

WIOA Title I Adult, Dislocated Worker, and Youth Program Services Request for Proposal (RFP)



Carrie Symes, Equal Opportunity Officer: 1174 Elk Street, PO Box 831 Franklin, PA 16323, 814-758-0659 or 711. WIOA Equal Opportunity Employer/program; auxiliary aids and services are available upon request to individuals with disabilities. This Request for Proposal is 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor, as part of a \$4,993,899 award with \$0 (0%) financed from non-governmental sources.

Disclaimers

- The RFP and related documents provide the official record.
- Slides offer highlights of the RFP content and will be posted.
- Updated Q&A document will be posted following the conference at www.nwpajobconnect.org/grants-rfps/
- See pages 30-33 in the RFP for disclaimers and provisions associated with this RFP.
- RFP awards are dependent on the availability of funding.

Agenda

Introductions

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Q & A Process

Questions must be submitted by December 30, 2024 to the email participate@nwpajobconnect.org

Any questions added to the Chat during the bidder's conference will not be answered. All questions must be submitted to participate@nwpajobconnect.org

All questions and answers will be published at www.nwpajobconnect.org/grants-rfps/

RFP Timeline

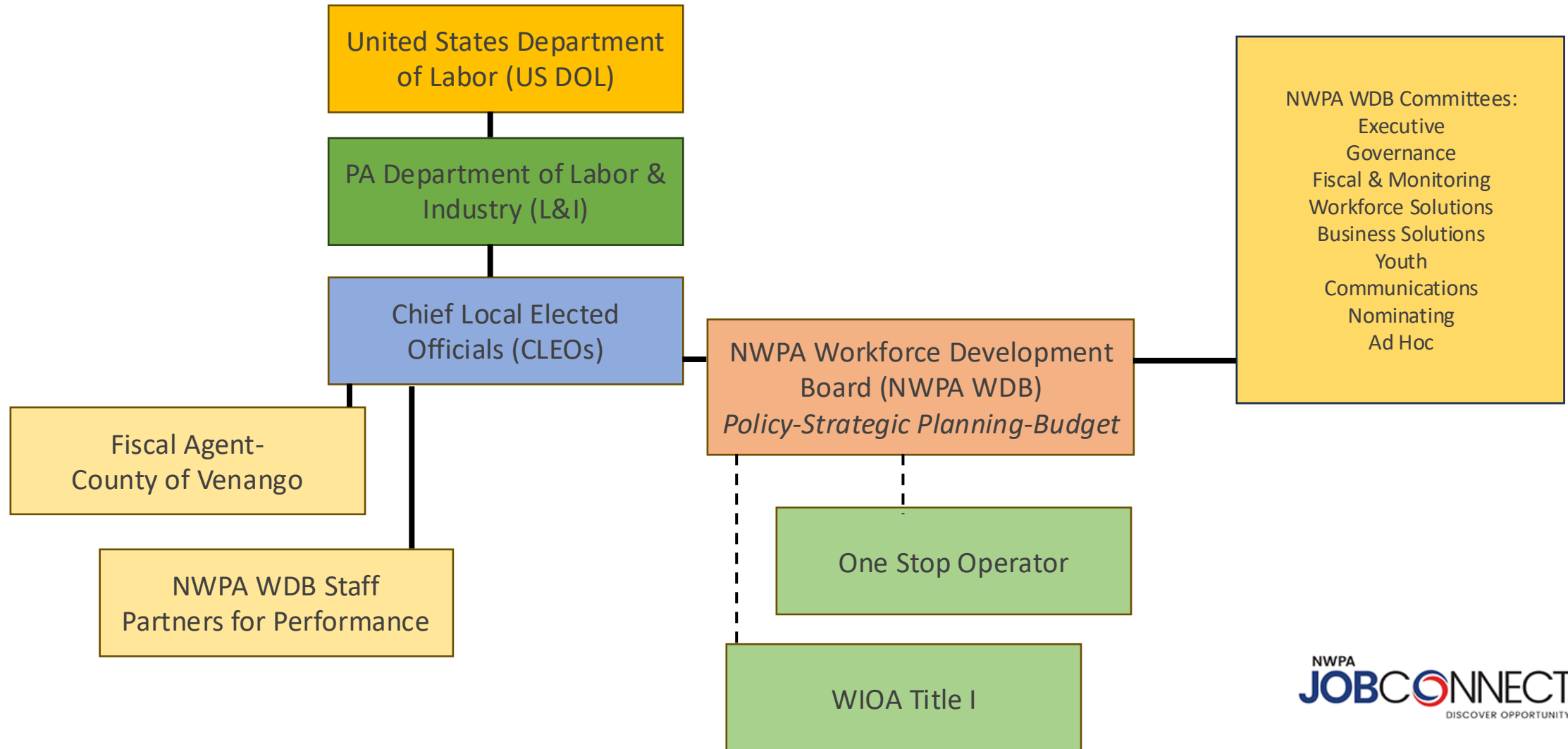
RFP released	November 18, 2024
Bidder's Conference	December 11, 2024
Letter of Intent	December 30, 2024
Last day to submit RFP questions	December 30, 2024
PROPOSAL DEADLINE	January 10, 2025 at 11:00 AM EST
Proposal evaluation process	January through February 2025
Contract recommendation presented for NWPA Job Connect approval	March 14, 2025
Contract negotiation	May-June 2025
Program implementation	July 1, 2025

participate@nwpajobconnect.org

Proposal

- The proposal is for the WIOA Title I Adult, Dislocated Worker, and Youth Program Services.
- Youth Program Services will also include the TANF Youth Development Program.
- Ensure proposals follow the guidelines listed in the RFP.
- Proposals must be received by email to participate@nwpajobconnect.org by January 10, 2025. No exceptions.
- Incomplete/late proposals will be administratively rejected.
- The One Stop Operator RFP is a separate RFP.
- The contract period is July 1, 2025-June 30, 2026.

Organizational Structure



Deliverables

- Provide a system wide approach that will maximize resources and provide a comprehensive array of services to the targeted populations.
- Six WIOA Common Measures to meet and/or exceed:
 - Employment Rate 2nd Quarter after Exit
 - Employment Rate 4th Quarter after Exit
 - Median Earnings-2nd Quarter after Exit
 - Credential Attainment
 - Measurable Skills Gains
 - Effectiveness in Serving Employers (New and baseline)
- Provide Career Services, Training Services, and Business Services, 14 Youth Program Elements
 - See RFP for more detailed information about these services.

Deliverables

- Training Services - 30% of the WIOA allocation must be spent on training services.
- WIOA Youth- At least 75% of local youth formula funds must be used to serve Out of School Youth
 - Any changes in required expenditure percentages between Out of School and In School Youth funding made during the contract must be adhered to by the contractor.
- WIOA Youth - 20% WEX Expenditures
- TANF Youth Program – Allows for the use of subcontractors.

Sites/Public Access

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

Public Access Sites:

- Multiple Agencies and Libraries across the six-county region.
- Set times and can also be by appointment.
- ADA Workstations available.

Mobile/Virtual Service Delivery

Mobile Service Delivery:

- Multiple Agencies and Libraries across the six-county region.
- Designated staff provide services at these locations at set times as well as appointments.
- PII/Confidentiality policies and regulations must be followed.
 - Locked boxes/bags are required for transporting documentation.
 - Staff equipment is also required.

Virtual Service Delivery- Currently Ring Central is being utilized.

- Electronic Signatures are acceptable.

Workshop Delivery:

- Both on site and virtual

Budget/Contract

The RFP Budget Summary Form must be completed. Can be found on the Grants page of the NWPA Job Connect website.

The County of Venango serves as the fiscal agent for NWPA Job Connect and as such is the official grantee of WIOA Title I funds.

All costs reflected in the budget must be necessary and reasonable.

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.

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.

Budget/Contract Continued

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.
- Statement of Work is part of the contract.

Funding Estimates

WIOA Title I Dollars: \$4,918,366.47

Funding Stream	Erie	Rural
Adult	\$706,428.22	\$643,350.54
Dislocated Worker	\$709,925.16	\$646,451.60
Youth	\$780,548.35	\$709,079.71
TANF Youth	\$374,014.41	\$348,568.48

Note** The above amounts exclude the Title I dollars afforded to support the Infrastructure Funding Agreement (IFA).

WIOA Title I Program Services Contractor Eligibility

The following applicants are eligible:

- ❖ Government
- ❖ Business
- ❖ Non-Profit
- ❖ For-Profit
- ❖ Education
- ❖ Community and Technical College
- ❖ Faith-based Organizations

Opportunities will be provided for:

- ❖ Small businesses
- ❖ Minority-owned firms
- ❖ Women's business enterprises
- ❖ (these entities should consider collaborating with larger agencies or consortiums of small businesses when a contract for bid is too large for one firm to handle individually).

Proposal Submission Information

Deadline for Submission : January 10, 2025 at 11:00 AM EST

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
- ❖ 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

Proposal Information Continued

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. 15 pages is the maximum number of 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) (resumes are not counted in the page limits)
• 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	(not counted in the page limits)

Note: 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.

Scoring/Evaluation Criteria

- Proposals will be reviewed and scored by the NWPA Job Connect Ad Hoc RFP Committee.
- RFP awards are dependent on the availability of funding.
- Categories being scored with point values: (reference pages 20-24 of the RFP)
 - Summary of Proposed Services- 10 points
 - Organizational Capacity -20 points
 - Program Design, Approach, and Implementation- 40 points
 - Tracking, Performance Measures, and Monitoring -10 points
 - Budget Justification and Leveraging- 10 points
 - Transition Plan- 10 points

Thank You/Closing Remarks

Thank you for attending the Title I Adult, Dislocated Worker, and Youth Program Services Bidder's Conference.

Questions must be submitted to participate@nwpajobconnect.org no later than December 30, 2024.

All questions and answers will be posted at www.nwpajobconnect.org/grants-rfps/

Last day to submit Proposals is January 10, 2025 by 11:00 AM EST to participate@nwpajobconnect.org