



**Request for Proposals (RFP)
One-Stop Operator**

**North Central Workforce Development Area
DBA Workforce Solutions for North Central PA**

RFP SUMMARY: Workforce Solutions for North Central PA serving as the Local Workforce Development Board is seeking a One-Stop Operator to oversee and improve the delivery of workforce services at the PA CareerLink® and Affiliate Sites for the North Central Workforce Development Area. The North Central WDA includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter.

RFP ISSUE DATE	Wednesday, January 4, 2024
PROPOSAL DUE DATE	Friday, March 8, 2024 by 3:00 pm
DEADLINE FOR QUESTIONS	The deadline for questions is Wednesday, February 7, 2024, at 3:00PM EST. Questions and/or inquiries must be submitted to Donna Hottel via email to dhottel@ncwdb.org ; Subject Line must read: Questions: <i>One Stop Operator Proposal</i>
RESPONSES TO QUESTIONS	Responses to all questions will be compiled and sent to all inquirers on Friday, February 9, 2024.
PROPOSAL SUBMISSION PROCESS	Proposals can be submitted by: By Mail: 425 Old Kersey Road, Kersey PA 15846 By Email: dhottel@ncwdb.org Subject Line must read: <i>One Stop Operator Proposal</i>
RFP WEBSITE / STEVENS AMENDMENT	www.workforcesolutionspa.com Stevens Amendment – the One Stop Operator bid solicitation is federally supported by the US Department of Labor and the US Department of Health and Human Services as part of an award totaling \$1,018,367.33 with \$9,600 (0.94%) state local and/or non-governmental funds.

TABLE OF CONTENTS

1. The Opportunity

1.1	Summary	3
1.2	Background	3
1.3	Outcome Goals.....	4
1.4	Award Terms	5
2.	Scope of Work.....	6
2.1	Services to be Provided.....	6
	Service Requirements	6
	General Requirements	8
2.2	Performance Metrics and Contract Management	10
	Performance Metrics	10
	Contract Performance Monitoring.....	12
3.	Submission	13
3.1	Proposal Checklist	13
3.2	Submission Instructions	14
4.	How to Apply.....	14
5	How We Choose.....	19
5.1	Minimum Qualifications	19
5.2	Evaluation Criteria	20
5.3	Selection Process, Award, and Protest Procedures	21
	Selection Schedule	21
	Selection and Award Process	22
	Protest and Appeals Process.....	22
6	Terms and Conditions	23
7	Appendix	23
	Appendix A Assurances and Certifications.....	26
	Appendix B Concurrence of Collective Bargaining Agent.....	28
	Appendix C Certification Regarding Drug-Free Workplace Requirements.....	29
	Appendix D Lobbying Certification Form.....	31
	Appendix E Certification Regarding Debarment, Suspension and Ineligibility.....	32

1. The Opportunity

1.1 Summary

The purpose of this Request for Proposal (RFP) is to seek a qualified One-Stop Operator to oversee and improve the delivery of workforce services at the PA CareerLink® and Affiliate Sites for the North Central Workforce Development Area. The One-Stop Operator effectively manages operations and coordinates services at One-Stop Career Centers, known as PA CareerLink® and Affiliate Sites in Pennsylvania, and serves as the established WIOA role of the One-Stop Operator.

1.2 Background

North Central Workforce Development Area Overview

The North Central Workforce Development Board (WDB) is comprised of private-sector business, social service, education, labor, economic development, and community-based organization representatives. The purpose of the Board is to provide strategic oversight, direction, and focus to the employment and training services provided to residents and employers of the 6 counties that comprise the North Central Workforce Development Area (WDA) – Cameron, Clearfield, Elk, Jefferson, McKean and Potter Counties.

Workforce Solutions for North Central PA

Workforce Solutions serves as the Local Workforce Development Board (LWDB) responsible for the oversight, planning and evaluation of the workforce system in the North Central WDA. Created to implement the Workforce Investment Act (WIA) of 1998, now known as the Workforce Innovation and Opportunity Act of 2014 (WIOA), Workforce Solutions is not only a business-led regional board serving as the fiscal agent for WIOA funding but is also responsible for directing other federal, state, and local funding to workforce development program; identifying the needs of the local job market; overseeing the PA CareerLink® centers in our region as well as developing a strategic plan for region and implementing initiatives that grow our economy and provide education and training opportunities for today's workforce.

One-Stop Operator Overview

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers, and other stakeholders in the United States, primarily administered by the US Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. All qualified parties interested in applying in response to this RFP must be familiar with the goals and requirements of WIOA and all its implementing guidelines; the selected bidder must follow and comply with all rules and regulations therein.

Problem Statement

Workforce Solutions requires a One-Stop Operator to oversee and improve the delivery of workforce services at the PA CareerLink® and Affiliate Sites, as well as comply with Workforce Innovation and Opportunity Act (WIOA) regulations. It should also provide operational experience, reach performance goals (WIOA training performance, customer satisfaction and engagement, partner collaboration), and ensure seamless service delivery for customers and workplace operations for CareerLink® employees within North Central WDA.

One-Stop Operator will oversee and improve the delivery of workforce services at the PA CareerLink® and Affiliate Sites, as well as comply with Workforce Innovation and Opportunity Act (WIOA) regulations. It should also provide operational experience, reach performance goals (WIOA training performance, engagement benchmarks, customer satisfaction and engagement, partner collaboration), and ensure seamless service delivery for customers and workplace operations for PA CareerLink® employees within the North Central WDA.

A One-Stop Operator is critical to address the challenges faced by a diverse population that include single parents, older adults, and youth with barriers to employment, as these populations face barriers to employment including limited childcare options, transportation, and a technology gap. Workforce Solutions is also seeking to improve the diverse service delivery challenges of rural, metropolitan, and micropolitan statistical areas within Cameron, Clearfield, Elk, Jefferson, McKean and Potter counties, including the transportation and technology gap issues.

The Operator must have WIOA and Workforce Development administrative expertise and the ability to effectively communicate with a diverse set of providers. The RFP also aims to secure a One-Stop Operator who will bring strategic focus and operational excellence to address the gap between the current state and the desired outcome of improved workforce services for the North Central WDA. Historically, the Area has not focused on programmatic implementation and strategy questions, as it also had to rely on its own staff to check in on one-stop-shop operations. In this RFP, we intend to have clear role delegation.

1.3 Outcome Goals

- **Oversee and assist in improving and maintaining employment and training outcomes** (Employment 2nd Quarter, Employment 4th Quarter, Median Earnings, Credential Attainment, Measurable Skill Gains) at PA CareerLink® and Affiliate sites for target populations, which include but are not limited to single parents, youth, older adults, WIOA, TANF, and OVR eligible individuals that are seeking to obtain training services, secure and retain employment through workforce development services.
- **Improved Performance Monitoring and Collaboration:** Implement a system for tracking, assessing, and reporting on key performance indicators (KPIs) on a monthly and quarterly basis developed with Workforce Solutions to continuously improve service delivery and ensure WIOA compliance.
- **Enhanced Customer Service and Communication:** Improve customer satisfaction of the North Central Workforce Development Area customers (as measured in surveys) by collaborating with WDB staff and board members on innovative methods of outreach and program development that attract and maintain new users.

- **Increase transparency and communication** between provider and board by proactively collecting performance data and operational insight in conjunction with Workforce Solutions Administration staff to share and discuss with the WDB and PA CareerLink® Partners.

1.4 Award Terms

- **Duration of Contract:** The duration of the contract for the One-Stop Operator shall be for a fixed period commencing on July 1st, 2024, and ending on June 30th, 2025. This contract shall cover twelve (12) months, with the possibility for renewal for a period of up to three (3) years at the discretion of Workforce Solutions. Upon completion of the contract term, a new procurement process may be initiated in 2025.
- **Availability of Funds:** \$40,000.00
- **Contract Type:** The One-Stop Operator contract shall be awarded on a reimbursement basis. The selected contractor shall be reimbursed for all allowable and reasonable direct costs incurred during the performance of the contract, plus an agreed-upon rate to cover indirect costs. The rate shall be negotiated at the time of the award and is not subject to change. All costs incurred must be in the approved budget in order to be eligible for reimbursement.
- **Award Selection:** Only one (1) award will be given for the One-Stop Operator contract. The award selection will be based on the evaluation of proposals submitted in response to the RFP, in accordance with the evaluation criteria outlined in the RFP documentation. The award will be made to the bidder whose proposal is determined to be the most advantageous to the procuring entity, considering both technical and cost factors.
- It is expressly understood and agreed by the parties that there may be renewal options available for the One-Stop Operator contract at the discretion of Workforce Solutions and based upon the performance of the chosen One-Stop Operator. The procuring entity reserves the right to initiate a new procurement process in 2025 to select a One-Stop Operator for the subsequent contract term.
- **Governing Law and Regulations:** The One-Stop Operator contract shall be governed by and construed in accordance with the laws and regulations of the area in which the procuring entity operates. The contractor shall be required to comply with all applicable federal, state, and local laws, rules, and regulations, as well as any additional requirements set forth by the procuring entity.
- **Termination and Suspension:** The procuring entity reserves the right to terminate or suspend the One-Stop Operator contract, in whole or in part, at any time during the contract period, for convenience or for cause, in accordance with the termination and suspension provisions outlined in the RFP and the resulting contract. In the event of termination or suspension, the contractor shall be entitled to receive reimbursement for all allowable and reasonable costs incurred up to the date of termination or suspension, subject to any applicable setoffs or deductions.
- **Modifications:** No modifications to the terms and conditions of the One-Stop Operator contract shall be binding unless made in writing and signed by the authorized representatives of both the procuring entity and the contractor. Any requested modifications must be submitted in accordance with the procedures and requirements outlined in the RFP and the resulting contract.

- **Indemnification and Insurance:** The contractor shall indemnify and hold harmless the procuring entity, its officers, agents, and employees from all claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of or in connection with the contractor's performance of the One-Stop Operator contract. The contractor shall also maintain sufficient insurance coverage, as specified in the RFP, to protect against any risks associated with the contract's performance.

2. Scope of Work

The purpose of this Request for Proposal (RFP) is to seek a qualified One-Stop Operator to oversee and improve the delivery of workforce services at the PA CareerLink® and Affiliate Sites for the North Central Workforce Development Area. The Operator will also be responsible for ensuring compliance with Workforce Innovation and Opportunity Act (WIOA) regulations, improving performance monitoring and collaboration, and enhancing customer service and communication. The goal is to improve employment and training outcomes for target populations, which include but are not limited to single parents, youth (Age 14-24), older adults, WIOA, TANF, and OVR eligible individuals, and to improve coordination of services and communication amongst PA CareerLink® offices, Affiliate sites, and the Workforce Development Board.

2.1 Services to be Provided

The Services provided by the North Central WDA One-Stop Operator will include:

- Effectively manage operations and coordinate services at One-Stop Career Centers, known as PA CareerLink® centers in Pennsylvania, as well as serve as the established WIOA role of the One-Stop Operator.
- Communicate and collaborate with Workforce Solutions and the North Central Workforce Development Board regarding Operator functions, goals, and performance metrics.
- Work with Workforce Solutions staff and WIOA providers to oversee quarterly WIOA performance metrics.
- Continuously improve customer service and staff development for PA CareerLink® and affiliate sites by monitoring foot traffic, customer trends, and reviewing customer complaints, feedback, and surveys.
- In compliance with the Workforce Innovation and Opportunity Act (WIOA), the Operator shall ensure that both basic universal and individualized intensive career and business services are available based on job seekers and employers' needs.

Service Requirements

One-Stop Operator Management and Coordination

- Manage the day-to-day operations of PA CareerLink® centers, ensuring a seamless and customer-centric service delivery model.
- Coordinate services among WIOA partners, community-based organizations, and other stakeholders to provide comprehensive support for job seekers and employers.

- Implement policies, procedures, and service delivery strategies in alignment with WIOA regulations and NCWDB goals and priorities.

Communication and Collaboration

- Maintain regular communication with Workforce Solutions' staff and NCWDB to discuss operator functions, goals, and performance metrics.
- Collaborate with WIOA providers to support the development and execution of integrated service strategies, including sharing best practices and identifying areas for improvement.

Performance Metrics and Continuous Improvement

- Oversee the collection, analysis, and reporting of quarterly WIOA performance metrics, ensuring compliance with federal, state, and local reporting requirements.
- Identify opportunities for continuous improvement in customer service and staff development by monitoring foot traffic, customer trends, and reviewing customer complaints, feedback, and surveys.
- Implement strategies to address identified areas for improvement, working with PA CareerLink® staff and partners to enhance service quality and customer satisfaction.

Service Delivery

- Ensure the availability of both basic universal and individualized intensive career and business services based on job seekers and employers' needs, as mandated by WIOA.
- Facilitate access to comprehensive support services, including job training, education, and employment resources, to help job seekers overcome barriers to employment and achieve their career goals.

High-Level Work Plan and Performance Schedule (Subject to Negotiation)

- Contract Start Date: 07/01/2024.
- Initial Operator Training and Onboarding: Within 30 days of contract start date
- First Quarterly WIOA Performance Metrics Report: Within 45 days of contract start date.
- Customer Service Improvement Plan Development: Within 60 days of contract start date.
- Ongoing Quarterly WIOA Performance Metrics Reporting: Due 15 days after the end of each quarter
- Annual Program Evaluation and Report: Due 30 days before the contract anniversary date
- Contract End Date: 06/30/2025
- Additional Key Service Aspects

The selected vendor should demonstrate experience in workforce development, One-Stop Operator management, and compliance with WIOA regulations. They should also have a strong commitment to customer service and the ability to collaborate effectively with diverse stakeholders, including government agencies, community organizations, and private sector partners.

General Requirements

A. Legal Requirements

- Compliance with local, state, and federal regulations, including the Workforce Innovation and Opportunity Act (WIOA), Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) laws.
- Adherence to all applicable licensing, permitting, and reporting requirements for workforce development services.
- Implementation of policies and procedures that ensure the protection of client confidentiality and privacy in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other relevant privacy laws.

B. Staffing and Organizational Requirements

- The staffing model should include a diverse team of professionals with experience in workforce development, case management, and job training services.
- Location of staff must be at the PA CareerLink® centers and any affiliate sites within the North Central WDA.
- Supervision and management of staff should ensure accountability, adherence to service standards, and continuous professional development.
- Pre-employment screening, including background checks and reference verification, must be conducted for all new hires.
- Staff training should encompass orientation, ongoing professional development, and updates on workforce development policies and best practices.
- Credentials and licensure for staff should be maintained as required by local, state, or federal regulations, or as necessary for the provision of specific services.

C. Data and Technology Requirements

- Provision of computer hardware and software necessary for the efficient operation of PA CareerLink® centers and service delivery.
- Access to e-mail and internet capabilities for staff to facilitate communication, research, and resource sharing.
- Implementation of systems to assess client satisfaction, including regular surveys, feedback forms, and other customer experience measurement tools.
- Program evaluation should be conducted to measure outcomes, identify areas for improvement, and inform future service strategies.
- Records, data collection, and reporting must be maintained in compliance with local, state, and federal requirements, as well as Workforce Solution's guidelines and performance metrics.

D. Financial and Compliance Requirements

- Insurance requirements must be met, including general liability, workers' compensation, and any other applicable coverage.

- Financial control procedures should be in place to ensure the appropriate use of funds, prevent fraud, and maintain financial accountability.
- Regular financial status reports must be submitted to Workforce Solutions, detailing expenditures, budget adjustments, and any other relevant financial information.
- Audited financial statements should be provided annually or as requested by Workforce Solutions.

E. Budget Requirements

- Adherence to cost standards and guidelines established by Workforce Solutions and relevant funding agencies.
- Identification of program funding sources, including federal, state, local, and private grants, as well as any in-kind contributions or other financial support.
- Proration of costs, as necessary, to allocate expenses fairly among multiple funding sources or partners.
- Compliance with third-party reimbursement policies, if applicable, ensuring accurate billing and payment processes.
- Incorporation of flat fees, fee-for-service revenues, and other funding mechanisms, as appropriate, to support program sustainability and cost-effectiveness.
- Submission of sub-consultant cost schedules, if applicable, detailing the expenses associated with any subcontracted services or partnerships.

Role of Workforce Solutions for North Central PA (North Central Workforce Development Board)

Workforce Solutions for North Central PA is a non-profit, quasi government agency responsible for overseeing and implementing workforce development initiatives in the North Central region of PA. This section outlines the role of the NCWDB in providing this service or program and supporting the vendor, including administrative and technical support, information access, and other responsibilities the NCWDB plans to retain for which the vendor will not be responsible.

A. Administrative Support

- **Contract Management:** Workforce Solutions will manage the contractual relationship with the selected vendor, ensuring compliance with all terms and conditions, monitoring performance, and processing invoices for payment.
- **Reporting and Accountability:** Workforce Solutions will establish performance metrics and reporting requirements to ensure the vendor's alignment with the objectives of the RFP. Workforce Solutions will also provide oversight, conduct regular reviews, and address any performance issues.
- **Coordination with Other Agencies:** Workforce Solutions will coordinate with other government agencies, educational institutions, and community organizations to facilitate partnerships and collaboration to support the vendor's workforce development services.

B. Technical Support

- **Guidance on Workforce Development Policies and Regulations:** Workforce Solutions will provide information and guidance on federal, state, and local workforce development policies, regulations, and best practices to help the vendor navigate the complexities of the workforce system.
- **Data and Labor Market Information:** Workforce Solutions will provide access to relevant labor market information, workforce data, and other resources that can inform the vendor's service delivery and strategic planning.
- **Training and Capacity Building:** Workforce Solutions will offer training and capacity-building opportunities to enhance the vendor's ability to deliver high-quality workforce development services.

C. Information Access

- **Information Sharing:** Workforce Solutions will facilitate access to pertinent information, such as program guidelines, funding sources, and relevant stakeholders, to support the vendor's understanding of the local workforce ecosystem.
- **Communication Channels:** Workforce Solutions will maintain open lines of communication with the vendor, providing updates on policy changes, funding opportunities, and industry trends that may impact service delivery.

D. Responsibilities Retained by Workforce Solutions

- **Strategic Planning and Prioritization:** Workforce Solutions will be responsible for establishing the strategic direction of workforce development initiatives in the region, including setting priorities, identifying target industries, and allocating resources.
- **Policy Development and Advocacy:** Workforce Solutions will advocate for effective workforce development policies and practices, engaging in policy discussions at the federal, state, and local levels.
- **Stakeholder Engagement and Partnership Building:** Workforce Solutions will continue to engage stakeholders across the region, fostering collaboration and partnerships to support the overall workforce development ecosystem.

Workforce Solutions plays a critical role in providing administrative and technical support, information access, and strategic direction to the selected vendor for the provision of workforce development services. By partnering with Workforce Solutions, the vendor will benefit from the agency's expertise, resources, and commitment to building a skilled workforce that meets the needs of the local economy.

2.2 Performance Metrics and Contract Management

Performance Metrics

Workforce Solutions wants to identify metrics to work with the awarded vendor(s) to monitor and improve performance during the contract's life. Workforce Solutions has identified initial metrics of interest and looks forward to working with the awarded vendor(s) to add to or refine this list during

contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful bidder and the North Central Workforce Development Area prior to the finalization of an agreement between parties and may be adjusted over time as needed.

The Operator will be required to meet and/or exceed all performance metrics established by United States Department of Labor (USDOL), Pennsylvania Department of Labor and Industry, and Workforce Solutions. The Operator must actively participate in performance management activities including meetings to review performance data, policies, and procedures. Also, the Operator must provide data related to service delivery, customer characteristics, and outcomes.

Workforce Solutions will also establish additional performance measures, which may include the following:

- Training outcomes for target populations (WIOA eligible, TANF eligible, youth, single parents, veterans, older adults, re-entry) including but not limited to WIOA performance metrics (Employment 2nd and 4th Quarter, Median Earnings, Credential Attainment, and Measurable Skill Gains), barrier remediation, training outcomes, IEP (Individual Employment Plan goals and barriers, and LMI Data as applicable.
- Communication and collaboration on performance, fiscal measures, customer services issues or topics, and any other agreed upon KPI's to Workforce Solutions for North Central PA.
- Customer engagement and service, including customer satisfaction and referrals with other key training services including workshops, hiring events, and job referrals.
- Scheduled engagement and meetings with PA CareerLink® and Affiliate sites, Workforce partners, along with other referral and collaboration requirements as established.
- Communication and collaboration of statewide information, updates, or initiatives with PA CareerLink® or affiliate sites, as well as communication of required or optional staff training and development opportunities.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility	Data Review Cadence
Training and performance outcomes	CWIA Performance CWDS Reports	Quarterly	Workforce Solutions staff	Quarterly – monthly follow up discussions, yearly reviews.
Communication and collaboration of performance, fiscal, customer service, and other agreed upon KPIs with the NCWDB and Workforce Solutions staff	Meeting minutes and notes. Reports submitted to Workforce Solutions	Quarterly, based on meeting schedule.	One-Stop Operator, Workforce Solutions Staff	Quarterly, prior to WDB Meetings, as Needed.

Customer Service – customers engaged, served, or referred.	CWDS Data, Surveys with customers and employers	Quarterly	One-Stop Operator, Workforce Solutions staff	Quarterly prior to WDB Meeting
Engagement with PA CareerLink® Partners; referrals and collaboration with other services	Meeting minutes and notes. Reports on coordination with partners and referrals.	Monthly	One-Stop Operator, Partner Reports	Monthly
Communication and collaboration of statewide information, updates, staff training and development.	BWPO, PDWA, and Workforce Partner Call attendance, dissemination of information, and documentation of communication.	As Needed	One-Stop Operator, Workforce Solutions staff	Monthly

Contract Performance Monitoring

Workforce Solutions is committed to working closely with the selected vendor to ensure the successful implementation of the contract's goals. This will be achieved through consistent communication, progress tracking, and proactive collaboration to address challenges and design course corrections as needed. Reliable and relevant data is necessary to drive service improvements, facilitate compliance, inform trends to be monitored, and evaluate results and performance. As such, Workforce Solutions reserves the right to request/collect other key data and metrics from vendors.

A. Communication and Reporting

- The selected vendor is required to maintain regular communication with Workforce Solutions providing updates on progress, challenges, and any changes in the scope of work or service delivery.
- Performance reports must be submitted to Workforce Solutions as specified in the contract. These reports should include, but are not limited to, the following information:
 - A summary of services provided during the reporting period.
 - Progress towards achieving the contract's goals and performance metrics.
 - Any challenges encountered and proposed solutions.
 - Any changes in staffing, resources, or other factors affecting service delivery.
- Performance reports must be submitted in a format specified by Workforce Solutions and in compliance with any applicable local, state, or federal reporting requirements.

B. Progress Tracking and Performance Metrics

- Workforce Solutions and the selected vendor will jointly establish performance metrics and targets to measure the success of the contract and track progress towards achieving its goals.

- Performance metrics may include the number of individuals served, job placements, employer engagement, and customer satisfaction.
- The selected vendor must consistently track and report on these performance metrics, using the data to inform service delivery improvements and course corrections as needed.

C. Collaboration and Course Corrections

- Workforce Solutions will actively collaborate with the selected vendor to address challenges and design course corrections throughout the contract's duration.
- Workforce Solutions may schedule regular meetings, site visits, or conference calls with the selected vendor to discuss progress, challenges, and potential adjustments to the scope of work or service delivery approach.
- The selected vendor is expected to be proactive in identifying challenges and proposing solutions, working closely with Workforce Solutions to ensure the successful implementation of the contract's goals.

The contract performance monitoring process for the One-Stop Operator RFP emphasizes consistent communication, progress tracking, and collaboration between Workforce Solutions and the selected vendor. Through this process, the Workforce Solutions aims to ensure the successful implementation of the contract's goals and maintain an elevated level of service quality for the North Central Workforce Development Area.

3. Submission

3.1 Proposal Checklist

To ensure a complete and comprehensive proposal, bidders must include the following items:

- Summary Form
- Narrative
- Budget
- Budget Narrative
- Section 7 - Appendix
 - Assurances and Certifications
 - Concurrence of the Collective Bargaining Agent
 - Certification Regarding Drug-Free Workplace Requirements
 - Lobbying Certification Form
 - Certification Regarding Debarment, Suspension, and Ineligibility
- Additional Documents as required and stated in this RFP or which are applicable to demonstrate the bidder's ability to manage, track and report, or align to the mission and services of this RFP.
 - Organizational Chart, Resumes, Job Descriptions, Qualifications, Letters of Support, Sample Plans, Tracking and Reporting, etc.

Incomplete proposals may be considered non-responsive and may be disqualified from the evaluation process.

3.2 Submission Instructions

Proposals should contain a clear and comprehensive response to all requirements and questions contained in this RFP. The project narrative shall not exceed the allowable page limit, be single spaced with an 11 or 12 point font and with no less than one inch margins on both sides.

Proposals that are in response to the RFP are due no later than 3:00pm on **Friday, March 8, 2024**. To ensure a fair and transparent process, all bidders must adhere to the submission guidelines outlined below. Failure to comply with these instructions may result in disqualification.

A. How to Submit (Choose one method below)

- Proposals may be submitted electronically to Workforce Solutions for North Central PA via email at dhottel@ncwdb.org. Subject line must read: *One Stop Operator Proposal*
- Proposals may be submitted in person or by mail at the Workforce Solutions for North Central PA, 425 Old Kersey Road, Kersey, PA 15846

4 How to Apply

Summary Form – see Attachment A

Required but not scored.

Narrative (maximum 8 pages)

Structure, Documentation and Flow of Communication

1. Describe the structure (individual or consortium approach) that will be utilized. Attach an organizational chart illustrating all positions with substantive involvement. Include brief job descriptions and the role, where positions are located and/or how all PA CareerLink® centers will be covered. Attach staff resumes or minimum qualifications for key positions of your proposed model.
2. Additionally, describe how regular and clear communication will be provided with each of the PA CareerLink® centers, partners and stakeholders, Workforce Solutions and the Board.
3. Describe internal controls to ensure the separation of roles/conflicts of interest (if applicable).

Management Experience and Coordination of Resources

1. Describe the day-to-day operations management process of the PA CareerLink® centers, ensuring a seamless and customer-centric customer service delivery model. Include:
 - a. Experience in workforce development, case management and job training
 - b. Supervision and management of staff to ensure accountability, adherence to service standards, and continuous professional development.
 - c. Knowledge of pre-employment screening, background checks, and reference verifications

- d. How staff training will encompass orientation, ongoing professional development and updates on workforce development policies and best practices.
 - e. How credentials and licensure for staff should be maintained as required by local, state, or federal regulations, or as necessary for the provision of specific services
- 2. How will services among WIOA partners, community-based organizations, and other stakeholders be coordinated to provide comprehensive support for job seekers and employers?
- 3. Describe how collaboration will take place among WIOA providers to support the development and execution of integrated service strategies, including sharing best practices and identifying areas for improvement.
- 4. Describe how policies, procedures, and service delivery strategies will be implemented to align with WIOA regulations and Workforce Solutions' policies and priorities, including records, data collection and reporting.

Service Delivery

- 1. Describe how you (Operator) would ensure the availability of both basic universal and individualized intensive career and business services based on job seekers and employers' needs, as mandated by WIOA be ensured.
- 2. Describe how you (Operator) would facilitate access to comprehensive support services, including job training, education, and employment resources, to help job seekers overcome barriers to employment and achieve their career goals.
- 3. Describe how program evaluation should be conducted to measure outcomes, identify areas for improvement, and inform future service strategies.

Performance History / Ability to Meet Goals

- 1. Describe your ability to oversee the collection, analysis and reporting of quarterly WIOA performance metrics, ensuring compliance with WIOA and other federal, state and local reporting requirements, include working with Workforce Solutions' staff and WIOA providers to oversee quarterly WIOA performance metrics.
- 2. How would you identify opportunities for continuous improvement of customer service and staff development for PA CareerLink® and affiliate sites through the monitoring of foot traffic, customer trends, and review of customer complaints, feedback and surveys.
- 3. Describe your ability to implement strategies to address identified areas for improvement, working with PA CareerLink® staff and partners to enhance service quality and customer satisfaction.
- 4. Describe your record of success and/or capacity to meet WIOA negotiated performance goals and other performance measures.

Budget / Costs

Budget – see Attachment B

All providers must submit a line-item budget using the format presented. Do not substitute budget forms in this solicitation unless otherwise approved by Workforce Solutions. This budget includes a summary of total project costs and the costs proposed to be covered with Workforce Solutions' funds. In developing

the budget, please include any administrative costs to operate the program within the line items. Administrative costs should not exceed 10% of the total request

Budget Narrative (maximum 1 page)

All providers must adhere to GAAP and comply with Office of Management and Budget (OMB) Uniform Guidance regarding allowable costs.

A brief budget narrative is required to provide details about the budget, e.g., purchase/lease of equipment. This narrative provides the justification for items in this budget.

No purchase of equipment is permitted without special authorization. Therefore, any request where equipment is purchased or leased must be clearly represented in the budget and be consistent with the proposed program as outlined in your proposal.

This narrative should also detail the amount and kind of support provided with other resources.

Program Income – includes the following: income from fees for services performed and from conferences; income from the use or rental of real or personal property acquired with grant or subgrant funds; income from the sale of commodities or items fabricated under a grant or subgrant; revenues earned by a governmental or private non-profit service provider under either a fixed-price or reimbursable award that are in excess of the actual costs incurred in providing the services; and interest income earned on advances of subgrant funds. If any program income is expected to be earned, the budget narrative must address this.

Financial Management Terms

By my signature here, I am documenting that I understand and acknowledge the following financial management terms will be required upon award and agree to provide additional information that may be required.

Signature

Acknowledgement of Financial Terms

Date

Program providers must operate a system that satisfactorily accounts for and documents the receipt and disbursement of all workforce development funds. While a separate accounting system is not required, each provider must maintain financial records that adequately identify the source and application of all workforce development funds.

- ***Effective Control and Accountability*** over workforce development assets (Funds, Property, other workforce development assets) - Assure that the financial system will maintain effective control and accountability over all funds, property, and other workforce development assets including the adequate safeguard of such assets.

- *Capability of Generating Financial Information* - Assure that the system is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance.
- *Source Documentation* - Assure that accounting records are supported by source documentation for each transaction. Assure that records are traceable to documentation and maintained in such a manner as to provide a complete and accurate audit trail during any internal or external examination.
- *Bonding for Protection Against Loss* - Assure that all persons authorized to receive or deposit workforce development funds, or to issue financial documents, checks or other instruments of payment for job training program costs will be bonded for protection against loss.
Identify all positions that are authorized to receive or deposit workforce development funds, issue financial documents, checks or other instruments of payment for workforce development program costs.
Identify the insuring agency, policy number, term of the bond, and the total dollar amount of the bonding coverage. *Attach a copy of the Bonding certificate.*
- *Record Retention* - Assure that all financial and program records, including any supporting documents, will be retained for at least three years from the date of Workforce Solutions submission of close-out reports. Assure that if any litigations, claims, or audits are begun prior to expiration of the three-year period, that all records shall be retained until such litigations, claims, or audits relating to the records have been resolved. Assure that records relating to non-expendable personal property that may be authorized to be purchased with workforce development funds will be retained for at least three (3) years after final disposition of the property.
- *Cost Allocation Plan* - Describe in detail any cost allocation plan utilized when costs are chargeable to more than one cost category, or to more than one program and/or funding source. *Identify common costs.*
- *Invoices and Reconciliation* - Assure that the actual and accrued expenditures will be reported on invoices and that reconciliation between actual and accrued expenditures will be conducted on a payment-by-payment basis.
- *Generally Accepted Accounting Principles* - Assure that the agency will utilize generally accepted accounting principles in order to account for and control all workforce development funds.
- *Program Income and Stand-In Costs* – Any program income received as a result of this contract must be reported to Workforce Solutions. Program Income must be used prior to payment of any workforce development funds. Assure that any program income earned as a result of the contract for services will be used for job training purposes only. The use of program income against workforce development services must be documentable and traceable through the financial system. It must be reported as part of the invoice.
- *Procurement* – In order to ensure fiscal accountability and prevent waste, fraud and abuse in programs administered under the Workforce Innovation and Opportunity Act, the subrecipient shall have a procurement system, which adequately provides maximum

free and open competition. To accomplish this, subrecipients must have a system which: 1) provides for full and open competition, 2) has written procedures for procurement transactions, and 3) has a code of ethical standards, which adequately provide for the avoidance of any conflict of interest. To evaluate this, subrecipients will be required to assure compliance with Workforce Solutions procurement policies that require the solicitation of a minimum of three written bids on purchases of less than \$25,000. Purchases of greater than \$25,000 in total must be procured through a formal advertising method, a competitive proposal or through non-competitive methods, which is a very limited option of procurement with restrictions. Purchases of greater than \$500 require Workforce Solutions approval prior to purchase.

No portion of this subcontract may be contracted to any other agency for the provision of services within the scope of the guidelines. The agency must assure that it will comply with the Commonwealth and Workforce Solutions procurement requirements.

- *Audit Report - Attach a copy of the most recently completed independent Audit. Only one Audit Report is required.*
- *Assurances and Certifications - All agencies submitting proposals must return the enclosed assurances and certifications duly signed by an authorized individual. Since these are material representations of fact upon which a favorable proposal may result in an award, the forms must be signed by an individual authorized to bind the organization to a contract. The required assurances and certifications can be found in the Appendix. Proposals must state that the assurances and certification will be signed upon award.*
- *Records, Reports, Administrative Requirements – Training providers will submit attendance and progress reports as scheduled – including 1) attendance and progress reports, 2) invoices, and 3) close-out reports.*
- *Tagline Requirements – All recipients of WIOA Title I funds must ensure that all information disseminated to the public through pamphlets, booklets, manuals, posters, internet, etc. include a statement that the program is an: “Equal Opportunity Employer/Program” and “Auxiliary Aids and Services are available to individuals with disabilities”. “Funded in whole or in part with federal funds. Detailed information can be found at:
<https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>*
- *Additionally, when publishing or broadcasting program information in the news media the above-mentioned Tagline must also be in place. Further the Tagline should be on agency letterhead, internal communication email, etc.*
- *TDD / TTY Relay Number Requirements – The recipient must also ensure their “TDD/TTY Relay Number” is included on materials routinely made available to the public through pamphlets, booklets, posters, internet, internal communications, news releases, etc.*
- *WIOA Section 188 Disability Checklist and the Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal – 1) Recipients of WIOA Title I funds are required under applicable mandates to be EO/ADA Compliant. To ensure applicable compliance in this regard, the recipient is encouraged to utilize the above-mentioned checklists to self-evaluate their facilities, and 2) The recipient may obtain both “checklists” by contacting the Equal Opportunity Liaison at their local Pennsylvania CareerLink® facility or they may contact the Equal Opportunity Officer at the North Central Workforce Development Area/NC125, 425 Old Kersey Road, Kersey, PA 15846.*

The following links are provided as helpful supplementary information:

United States Department of Labor – Employment and Training Administration WIOA – The Law:

<https://www.doleta.gov/wioa>

PA Department of Labor and Industry – Workforce Development – WIOA Combined State Plan:

<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx>

Relevant Workforce System Guidance issued by the PA Department of Labor and Industry, Relevant Training and Employment Guidance Letters (TEGLs) issued by the US Department of Labor and Other Resources:

<https://www.pawork.org/take-action/wioa>

https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2015/TEGL_08-15.pdf

TENS and TEGLs can be found at the following link:

<https://wdr.doleta.gov/directives/>

Local plans and policies available on our website at:

<https://www.workforcesolutionspa.com/categories/resources/pages/resources-intro>

Other Attachments – as required or desired. Examples below:

- Organizational Chart
- Resumes, Job Descriptions, and/or Qualifications
- Letters of Support
- Sample Plans
- Sample Forms

5 How We Choose

5.1 Minimum Qualifications

To ensure the successful implementation of the One-Stop Operator services, Workforce Solutions has established the following minimum qualifications for vendors interested in bidding on this opportunity. These qualifications have been carefully considered to maintain a competitive procurement process while ensuring the selected vendor meets essential standards.

1. Bidders must be legally authorized to conduct business in the North Central Workforce Development Area (WDA).
2. Bidders must not have been debarred, suspended, or otherwise disqualified from doing business with federal, state, or local government agencies.
3. Bidders must have at least three years of experience in workforce development, job training, or a closely related field.
4. Bidders must hold all necessary licenses, certifications, or accreditations required by local, state, or federal regulations to provide the specified services under this RFP.

The respondent may be a private for-profit, non-profit, or a government agency. Elementary and secondary schools are not eligible bidders. Eligible respondents include:

1. Institutions of higher education
2. Community organizations
3. Non-traditional public schools, e.g., night, or adult school, career, or technical education school
4. Workforce intermediaries
5. Business organizations, including chambers of commerce
6. Labor organizations
7. Staffing or talent companies
8. A consortium of public agencies. If the consortium is made up of career center partners, it must include a minimum of three of the WIOA required partners.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the project design.

Successful respondents must be able to innovate, design and develop complex programs with multiple funding sources, achieve, track and report outcomes, and meet government accounting and expense requirements. The agreement between Workforce Solutions for North Central PA and the One-Stop Operator shall specify the operator's role.

5.2 Evaluation Criteria

EVALUATION CRITERIA	Percentage of Total	What Your Proposal Should Address
Summary Form	Not Scored	Must be complete
Structure / Documentation / Flow of Communication	10%	<ul style="list-style-type: none"> • Organizational Chart • Substantive Positions • Job Descriptions • Locations • Resume/Qualifications • Communication Flow • Internal controls/Conflict of Interest (if applicable)
Management Experience and Coordination of Resources	15%	<ul style="list-style-type: none"> • Day to day operations • Coordination of services • Collaboration with WIOA providers • Policy and procedure implementation <ul style="list-style-type: none"> ○ Records, data collection and reporting requirements
Service Delivery	40%	<ul style="list-style-type: none"> • Availability of universal and intensive career and business services • Access to comprehensive supportive services

		<ul style="list-style-type: none"> • Continuous improvement • Program evaluation
Demonstrated Performance History and Ability to Meet Goals	20%	<ul style="list-style-type: none"> • Understanding of operator functions, goals, and performance metrics • Oversight of collection, analysis and reporting of quarterly WIOA performance metrics • Compliance with WIOA and other federal, state, local reporting requirements • Identifying opportunities for continuous improvement • Strategies to address / implement continuous improvement opportunities • Record of success and/or capacity to meet WIOA negotiated performance goals and other performance measures
Costs, Budget Justification, and Leverage of Funds	15%	<ul style="list-style-type: none"> • Appropriate and allowable Cost • Cost effectiveness • Leveraging of funds • Line Item Budget • Budget Narrative • Acknowledgement of Financial Management Terms

5.3 Selection Process, Award, and Protest Procedures

Selection Schedule

Schedule	
Event	Date(s)
RFP issue date	January 4th, 2024
Deadline for questions	February 7th, 2024
Response to questions	February 9th, 2024
Proposals due	March 8, 2024
Anticipated contract award date	May 24 th , 2024
Anticipated contract execution date	July 1 st , 2024

Selection and Award Process

The selection and award process are designed to ensure fair, transparent, and competitive procurement, resulting in the selection of the most qualified vendor to meet the needs of the North Central Workforce Development Area.

A. Round One: Responsiveness Review

- In the first round, Workforce Solutions will conduct a responsiveness review to determine the completeness of required documents.
- Proposals that do not meet the minimum qualifications or fail to provide all required documents may be disqualified.

B. Round Two: Evaluation Committee Assessment

- In the second round, an evaluation committee of Workforce Solutions staff will review and score the written proposals based on the criteria outlined in the RFP.
- The evaluation committee will assess each proposal's demonstrated experience, qualifications, proposed service delivery approach, and cost-effectiveness.
- The top-scoring bidders will be invited to participate in a round three interview or demonstration.

C. Round Three: Interviews, Presentations, or Demonstrations

- In the third round, shortlisted bidders may be required to participate in interviews, presentations, or demonstrations to further demonstrate their qualifications and proposed service delivery approach.
- The evaluation committee may also request site visits to gain additional insights into the bidder's operational capabilities and service quality.

Award Decision

- Following the completion of all evaluation rounds, the evaluation committee will recommend the highest-scoring bidder for contract award.
- Workforce Solutions reserves the right to negotiate with the selected proposer to refine the scope of work, deliverables, and contract terms.
- The award decision will be based on the best overall value, considering qualifications, proposed service delivery approach, and cost-effectiveness.

Protest and Appeals Process

Workforce Solutions reserves the right to reject all proposals received as a result of this RFP. All proposals received will be retained by Workforce Solutions. Workforce Solutions will notify all applicants as to the acceptance or rejection of proposals, and those not selected will be given an opportunity to file an appeal of their rejection, in writing, within thirty (30) days of the receipt of the

rejection letter. Once the appeal has been received, the Executive Director of Workforce Solutions will contact the rejected applicant to explain the appeal process.

6 Terms and Conditions

This proposal package must be completed and submitted by the deadline in order to be considered. All proposals must be in full compliance with the format provided in this Request for Proposal (RFP) packet. Failure to abide by this policy will result in the rejection of your proposal.

The application resulting from these instructions does not commit Workforce Solutions to award any contract for services or supplies, nor to pay for any costs incurred in preparing this application. Workforce Solutions reserves the right to accept or reject any proposals, to negotiate with all applicants, and/or cancel any part of this application package. Workforce Solutions may request the applicant to participate in negotiations or to submit revisions to the proposal.

Application approval does not guarantee funding as funding for training is dependent upon receipt of funds under the Workforce Innovation and Opportunity Act and other funding sources.

Monitoring

The Executive Director of Workforce Solutions for North Central PA is responsible for reviewing all in-house and contractual operations. The primary purpose of monitoring is to evaluate program effectiveness, ensure compliance with mutually agreed goals, and to offer technical assistance and/or recommendations for corrective action to subgrantees as deemed necessary.

All proposal submitters funded will be monitored by Workforce Solutions' Monitor periodically. The visits may include the following areas: training, fiscal, participant files, administrative records, participants' terminations (plan vs. actual), follow-up, participant responses, monitor's observations, and problem areas.

Financial Records, Personnel, and Close-Out Procedures

All proposing organizations shall be responsible for keeping their own financial records. Included are regular maintenance of timesheets, individual payroll records, payroll journals, quarterly and yearly tax returns, and general ledger records. Timely tax deposits should be made with Federal, State, and local governments. Any technical assistance required will be given by Workforce Solutions provided there is a mutually agreed need for such assistance.

7 Appendix

The Appendix section of this RFP provides essential forms and documents that proposers must review, complete, and submit as part of their proposal package. These forms and documents ensure compliance with various regulations, policies, and requirements associated with the provision of services. By completing and submitting these forms, proposers demonstrate their commitment to adhering to all necessary legal and ethical standards throughout the contract period.

A. Assurances and Certifications: This form requires proposers to review and acknowledge their understanding of, and agreement to, various assurances and certifications related to the delivery of One-Stop Operator services. These assurances and certifications include compliance with all applicable federal, state, and local laws, regulations, and policies.

B. Concurrence of the Collective Bargaining Agent: If applicable, proposers must obtain and submit a statement of concurrence from the relevant collective bargaining agent(s), indicating their agreement with the proposer's plans and approach to providing One-Stop Operator services.

C. Certification Regarding Drug-Free Workplace Requirements: Proposers must certify their commitment to maintaining a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. This certification ensures that the proposer's organization has implemented a policy to prevent the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

D. Lobbying Certification Form: This form requires proposers to certify that no federal funds have been used for lobbying activities related to the One-Stop Operator RFP. Proposers must disclose any lobbying activities and associated expenditures in accordance with federal requirements.

E. Certification Regarding Debarment, Suspension, and Ineligibility: Proposers must certify that their organization and its principals are not debarred, suspended, or otherwise ineligible to participate in federally funded contracts or programs. This certification ensures that the proposer is in good standing and capable of delivering One-Stop Operator services without risk to the NCWDB or the community it serves.

By reviewing, completing, and submitting the required forms and documents, proposers demonstrate their commitment to compliance and ethical standards in the delivery of One-Stop Operator services. Failure to submit these forms may result in the disqualification of a proposal from the evaluation process. Proposers are encouraged to carefully review and complete all forms in Section 7 Appendix to ensure a complete and compliant proposal package.

APPENDIX

Forms Include:

- A. Assurances and Certifications
- B. Concurrence of Collective Bargaining Agent
- C. Certification Regarding Drug-Free Workplace Requirements
- D. Lobbying Certification Form
- E. Certification Regarding Debarment, Suspension, and Ineligibility

ASSURANCES AND CERTIFICATIONS

1. The Subcontractor certifies that no Federal appropriated funds awarded under this agreement will be used for lobbying activities, and that any funds other than Federal appropriated funds that have been or will be used for lobbying activities have been properly disclosed.
2. The Subcontractor agrees to provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act.
3. The Subcontractor certifies that neither it, nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Subcontractor certifies that it shall provide immediate written notice to the Contractor if at any time the Subcontractor learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. The Subcontractor assures us that it has adequate administrative and accounting controls, adequate supervisory and training capacity, and sufficient materials and supplies to fulfill its obligations under the terms of this agreement.
5. Both the Contractor and Subcontractor agree to prohibit their employees from using their positions for a purpose that is, or give the appearance of, being motivated by a desire for private gain for themselves, particularly those with whom they have family, business, or other ties.
6. The Subcontractor cannot subcontract any aspect of this agreement without the written approval of the Contractor.
7. The Subcontractor assures that it will comply fully with the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1974, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to 29 CFR part 34, Copeland Anti-Kickback Act; Davis Bacon Act; Compliance with all applicable standards, orders, or requirements issued under the Clean Air Act, Clean Water Act, Environmental Protection Agency regulations for contracts/grants exceeding \$100,000; Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act; Patent rights; and Copyrights and rights to data.

8. The Subcontractor assures us it complies with their respective State's Unemployment Compensation and Workers Compensation Laws.
9. The Subcontractor assures that it will comply with Section I-111 of the Pennsylvania School Code (24 P.S. ' 1-111) and its regulations at 22 PA Code § 8.1 - 8.4.
10. The Subcontractor assures us it will fully comply with the requirements of the Workforce Innovation and Opportunity Act and all Federal and State Regulations.
11. The Subcontractor assures us that it will abide by the Workforce Solutions' property purchase procedures when purchasing any non-expendable property. This applies to any non-expendable property purchased using funds from this agreement. Written approval for the purchase of non-expendable property must be received from Workforce Solutions prior to its acquisition. Please contact Workforce Solutions regarding these procedures.
12. The Subcontractor will comply with the Pennsylvania Right-To-Know Law, 65 P.S. §§ 67.101-3104 ("RTKL").
13. The Subcontractor will comply with the Federal, State, and Local Child Labor Laws; the WIOA program regulations published in the Federal Register; the Title I Youth Policies and Procedures published by the Bureau of Workforce Development Partnership.
14. The Subcontractor assures it will comply with the Contract Work Hours and Safety Standards Act. (40 U.S.C. §§ 327-333).
15. The subcontractor assures that they will comply with the Confidentiality Policy of the North Central Workforce Investment Area. (A primary obligation of all Workforce Innovation and Opportunity Act personnel, contractors and sub-contractors are to safeguard all information, either written or spoken, regarding any client. Agency personnel are defined as anyone who functions in any service and/or administrative capacity. These individuals are bound by WIOA policy not to reveal the identity circumstances of any past or current clients, except to authorized school or agency personnel working with our clients or by consent of the client.
16. The Subcontractor will assure that no funds under WIOA shall be used to assist, promote, or deter Union organization.
17. The Subcontractor assures it will comply with Minimum Wage Requirements.

CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT

To ensure the most effective development of employment and training opportunities, the Subcontractor must obtain written concurrence from the appropriate bargaining agent where a collective bargaining agreement exists with the participating employer covering occupations in which training or subsidized employment is proposed. Such concurrence shall apply to the elements of the proposed activity which affect the bargaining agreement, such as occupation, wages, and benefits.

Is the occupation(s) in which employment and training is to be offered subject to a collective bargaining agreement?

YES _____ NO _____

If yes, has the appropriate bargaining representatives agreed on the employment and training activities associated with it?

YES _____ NO _____

If no, please comment _____

Please indicate the name, title and union affiliation of the appropriate bargaining representative.

(Signature) (Title) (Date)

(Union Affiliation)

(Signature of Chief Administrator)

**CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS**

- A. The Subcontractor certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Subcontractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
 - (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) 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 (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) 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;
 - (f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted—

- (1) 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
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- B. The Subcontractor may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
- C. Place of Performance (Street Address, City, County, State, Zip Code)

Check () if there are workplaces that are not identified here.

Name of Organization

Name and Title of Authorized Signatory

Signature: _____ Date: _____

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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 any agency, a member of Congress, an officer or employee of Congress, or an employee of 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 of 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, a member of Congress, an 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 of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all 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 under 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 such failure.

SIGNATURE: _____

TITLE: _____

DATE: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

Subcontractor's Name _____

Employer ID Number _____

The contract you are entering into involves the payment of State and or Federal Funds. Please complete and sign this Contract Certification.

STATE FUNDED CONTRACT CERTIFICATION

This certification is required by Management Directive 215.9 which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible, from participation in this transaction by any State or Federal Department or agency.

FEDERALLY FUNDED CONTRACT CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 29 CFR Part 98. Section 98.510, Participants responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal Assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Before completing this certification, read the instructions for certification on the reverse of this form.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing this certification and submitting it with this proposal, the prospective recipient of State and/or Federal assistance funds is providing certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of State and/or Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the State and/or Federal Government may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of State and/or Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of State and/or Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department.
6. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant covered transaction may rely upon certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. For contracts involving Federal funds, each participant may, but is not required, to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system or records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is

suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

Summary Form – Attachment A

Line Item Budget - Attachment B

Attachment A

Proposal Summary Sheet

Organization:	_____
Address:	_____ _____
Executive Director:	_____
Email Address:	_____
Telephone:	_____
Contact Person:	_____
Title:	_____
Telephone:	_____
E-Mail Address:	_____
Program Title:	_____
Dates of Program Operation:	_____
Number of Customers to be served:	_____
Amount of Proposal:	_____

By my signature I assure all items presented within this proposal are true and correct to the best of my knowledge and that I am authorized to bind the above named organization to a contract for services should my proposal be given approval for such. I assure that the contents of the proposal are valid.

Signature of Authorized Individual

Date of Signature

Typed Name and Title of Signatory

Type Date of Signature

**Operator Budget Form****Period: July 1, 2024 - June 30, 2025****A. PROGRAM COSTS****1. Staff Salaries/Wages**

Salaries for fulfilling the roles and responsibilities set forth by Workforce Solutions for the CareerLink® Operator

Number	Job Title	Hours Per Pay	Number of Pays	Total Hours	Hourly Rate	Total Amount
1	CareerLink® Operator			0.00		\$0.00
						\$0.00
						\$0.00
						\$0.00
Total Staff Salaries/Wages						\$0.00

2. Fringe Benefits

Employer's share of employee benefits - include detailed calculations if total fringe benefit rate is greater than 25% of wages

Description of Benefit	Rate Charged	Total Salaries/ Wages	Total Benefit Amount
Social Security (FICA)			\$0.00
Worker's Compensation			\$0.00
Unemployment Compensation			\$0.00
Health Insurance			\$0.00
Vision			\$0.00
Dental			\$0.00
Life Insurance			\$0.00
Disability			\$0.00
Retirement			\$0.00
Other:			\$0.00
Other:			\$0.00
Total Fringe Benefits			\$0.00

3. Operating Costs

Include detailed calculations and lists for office supplies, planned travel, and other expenses not listed

Description of Cost	Unit Description	Number of Units	Cost per Unit	Total
Rent	month			\$0.00
Utilities	month			\$0.00
Telephone	month			\$0.00
Internet	month			\$0.00
Office Supplies				\$0.00
Travel Expenses				\$0.00
Other:				\$0.00
Other:				\$0.00
Total Operating Costs				\$0.00

4. Other Program Costs

List individual items and include detailed calculations as necessary

Description of Cost	Unit Description	Number of Units	Cost per Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Other Program Costs				\$0.00

Total Program Costs

\$0.00

B. Leveraged Resources

Identify and provide a detailed description of all resources that will be leveraged in support of this program to meet the expectations outlined in the Operator Roles and Responsibilities

Description	Total
Total Leveraged Resources	\$0.00