget should not be included and have been subtracted from the estimated program funding amount. Budget proposals should only be based on costs associated with personnel, operating expenses (outside of PA CareerLink[®] shared costs), participant costs and administrative/indirect costs. Final funding awards will be based upon WIOA funding allocations, NWPA Job Connect priorities, and other factors at the discretion of NWPA Job Connect and the CLEOs.

Funding Allocations - WIOA Title I program services funding is allocated across the six-county local workforce development area based on population estimates, with 53% of the funding allocated for Erie County and 47% of the funding allocated across Clarion, Crawford, Forest, Venango and Warren Counties.

BUDGET NARRATIVE

Please use this space to complete your budget narrative. The budget narrative is limited to two (2) pages. This section should describe:

1. “Other” costs listed in the Budget Form
2. Justification of expenditures
3. Budget assumptions
4. Sources of leveraged funds
5. Unique expenditures
6. In-kind resources
7. Other budget information you would like the proposal evaluators to know

Proposers should include a description of the organization’s experience managing and accounting for federal funds. The budget narrative should justify the need for all costs built into the line-item detail and the methodology used to derive each cost. The proposal should identify a cost allocation methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are agency supply costs, as well as personnel providing benefits to multiple funding sources.

Total indirect and profit line items (when considered in aggregate) should be limited. The extent to which a proposal can meet performance objectives, while minimizing indirect and profit costs, will be factored in the evaluation process.

Total administrative/indirect costs must be limited to no more than 10% of the total budget.

Please refer to WIOA Final Rule Section 683.215 for a definition of what functions and activities constitute the cost of administration.

Profit

Fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor’s investment; and 4) quality of past performance. Under no circumstances will profits exceed 10% of the contract amount. Per 2 CFR §200.323(d) Contract Cost and Price – the cost plus a percentage of cost method of contracting must not be used.

The County of Venango is the fiscal agent for NWPA Job Connect and as such is the official grantee of WIOA Title I funds. All costs reflected in the budget must be necessary and reasonable. Costs may be either administrative or program, based on the activities and services provided.

ORGANIZATIONAL CHART

Bidders must provide an organizational chart that shows how the staff will fit into the bidder's overall organization.

STAFFING PLAN/JOB DESCRIPTIONS/RESUMES

Attach the job descriptions and resumes (if applicable) of staff who will work on this project. A job description may be provided for positions not yet filled.

List all positions included in the total amount of salaries requested in your budget, including matching funds (if applicable). Please include proposed staffing patterns to ensure coverage in all counties included within the six-county local workforce development area.

Position Title or Employee Name	Annual Salary	% Charged to WIOA Grant	Amount Charged to WIOA Grant	Amount Charged to Match Funds
Total Staff				

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Contractor certifies that it will or will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- 2) Establishing an ongoing drug-free awareness program to inform employees about –
 - a) The dangers of drug abuse in the workplace
 - b) The grantee's policy of maintaining a drug-free workplace.
 - c) Any available drug counseling, rehabilitation, and employee assistance programs
 - d) The penalties that may be imposed upon employees for drug abuse violations occurrence in the workplace.
- 3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1)
- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will –
 - a) Abide by the terms of the statement and
 - b) Notify the employer in writing of his or her conviction for a violation related to controlled substances occurring in the workplace no later than five (5) calendar days after such conviction.
- 5) Notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- 6) Taking one of the following actions within thirty (30) calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted –
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health, law enforcement, or other appropriate agency.
 - c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6)

- 7) The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with the specific grant, if other than that address stipulated on the contract agreement

Place of Performance

Street Address

City, County, State, Zip Code

Check ___ if there are workplaces that are not identified here.

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

The undersigned certified, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Organization

Printed Name and title of Certifying Official

Signature of Certifying Official

Attachment 7

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARILY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180.335

(BEFORE SIGNING, READ INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal debarment or agency.
 - (b) Have not within a three-year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Representative

Signature

Date

APPENDIX A – TITLE I WIOA COMMON MEASURES

Below are the six common measures required by the Workforce Innovation and Opportunity Act (WIOA) for Program Year 2025 that apply to workforce development programs serving adults/dislocated workers and youth programs. These measures must be met annually to be compliant with the federal law. NWPAs Job Connect negotiates WIOA performance levels with the PA Department of Labor and Industry every two years.

COMMON MEASURES	State Negotiated Performance Levels for PY 25
ADULT	
Employment (Second Quarter after Exit)	73.0%
Employment (Fourth Quarter after Exit)	73.0%
Median Earnings (Second Quarter after Exit)	\$6,750
Credential Attainment Rate	74.0%
Measurable Skill Gains	71.0%
Effectiveness in Serving Employers (Starts in PY 24)	Baseline
DISLOCATED WORKER	
Employment (Second Quarter after Exit)	77.0%
Employment (Fourth Quarter after Exit)	77.0%
Median Earnings (Second Quarter after Exit)	\$8,000
Credential Attainment Rate	76.0%
Measurable Skill Gains	74.0%
Effectiveness in Serving Employers (Starts in PY 24)	Baseline
YOUTH	
Employment (Second Quarter after Exit)	64.0%
Employment (Fourth Quarter after Exit)	62.0%
Median Earnings (Second Quarter after Exit)	\$3,300
Credential Attainment Rate	39.0%
Measurable Skill Gains	46.0%
Effectiveness in Serving Employers (Starts in PY 24)	Baseline

ADULT/DISLOCATED WORKER/YOUTH/EMPLOYER MEASURES DEFINITIONS

Employment Rate Q2	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit).
Employment Rate Q4	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit).
Median Earnings	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
Credential Rate	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Measurable Skill Gains	<p>The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:</p> <ol style="list-style-type: none"> 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level. 2. Documented attainment of a secondary school diploma or its recognized equivalent. 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the state unit's academic standards. 4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or

	5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
Effectiveness in Serving Employers	Retention with the same employer in the second and fourth quarters following a participant's exit from a WIOA core program.

The performance measures that are noted as “baseline” are new under WIOA and baseline data is currently being collected. A definitive performance level will be negotiated with the Commonwealth of Pennsylvania in the future following the baseline data collection and all NWPA Job Connect contractors will be notified.