

NWPA JOB CONNECT BOARD

REQUEST FOR PROPOSALS FOR

WORKFORCE INNOVATION AND OPPORTUNITY ACT

TITLE I ADULT, DISLOCATED WORKER, YOUTH PROGRAM SERVICES

RFP #24-01

ISSUED: November 18, 2024

PROPOSALS DUE: January 10, 2025 @ 11 AM EST

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

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Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities.

PA CareerLink® is a proud partner of the American Job Center Network.

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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. WIOA 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 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. The successful bidder(s) will be measured throughout the contract term on demand-driven placements into employment.

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" that have established local Workforce Development Boards. Customers will benefit from a "Workforce Service" delivery system, with centrally located career centers and mobile 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 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>.

SECTION 1.B: SCOPE OF WORK

The 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 Title I service delivery to adults, dislocated workers, and youth which includes workforce related services to employers and mobile and virtual service delivery. 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 that 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. This RFP is for a one-year contract and may be renewable on an annual basis based on performance and available funding at the discretion of the NWPA Job Connect and CLEOs.

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 the NWPA Job Connect in terms of quality 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:

WIOA Title I
Dollars:

\$4,918,366.47

ERIE

RURAL

Adult

\$706,428.22

\$643,350.54

Youth

\$780,548.35

\$709,079.71

Dislocated Worker

\$709,925.16

\$646,451.60

\$2,916,901.73

\$1,998,881.85

TANF Youth:

Erie
\$ 374,014.41

Rural

\$348,568.48

Please note that the above amounts exclude the Title I Dollars afforded to support the Infrastructure Funding Agreement (IFA).

The Operator function is under a separate contract with NWPA Job Connect.

We require the following amounts to be calculated and incorporated into your budget based on the below requirements. This must equal the total budgeted amounts given above and should be split by geographical area- Erie (53% of each provided line), Rurals (47% of each provided line).

A/DW Training Requirement 30%

Youth WEX 20%

Remaining amounts for staffing, operating, etc.

Note: Performance/profit dollars will be limited to 10% of total contract

Budgets should include administrative/indirect costs and should not include any costs associated with the PA CareerLink® Infrastructure Funding Agreement (IFA). If an indirect cost rate is applied to a budget, then an Indirect Cost Rate (ICR) Agreement document must be included with the justification. Also, the ICR documentation must be for the current year (July 1-June 30) and have been negotiated with the federal office. For more information on the PA CareerLink® Infrastructure Funding Agreement and budgets, see page 37 in Section 5.

Note: This RFP covers WIOA Title I Adult, Dislocated Worker, and Youth program services. The NWPA Job Connect will maintain a separate and distinct RFP process and contract for One Stop Operator services. One Stop Operator services are not part of this RFP.

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

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

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 Title I Adult, Dislocated Worker, and Youth Program Services Contractor(s) will be 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

Mobile and virtual service delivery was 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 others 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. These 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 more effectively with limited 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. If the performance measures should change, NWPA Job Connect reserves the right to adjust programmatic requirements that may occur prior to or after the contracting process.

WIOA Program Outcomes

- **Employment Rate 2nd Quarter after Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program for 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 4th Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit.
- **Median Earnings- 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from program.
- **Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attain an industry recognized postsecondary credential, certificate of completion of an apprenticeship, or certificate approved by the Commonwealth of PA, or a secondary school diploma, or its recognized equivalent, during participation or within one year after exit from the program. A participant who has attained a secondary school diploma or its equivalent is included only if the participant is also 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 Skills Gains:** 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.
- **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.

SECTION 1.E: NWPA Job Connect Website Information

The NWSA Job Connect website at www.nwpajobconnect.org will be used as the primary mode of communication between the NWSA Job Connect and potential bidders. Beginning November 8, 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. Questions and answers will be posted on the NWSA 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 10:00 AM to 11:00 AM. Bidders are not required to attend the bidder's conference in order to submit a proposal.

SECTION 1.G: INITIAL EVALUATION FOR MINIMUM PROCUREMENT REQUIREMENTS

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

The proposals will initially be reviewed to determine if it meets the following minimum procurement requirements. If minimum requirements are not met, the proposal will be rejected prior to scoring.

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.
8. The proposing organization has at least one (1) year of documented, successful experience in providing skills-based workforce development services to adults, dislocated workers, youth, and/or special populations as well as providing services to employers.

9. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
10. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

SECTION 2: WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM SERVICE PROCUREMENT

The NWPA Job Connect is soliciting proposals from qualified applicants to perform the functions of the Title I Adult, Dislocated Worker, and Youth Program Services Contractor 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 the NWPA Job Connect. The successful bidder(s) will be required to align local PA CareerLink® system activities with the vision, mission, and policies of the NWPA Job Connect and the PA Department of Labor and Industry, as well as any required one stop operator procedures.

The selected contractor(s) from this RFP will become a mandated partner in the Northwest PA CareerLink® system for WIOA Title I program service delivery. Other partner programs mandated under WIOA include Wagner-Peyser Act, Adult Education and Literacy Title II, Rehabilitation Act, Older Americans Act Title V, Carl D. Perkins Career and Technical Education Act, Trade Act, Community Services Block Grant, Housing and Urban Development, State Unemployment Compensation, Second Chance Act, and Social Security Act. The WIOA Title I contractor(s) will be responsible for aligning with all partners in the development and implementation of integrated services.

SECTION 2.A: SCOPE OF WORK/ROLE OF THE TITLE I PROGRAM SERVICES CONTRACTOR

The 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 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 Title I service delivery to adults, dislocated workers, and youth and provide workforce related services to employers.

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 that 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. This RFP is for a one-year contract and may be renewable on an annual basis based on performance and available funding

at the discretion of the NWPA Job Connect CLEOs. The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent(s) to this RFP will be expected to remain informed on both state and WIOA regulations and requirements. The Title I contractor(s) will follow all Federal, State, and Local laws, rules, guidance, policies, and procedures applicable to the delivery of workforce development services.

The NWPA Job Connect is seeking program contractors who employ vision, innovation, accountability, and efficient and effective utilization of resources in their workforce development programming with customers. The successful bidder will be required to employ a full-time Workforce Development Director committed only to the WIOA Title I program services contract. The successful bidder will also be required to participate on the NWPA Job Connect committees, as required. The WIOA Title I Program Services Contractor(s) 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. WIOA is focused on increased integrated service delivery within the workforce system. Building on this effort, the NWPA Job Connect must identify and work with agencies that are able and willing to:

- Develop innovative solutions to ensure the public retains access to critical employment and training services
- Provide customer-centered services with immediate open access to all employment and training opportunities available
- Adopt tools that upgrade services to the 21st Century
- Utilize technology and increased outreach strategies to go beyond the traditional brick and mortar services to support mobile and virtual service delivery
- Explore additional delivery methods that improve the region's response to job seeker and employer customer needs
- Effectively use the limited one-stop resources available
- Streamline the integration of the various programs in the workforce development system, including strengthening and integrating partnerships with Employment and Retention Network (EARN) and Adult Education and Literacy providers

The PA CareerLink[®] partner function must support the guiding principles described above and achieve at least the minimum work components outlined below. First and foremost, the contractor(s) will function as a fully integrated partner in the PA CareerLink[®] system without regard to the organizational mission of the selected contractor(s).

The successful contractor(s) from this RFP will ensure that staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally

focused framework of service delivery, consistent with the requirements of the funding source. The successful contractor(s) will be accountable for the integrity of all data entered and reported and therefore must ensure that staff are properly trained and cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Training should include but not be limited to the use of the system of record (CWDS), dealing with difficult, hard-to-serve, and vulnerable populations, and ensuring that service codes and case progress notes are being entered consistently across all PA CareerLink® sites. Staff must have the ability to serve targeted populations, as well as provide effective program, follow-up and supportive services and report results accurately. Staff should be aware of how their particular work function supports and contributes to the overall vision of the NWPA Job Connect, as well as within the local one stop system. This enhances their ability to ensure that a direct linkage to partner programs is seamlessly integrated within the local one stop system. Staff must also be familiar with all local policies, where to find the most updated versions, and the implications of said policy on daily case management and services provided. A staff training plan must be submitted to the NWPA Job Connect annually.

The selected contractor(s) from this RFP will be expected to ensure that staff manages a reasonable caseload and provides follow-up to participants. Tracking of the number of caseloads per staff must be reported to the NWPA Job Connect monthly. Caseloads are categorized as active, engaged, inactive, and follow-up.

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.

The successful bidder(s) will be expected to work closely with the NWPA Job Connect to bring a community presence to the PA CareerLink® system. The NWPA Job Connect expects the successful bidder(s) to assist in building a workforce development system and ensure successful tracking in the state system of record (CWDS) and successful outcomes of individuals through the PA CareerLink® offices and any other contracted organization. It is expected that the successful bidder(s) will work in close partnership with NWPA Job Connect to:

- Deliver a high-quality, consistent set of services to job seeker and employer customers
- Ensure a mix of services that allows the system to serve a diverse customer base
- Coordinate services and funding to support customer access to and success in postsecondary education
- Support customers progress toward economic self-sufficiency and assist in moving job seekers from human services to workforce development by defining “work-ready”
- Promote industry sector and employer-driven strategies
- Maintain and consistently improve the integration of services and service providers within PA CareerLink®
- Ensure high levels of accountability, cost-efficiency, and innovation to maximize resources and customer satisfaction
- Focus on special populations and job seeker needs as identified in collaboration with NWPA Job Connect

- Enhance mobile and virtual service delivery and adopt other innovative approaches for service delivery using national best practices

The WIOA Title I contractor(s) will, at a minimum, provide or do the following:

- Monitor, track, and report service outcomes as a partner in the PA CareerLink® system
- Make customer eligibility determinations
- Provide supportive services and referrals as applicable
- Reconcile in-house reports with PA Labor and Industry reports
- Submit participant information and required reports prior to established deadlines
- Collaborate with NWPA Job Connect on the messaging, outreach, and branding of the Northwest PA CareerLink® system
- Maintain a strong working relationship with NWPA Job Connect and ensure NWPA Job Connect understands the changing needs of job seekers and employers for a responsive system
- Work with NWPA Job Connect to identify and engage strategic partners that address service gaps or enhance services as needed
- Maintain confidentiality of customer information to meet HIPAA and/or PII regulations and specific procedures required by law

As a partner in the local PA CareerLink® system, the contractor(s) will, at a minimum, provide or do the following:

- Act in the capacity of a required PA CareerLink® partner
- Provide appropriate staff in support of comprehensive PA CareerLink® sites as well as mobile service delivery
- Provide supervision as the employer of record to staff involved in the job seeker and employer services teams and allow the One Stop Operator and other partners the ability to provide functional supervision over staff
- Conduct outreach, recruitment, and orientation on PA CareerLink® services
- Define a service delivery plan, determine customer eligibility, conduct assessments, and offer career and training services
- Offer career counseling, placement assistance, and themed workshops on a continuous basis
- Work closely with NWPA Job Connect and local economic development agencies to implement a broad business services strategy that takes into account all partner activity

The NWPA Job Connect will maintain a separate and distinct contract with the WIOA One Stop Operator for the management of the local PA CareerLink® system.

Business Services to Employers

The successful bidder(s) will work with the NWPA Job Connect and the PA CareerLink® Business Service Team to increase market penetration, as well as awareness and utilization of the

many business services that are available to employers. The business services to be provided by the successful contractor(s) as part of the WIOA Title I Adult, Dislocated Worker, and Youth Program services contract include but are not limited to:

- Assessing business employment needs
- Sourcing local job openings
- Recruiting for and sourcing qualified candidates (e.g., employer recruiting event, hiring event, or candidate screening)
- Assisting businesses with other hiring needs
- Other workforce development services requested by business customers
- Offering skill assessments, as appropriate
- Cultivating employer engagement in workforce development, including industry partnerships
- Expanding opportunities for On-the-Job Training and apprenticeships, and pre-apprenticeships

In the most general of terms, the successful bidder(s) will develop value-added employer services that separate, in a positive manner, the PA CareerLink® from a crowded field of providers (both publicly and privately funded) similarly serving employers in our region. The successful bidder(s) will also increase the number of employers receiving business services, as well as the effectiveness of the services. Businesses should be targeted in those sectors identified by the NWPA Job Connect as strategic.

SECTION 2.B: PROGRAM DESIGN ELEMENTS-ADULT/DISLOCATED WORKER

WIOA Title I Adult / Dislocated Worker Program Elements

The successful bidder(s) will serve customers in the employment and skill development pathways by utilizing Basic and Individualized career services, as applicable.

A successful program will include the following program design elements:

- Focus on accountability for outcomes, especially job placements that lead to economic self-sufficiency for jobseekers either through the initial placement or through an established career pathway.
- Focus on building a workforce development system that leverages the multiple organizations and funding streams that exist, both through partnerships and through tracking/reporting of outcomes.
- Focus on connecting labor market intelligence with labor market information. This should include both WIOA case management and the Commonwealth Workforce Development System (CWDS) to effectively deliver quality talent to employers.

- Provide a strong service delivery plan in conjunction with all partners. The Northwest PA CareerLink[®] centers should have a service delivery plan that is clear to the NWPA Job Connect, job seekers, employers, and the general public. Triage, referrals, key points of transition, data mining of the state system, and outcomes of service should be considered for the centers with WIOA being one piece of the service delivery design.
- Partner with the NWPA Job Connect. The NWPA Job Connect expects to partner with its contractor(s) to ensure consistent service delivery, align employer outreach and services and to be notified when there is a need to develop or modify policies. Suggested areas for partnership include planning and implementation of WIOA, tracking and evaluating training and other service outcomes, engaging economic development in workforce strategies, assisting with addressing policy barriers, identifying, and assisting in the application for funding opportunities, as appropriate.
- Provide PA CareerLink[®] partnership that exemplifies flexibility, creativity, and innovation. The NWPA Job Connect seeks organizations that will go beyond minimum contractual obligations and demonstrate leadership, creativity, flexibility, and skillful communication to offer effective and efficient service delivery through PA CareerLink[®]. This includes incorporating technology to assist with eligibility, career services, etc., having flexibility and cross-training of staff, collaborating with local economic development, developing, and creating ideas for fee for service, and bringing national best practices into the service delivery plan.
- Meet and exceed local WIOA performance levels. All service components must be aligned with federal, state, and local performance requirements. Targets for measures are redefined annually by the federal and state government, as well as by the NWPA Job Connect. Contractor(s) will be held accountable for achieving all measures and targets. For details on WIOA performance measures, please refer to Appendix A.
- Provide internal monitoring for WIOA participant files and CWDS data entry on WIOA participants. This includes the TANF Youth Development Program files for the Title I contractor who is awarded the WIOA Youth Contract.

Customers of the PA CareerLink[®] system must know when walking into a center what services are provided on-site, what they may/may not be eligible for, and how PA CareerLink[®] can best meet their individual needs. A customer should have a clear understanding of all services available to them. The front-line staff should be knowledgeable about all available workforce development opportunities in the area, not only those that are offered through partner funding streams.

SECTION 2.C: CAREER AND TRAINING SERVICES

Career Services for eligible job seeker customers may include but are not limited to the following:

Career Services

- Determination of individual eligibility for services
- Outreach, intake, and orientation to the system
- Referral to PA CareerLink® partners, as well as other agencies as appropriate
- Computer-assisted assessment of skill levels, aptitudes, abilities, interests, and values mapped to the needs of local employers
- Information on supportive services and community resources
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas
- Information on certified education and training providers; local performance outcomes of service providers
- Information regarding filing claims for unemployment compensation
- Information on the eligibility requirements for all partner employment and training programs
- Information on how the local area is performing on the local performance measures
- Information regarding resource room usage
- Internet browsing for job, information, and training searches
- Up-front triage that informs and directs customers to the services
- Job search assistance workshops, placement assistance, and career counseling
- Staff-assisted job development
- Staff-assisted workshops and job clubs
- Job matching and referral (i.e., testing and background checks)
- Staff-assisted, customized assessment of knowledge, skills, abilities, and interests
- Development of an Individualized Employment Plan
- Group counseling
- Individual counseling and career planning
- Internships and work experience linked to careers
- Financial literacy services
- English language acquisition and integrated education and training programs
- Follow-up services, including counseling regarding the workplace, for participants in workforce activities authorized under this subtitle that are placed in unsubsidized employment, for not less than 12 months after the first day of the employment
- Case management
- Short-term Prevocational Services, including development of learning skills, basic computer literacy, communication skills, interviewing skills, punctuality, personal

maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training

Training Services

Training services are defined as services designed to equip individuals to enter the workforce and retain employment. Training services may be provided, as appropriate, to WIOA eligible adults, dislocated workers, and youth who have met the eligibility requirements. Training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. [The NWPA Job Connect sets the Individual Training Account \(ITA\) Policy.](#)

Training Services for eligible individuals may include:

- Occupational skills training, including training for nontraditional employment, provided through ITAs for adults and dislocated workers. This includes both individual and cohort-based training models
- Transitional jobs
- On-the-Job Training
- Apprenticeships
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Adult education and literacy activities, where they are integrated with other training services
- Customized training conducted with the commitment to employ the individuals upon successful completion of the training

TRAINING BENCHMARKS

The local area has established the following required benchmarks for local workforce development area training expenditures under WIOA:

Program Year (PY)	Percentage of local area’s WIOA allocation used to determine the amount a local area will expend on training services
2024-2025	30%
2025-2026	30%

SECTION 2.D: PROGRAM DESIGN ELEMENTS – YOUTH

The successful bidder will serve youth customers in the employment and skill development pathways. Customers will be enrolled into specific programs, as appropriate, based on their needs and eligibility.

WIOA Youth Program – Required Minimum Expenditures

- 1) Per WIOA, at least **75%** of local youth formula funds must be used to serve out-of-school youth; and
- 2) At least **20%** of local youth formula funds must be used for paid and unpaid work experiences, as described under the Youth Program Elements.

Note- Any changes in required expenditure percentages between Out of School Youth and In School Youth funding made during the contract will have to be adhered to by the contractor.

Youth Program Design Elements must include:

- 1) Objective assessment;
- 2) Development of service strategies and goals directly linked to one or more of the performance indicators;
- 3) Activities leading to the attainment of a secondary school, diploma, or its recognized equivalent, or a recognized postsecondary credential;
- 4) Preparation for postsecondary educational and training opportunities;
- 5) Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311));
- 6) Occupational education that leads to the attainment of recognized postsecondary credentials;
- 7) Preparation for unsubsidized employment opportunities, in appropriate cases; and
- 8) Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

WIOA Youth Program Elements:

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, NWPA Job Connect is competitively procuring youth program elements consisting of:

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate;
- 3) Paid and unpaid work experiences that have as a component academic and occupational education, which may include
 - a. summer employment opportunities and other employment opportunities available throughout the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. on-the-job training opportunities;

- 4) Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 7) Supportive services;
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- 11) Financial literacy education;
- 12) Entrepreneurial skills training;
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Activities that help youth prepare for and transition to postsecondary education and training.

Additional Youth Program Requirements:

- 1) **Temporary Assistance for Needy Families (TANF) Youth Funding:** TANF funding for either year-round services or summer program services may be made available through the commonwealth. These funds are allocated annually, if available. TANF program services will be provided by the successful WIOA Title I Program Services Contractor through the TANF funding stream. For purposes of this RFP, a funding estimate is provided on page 6. TANF Program services provide participants with opportunities that promote leadership and decision-making skills, as well as to help guide careers and post-secondary education, offer emotional support and mentorship. The TANF Youth Development Funding Program may be undergoing changes, which may impact who is to be served and the eligibility criteria. If final guidance is provided to NWPA Job Connect prior to the application deadline, information will be shared via <https://www.nwpajobconnect.org/grants-rfps>. If the guidance comes after, the information will be shared with the selected contractor(s). The contractor(s) will be expected to integrate and execute on any changes to TANF that occur during the performance period.
- 2) **Information and Referrals:** Potential providers of youth services must ensure that each eligible youth applicant shall be provided—
 - a. Information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those providers or partners receiving funds under this subtitle; and

- b. Referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.
- 3) **Applicants Not Meeting Enrollment Requirements:** Each eligible provider of a program of youth workforce development activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.
 - 4) **Involvement in Design and Implementation:** Providers shall ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the youth program design requirements.
 - 5) **Non-interference and Non-replacement of Regular Academic Requirements:** No funds shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.
 - 6) **Linkages:** Providers shall establish linkages with local educational agencies responsible for services to participants as appropriate.
 - 7) **Volunteers:** Providers shall make opportunities available for individuals who have successfully participated in programs carried out under this section to volunteer assistance to youth participants in the form of mentoring, tutoring, and other activities.

SECTION 2.E: WIOA TITLE I PROGRAM SERVICES CONTRACTOR DELIVERABLES

- Transition Plan, including mobile CareerLink implementation plan
- Annual Budget
- Staff Training Plan
- Monthly Reports to NWPA Job Connect
- Out of School Youth Best Practices Plan and Service Strategy
- Business/Employer Outreach Plan

SECTION 2.F: WIOA TITLE I PROGRAM SERVICES CONTRACTOR EVALUATION CRITERIA

POINTS	EVALUATION CRITERIA
10	<u>Summary of Proposed Services:</u> The extent to which the respondent’s proposed services correspond to the service needs of the NWPA Job Connect.
20	<u>Organizational Capacity:</u> 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 a WIOA Title I Adult, Dislocated Worker, and Youth Program services contractor under WIA or WIOA; and/or experience delivering workforce development services. Evidence should include previous experience with program integration, case management, and successful data tracking and

	performance outcomes. Ability of organization to assist NWPA Job Connect with maintaining successful certifications, designations, etc.
40	<u>Program Design, Approach, and Implementation</u> : The extent to which the proposed plan meets the expectations of the roles of the WIOA Title I Adult, Dislocated Worker, and Youth Program Services Contractor in this RFP. Includes the respondent’s capacity to facilitate communication and collaboration among the partners to achieve common goals.
10	<u>Tracking Performance Measures and Monitoring</u> : The extent to which the proposed plan demonstrates the respondent’s ability to achieve the performance goals, outcomes, tracking and monitoring. Performance results, including by targeted population, as well as past performance, if applicable.
10	<u>Budget Justification and Leveraging</u> – The extent to which the proposed budget will realistically finance the services and goals for the WIOA Title I Adult, Dislocated Worker and Youth Program services contractor, cost of proposal, and risk. Also includes identification of leveraged funding or a pledge for matching funds.
10	<u>Transition Plan</u> – The extent to which the proposed transition plan and timeline minimizes disruption to job seekers, employers, and the local PA CareerLink® system and provides for a smooth and seamless transition.
100	TOTAL POINTS

The maximum number of points any proposal can receive is 100.

SECTION 2.G: WIOA TITLE I PROGRAM SERVICES CONTRACTOR ELIGIBILITY

Eligible applicants include government, business, non-profit, for-profit, education, community and technical college, and faith-based organizations with demonstrable ability and experience in designing, implementing, and administering successful workforce development programs targeted to WIOA Title I eligible job seeker and employer customers. WIOA fund management and performance outcomes are rigorous and are regularly monitored by the NWPA Job Connect.

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.H: WIOA TITLE I ADULT, DISLOCATED WORKER AND YOUTH PROGRAM SERVICES PROPOSAL NARRATIVE QUESTIONS

Proposal narratives in this section are limited to 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 WIOA Title I Adult, Dislocated Worker, and Youth Program services, including business services, correspond to the service needs of the local PA CareerLink® and the NWPA Job Connect
1.B	Briefly describe proposed services
1.C	Describe how your organization will incorporate TANF Youth Development Programs into WIOA Title I Youth and Adult Programs

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 and the targeted populations you have served
2.D	Describe your WIOA and/or related experience and capacity to serve customers from varied backgrounds including employers, veterans, older individuals, individuals with low literacy levels, individuals with disabilities, those with limited English proficiency, recipients of public assistance, single parents, youth, and ex-offenders
2.E	Describe the areas of your experience that have been most successful in helping various targeted populations to reach their employment goals
2.F	Indicate your understanding and adherence to federal and state laws/regulations, as well as local policies
2.G	Identify the full-time Workforce Development Director committed only to Title I WIOA program services as the liaison between the WIOA Title I program services contractor and the NWPA Job Connect. Include a job description and resume.
2.H	Attach an organizational chart of the proposed structure
2.I	Describe any potential Conflicts of Interest and/or how you will handle any future potential conflicts of interest

NARRATIVE SECTION 3: PROGRAM DESIGN, APPROACH, AND IMPLEMENTATION

3.A	Describe how the WIOA Title I activities being proposed will be coordinated with business, industry, labor organizations, and economic development partners in the local area
3.B	Include a detailed description of your approach to sustaining and strengthening mobile and virtual service delivery, partnering, and coordinating efforts with various agencies
3.C	Explain the composition of staff including number of staff that will provide direct customer service such as case managers and business services. Include support staff configuration as well as anticipated supervisory staff structure.
3.D	Outline the experience, education, and background requirements of staff to substantiate the quality and integrity of the services and activities that you will provide.

3.E	Describe your staff compensation plan, ensuring that salaries of skilled and experienced case management staff exceed the maximum salaries allowable for income-based eligibility for WIOA services.
3.F	Describe your approach to ensuring effective program integration and facilitating communication, collaboration, and outreach for developing and maintaining community partnerships, especially across multiple counties
3.G	Describe your sector-based employer outreach strategy for guiding and strengthening business services to the employer and provide an example of the benefit your agency can bring to the business customer
3.H	Describe your business experience and capability to serve employer customers from various size companies and industries and how your services will meet the workforce development needs of local employers
3.I	Describe your approach to supporting all partners in achieving program goals
3.J	Describe your suggestions for measuring performance of this contract
3.K	Describe your plan to provide effective outcome-based career counseling, supportive services, case management, and follow-up with job seeker customers.
3.L	Describe the outreach approach you will take for On-the-Job Training, customized job training, tax credits, apprenticeships, pre-apprenticeships, and related employer resources.
3.M	Describe the strategy you will employ in penetrating new business markets.

NARRATIVE SECTION 4: TRACKING, PERFORMANCE MEASURES AND MONITORING

4.A	Describe the management system you will use to monitor and verify that performance measures are met.
4.B	Describe the process for accurate and timely data entry of customer information into the system of record (CWDS), as well as any in-house data management system. Who will be charged with this task? Ensure that service codes are being entered consistently across all PA CareerLink® sites.
4.C	Describe internal systems to be used to identify operational problems and how corrective actions will be taken to improve performance issues as necessary.
4.D	Describe your plan and commitment that enables regular, ongoing personal contact and communication with NWPA Job Connect staff and as needed, with customers at all locations.

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

NARRATIVE SECTION 6: TRANSITION PLAN

6.A	Describe your plan for working with the NWPA Job Connect to notify all customers, partners, employees, providers, and other community agencies about changes
6.B	Describe your plan for providing uninterrupted WIOA services and activities to customers
6.C	Describe your transition timeline that includes full operation of the contract by July 1, 2025. At a minimum include 1) hiring of staff; 2) training of staff; 3) preparation of space that includes electronic access for all staff available, email accounts assigned, moving time and readiness to begin functions; 4) begin case management for existing cases; 5) begin accepting new applicants/referrals; and 6) full operation in place; all services functional, all agreements in place

SECTION 2.I: WIOA TITLE I PROGRAM SERVICES CONTRACTOR PROPOSAL OUTLINE

	<u>Page Limits</u>
• Proposal Cover Sheet	(1 page)
• Table of Contents, including page numbers and major headings	(2 pages)
• Narrative Section 1: Summary of Proposed Services	
• Narrative Section 2: Organizational Capacity	
• Narrative Section 3: Program Design, Approach, and Implementation	
• Narrative Section 4: Tracking Performance Measures and Monitoring	
• Narrative Section 5: Budget Justification and Leveraging	
• Narrative Section 6: Transition Plan	

(Total of Narrative Sections 1 – 6 above is 15 total pages)

• Funding Reference Sheet	(1 page)
• Past Performance	(1 page)
• Budget Form	(2 pages)
• Budget Narrative	(2 pages)
• Organizational Chart	(1 page)
• Staffing Plan/Job Descriptions /Resumes	(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 – 6 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

The NWPA Job Connect anticipates negotiating and awarding contract(s) during May through 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 a Statement of Work.

Successful bidders must be prepared to deploy services immediately following the award of a contract. This RFP is for a one-year contract and may be renewable on an annual basis based on performance and available funding at the discretion of the NWPA Job Connect and CLEOs.

The terms of the WIOA Title I program services contract, and the separate and distinct One Stop Operator contract may be staggered to ensure continuity of the local PA CareerLink® system.

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.

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 the 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 the 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 the NWPA Job Connect.

SECTION 3.D: CONFLICT OF INTEREST

The NWPA 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 NWPA 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 the local NWPA 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 NWP Job Connect approval	March 14, 2025
Contract negotiation	May-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 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 Title I Adult Dislocated Worker Youth Program Services 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. EST. 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 WIOA Title I Adult, Dislocated Worker, and Youth Program Services 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 is awarded a contract must seek approval from the NWPA Job Connect to change such partnerships or joint ventures during the term of the contract.

The NWPA 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.

Subcontractors to the Successful Bidder: Except for TANF funding awarded as part of the Title I program services contract(s) and any other program service elements that may require cross-agency collaboration to meet program and performance requirements, the selected contractor(s) will not be permitted to utilize subcontractors for providing program services staff for the WIOA Title I program services.

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

The NWPA 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 the NWPA Job Connect within five (5) working days of the award announcement addressed to the Executive Director for review and to determine merit. 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 NWPA Job Connect. The decision made by NWPA 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 on an annual basis based on performance and available funding at the discretion of NWPA Job Connect and CLEOs.
4. NWPA Job Connect reserves the right to accept or reject any or all proposals, in whole or in part, for any reason whatsoever.
5. NWPA Job Connect reserves the right to negotiate with any and all bidders on modifications to proposals.
6. NWPA Job Connect reserves the right to waive informalities and minor irregularities in the proposals received.
7. This RFP does not commit NWPA 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 NWPA Job Connect during this funding period.

9. NWPA 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 the NWPA Job Connect.
10. Proposals must follow the format set forth in this RFP and adhere to the minimum requirements specified therein.
11. NWPA 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 the 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 the 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 the 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(s) 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's 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 seven 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 the 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 the 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.
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 designee reserves the right to examine any records at any time.

SECTION 5: RFP FORMS

REQUIRED PROPOSAL FORMS CHECKLIST:

WIOA Title I Program Services

- Proposal Cover Sheet / Statement of Certification
- Table of Contents
- Proposal Narrative Questions Response
- Funding Reference Sheet
- Past Performance Form
- 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
- Past Performance 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 _____ % of total budget (Profit limited to 10% of total costs)	
RFP Proposal Being Submitted For: _____ WIOA Title I Adult, Dislocated Worker, and Youth Program Services	
Brief Description of Project:	
Type of Organization (check all that apply): School District/Local Education Agency Community Based Organization Governmental Agency/Public Agency Private Nonprofit Corporation _____ Private For-Profit Corporation _____ 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 the 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

(Link to RFP Budget Summary above)

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 the 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 is required for each PA CareerLink® location. The successful contractor(s) will need to collaborate in the completion of an operational budget for each PA CareerLink® where they are collocated. However, for purposes of this RFP, PA CareerLink® overhead costs associated with the Infrastructure Funding Account 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® 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 the 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.

TRAINING BENCHMARKS

The following are required benchmarks for local workforce development area training expenditures under WIOA:

Program Year (PY)	Percentage of local area’s WIOA allocation used to determine the amount a local area will expend on training services
2024-2025	30%
2025-2026	30%

Please describe any plans to provide any eligible services for Adult, Dislocated Worker and Youth participants through community partners. Identify the community partners and explain how these funds will be used for such community partner services.

The County of Venango is the fiscal agent for the 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

Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

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 The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(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

PAST PERFORMANCE FORM
WIOA TITLE I ADULT/DISLOCATED WORKER/YOUTH PROGRAMS

Does your organization have experience operating a program similar to the WIOA Title I Adult, Dislocated Worker, and Youth Program services as described in this RFP?

___Yes ___No

If yes, please provide the following information:

Period of Performance: From _____ To _____

Name of Program: _____

Program Funded By: _____

Number of Participants Served: _____

Entered Employment Rate: _____

Employment Retention Rate: _____

Number of Employer Customers Served: _____

Outcomes of Employer Customers Served: _____

APPENDIX A – WIOA Common Measures

Currently, there are six common measures required by The Workforce Innovation and Opportunity Act (WIOA) 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. The NWPA Job Connect negotiates WIOA performance levels with the PA Department of Labor and Industry annually.

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)	\$6750
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)	\$3300
Credential Attainment Rate	39.0%
Measurable Skill Gains	46.0%
Effectiveness in Serving Employers (Starts in PY 24)	Baseline