



425 Old Kersey Road  
Kersey, PA 15846  
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**Request for Proposals (RFP) for  
Youth, Adult and Dislocated Worker Programs under  
Title I – Workforce Innovation and Opportunity Act (WIOA)**

<b>RFP Summary:</b> The North Central Workforce Development Board (NCWDB) dba Workforce Solutions for North Central PA is seeking proposals from qualified providers to deliver innovative workforce services to the NCPA's eligible Youth, Adult and Dislocated Worker populations under the Workforce Innovation and Opportunity Act (WIOA).	
<b>RFP Issue Date</b>	Wednesday, January 4, 2024
<b>Proposal Due Date</b>	<b>Friday, March 8, 2024</b>
<b>Bidders Conference</b>	<b>REVISED: Friday, February 2, 2024 9:00 – 10:00 am via zoom</b> <del>Thursday, February 1, 2024 9:00 – 10:00 am via zoom</del> <i>The bidders conference will be a joint conference reviewing the WIOA Youth, Adult and Dislocated Worker and EARN RFPs.</i>
<b>Deadline for Questions</b>	The deadline for questions is Wednesday, February 7, 2024, at 3:00 PM EST. Questions and/or inquiries must be submitted to Donna Hottel via email to: <a href="mailto:dhottel@ncwdb.org">dhottel@ncwdb.org</a> .  Subject Line must read: <i>Questions: Workforce Solutions WIOA Youth, Adult and Dislocated Worker Proposal.</i>
<b>Responses to Questions</b>	Answers to Questions will be publicly posted on February 9, 2024 on the following link - <a href="https://www.workforcesolutionspa.com/categories/resources/pages/rfps-rfqs">https://www.workforcesolutionspa.com/categories/resources/pages/rfps-rfqs</a>
<b>Proposal Submission Process</b>	<u>Submit One Hard Copy to:</u> Donna Hottel, Strategic Planning and Project Manager Workforce Solutions for North Central PA 425 Old Kersey Road Kersey, PA 15846 <b>and</b> <u>One Electronic Copy to:</u> Donna Hottel at <a href="mailto:dhottel@ncwdb.org">dhottel@ncwdb.org</a> Subject Line must read: Workforce Solutions WIOA Youth, Adult and Dislocated Worker Proposal



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January 4, 2024

Hello Potential Bidder,

We are excited to announce the release of our Request for Proposal (RFP) for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult and Dislocated Worker programs.

Workforce Solutions for North Central PA serves as the Local Workforce Development Board (LWDB) responsible for the oversight, planning and evaluation of the workforce system in the North Central Workforce Development Area which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. 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 a business-led regional board that serves as the fiscal agent for WIOA funding and is also responsible for directing other federal, state and local funding to workforce development programs, identifying the needs of the local job market; overseeing the PA CareerLink® centers in our region and implementing initiatives that grow our economy and provide education and training opportunities for today's workforce.

The purpose of this RFP is to identify a qualified partner or organization capable of delivering comprehensive services under the WIOA Title I Youth, Adult and Dislocated Worker programs. The enclosed opportunity serves as your guide to a complete and responsive proposal.

Thank you for your interest in partnering with us to make positive impacts on WIOA eligible Youth, Adults and Dislocated Workers in the North Central Workforce Development Area. We eagerly anticipate the opportunity to review your proposals.

Sincerely,

*Pam Streich*

Pam Streich, Executive Director  
Workforce Solutions for North Central PA



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# 1. The Opportunity

## 1.1 Summary

The Workforce Innovation and Opportunities Act (WIOA) emphasizes employment and training services to Youth, Adults and Dislocated Workers. The North Central Workforce Development Board DBA Workforce Solutions for North Central PA is currently soliciting proposals to implement WIOA Youth, Adult and Dislocated Worker programming in the North Central PA Workforce Development Area which is comprised of the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. We are looking for a workforce development model that utilizes the concepts of human-centered design to implement innovative, effective and sustainable solutions for our WIOA Youth, Adult and Dislocated Worker populations.

### Goals:

1. **Grow WIOA Youth, Adult, and Dislocated Worker Programs:** The provider will grow WIOA Youth, Adult, and Dislocated Worker programming to better engage those citizens with barriers to employment in underrepresented groups, such as persons with a disability, low income, basic skills deficient, reentry, etc. to provide a variety of meaningful learning and work opportunities.
2. **Increase Training and Work-Based Learning Opportunities in High Priority Occupations/High Demand Sectors.** The provider will increase training and work-based learning opportunities for Youth, Adult, and Dislocated Worker participants into high-priority occupations with employers in high-demand sectors.
3. **Create a Vibrant Workforce Development System.** The provider will create a vibrant workforce development system for youth, adult, and dislocated worker participants with barriers to employment.
4. **Build Community Engagement of the Workforce Development System Amongst Partners.** The provider will engage community members, potential partners, job seekers, and employers to increase the participation of stakeholders and to create alignment between employers' needs and the workforce development system.
5. **Improve Customer Satisfaction of NCWDB Title I Customers.** The provider will address customer satisfaction of youth, Adult, and Dislocated Worker participants by collaborating with the NCWDB staff and board members on innovative methods of outreach and program development that attract and maintain new users.
6. **Increase Diversity, Equity, and Inclusion.** The provider will address structures and practices that limit diversity, equity, or inclusion in the workforce development system.
7. **Improve Digital Literacy Rates.** The provider will design strategies to incorporate digital literacy training to bring adults, dislocated workers, and youth to a functioning digital literacy level.
8. **Increase Use of Virtual Reality Strategies.** The provider will develop strategies to address career exploration and skills training utilizing virtual reality technology.

9. **Improve program monitoring and evaluation through provision of timely performance data.** The NCWDB staff will monitor and evaluate the provider's performance by proactively collecting performance data and operational insight.

## **Stevens Amendment**

The Stevens Amendment is an appropriations provision that requires grantees of the Department of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of costs financed with federal funds.

### **PUBLIC LAW 101-166, SECTION 511**

- Workforce Innovation and Opportunity Act (WIOA) programs are federally supported 100% by the U.S. Department of Labor as part of an award totaling \$4,190,726.67 with \$0 (0%) state, local, and/or non-governmental funds.
- Temporary Assistance for Needy Families (TANF) programs are federally supported 100% by the U.S. Department of Health and Human Services as part of an award totaling \$2,002,081.91 with \$0 (0%) state, local, and/or non-governmental funds.
- Discretionary grants are federally supported by the U.S. Department of Labor, U.S. Department of the Treasury, and Appalachian Regional Commission as part of an award totaling \$787,180.57 with \$0 (0%) state, local, and/or non-governmental funds.

## **1.2 Background**

### **Agency Overview**

Workforce Solutions for North Central PA serves as the Local Workforce Development Board (LWDB) responsible for the oversight, planning and evaluation of the workforce system in the North Central Workforce Development Area which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Created to implement the Workforce Investment Act (WIA) of 1998, now known as the Workforce Innovation and Opportunity Act of 2014 (WIOA), Workforce Solutions not only is 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 programs; identifying the needs of the local job market; overseeing the PA CareerLink® centers in our region as well as developing a strategic plan for the region and implementing initiatives that grow our economy and provide education and training opportunities for today's workforce.

**Vision Statement** – The North Central Workforce Development Board will be a strategic leader focused on promoting economic prosperity and self-sufficiency of individuals by creating a workforce that is competitive in the global marketplace.

**Mission Statement** – The North Central Workforce Development Board serves as the premier facilitator of an innovative workforce development system that meets the changing human capital needs of our employers and provides resources for our job seekers that maximizes their career potential and focuses on the customer's needs.

Goals of the North Central Workforce Development Board established in 2016.

- Enhance public-private partnerships through better connectivity and communication in order to increase investment in our workforce system leading to greater economic vitality for our region.
- Engage in Sector Strategies of our growth industries identifying current skill gaps of both the incumbent and entry level worker that will result in skill upgrades through customized training and partnerships.
- Design innovative workforce development strategies to reach young adults and keep them engaged through the identification best practices and development of new programs utilizing the customer Centers Design Method.
- Identify Career/Education Pathways in major industry sectors to enhance career counseling that will result in training opportunities for our customer through skill, credential and degree attainment.
- Ensure that our customers, both employer and job seekers, remain in the center of our design of all services and encourage our partners to do the same.

## **Problem Statement**

The North Central Workforce Development Board (NCWDB) dba Workforce Solutions for North Central PA (NCPA) is seeking proposals from qualified providers to deliver innovative workforce services to the NCPA's eligible Youth, Adult and Dislocated Worker populations under the Workforce Innovation and Opportunity Act (WIOA). The North Central Workforce Development Area comprises the counties of Cameron, Clearfield, Elk, Jefferson, McKean, and Potter. Providers must demonstrate their ability to address the needs/barriers of each individual youth (ages 14-24), adult (ages 18+), and dislocated workers (ages 18+) while maximizing the career potential of each customer. The provider must also address the changing human capital needs of the North Central region's businesses.

The demographic and economic trends of our region depict a declining population that limits the availability of workers, a lower rate of labor force participation and postsecondary educational attainment, and relatively higher rates of poverty compared to Pennsylvania and the United States. The North Central PA region has a population of 217,921 with a decrease of approximately 1,200 persons per year since 2010. This population decline is projected to continue at this rate through 2030. Our prime age labor force participation rate (age 25-54) is 76.4% compared to 83.6% in PA; 8.3% of our region has no high school diploma compared to 7.5% across PA, and the poverty level of our region is 13.8% while PA is at 11.8%. In addition, there are 3,400 dislocated workers in our labor force of 92,700. Many youth, aged 16-24 as defined in WIOA, are facing barriers to employment including 35.4% from single parent households, 15.9% have a disability, 16.45 of households receive food stamps/SNAP.

Workforce Solutions is responsible for preparing, developing and submitting a regional plan for the local workforce development system every 4 years with a required 2-year modification. The local plan align with and integrates the area's job-driven workforce development systems, and provides the platform to achieve the area's vision, strategic goals and operational deliverables. These plans require a shared understanding of an area's workforce development needs, a shared vision of how the public workforce development system can be designed to meet those needs and a shared agreement on key strategies to realize this vision. Our local plan was modified in 2022 and through stakeholder input additional challenges were identified. The selected provider will work with Workforce Solutions to address these challenges that follow.

These challenges include:

1. Lack of a skilled workforce due to population decline.
2. Educational attainment/alignment.
3. Ensuring that school and training program curriculum matches employer needs
4. Ensuring youth are aware of the high priority occupations in our region and the skills and education needed for these occupations.
5. Identifying and eliminating barriers to employment for disadvantaged populations.
6. Increasing the number and types of employers that utilize PA CareerLink® employer services.
7. Ensuring all core and other partners are communicating and collaborating when serving employers.
8. Lack of affordable and available childcare.

This procurement seeks interventions to increase the skills of youth, adults and dislocated workers that align with the business's needs.

## **Overview of WIOA**

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, businesses, 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 and training and supportive services to succeed in the labor market and to match businesses with the skilled workers they need to compete in the global economy. Please visit the USDOL website at [www.dol.gov/agencies/eta/wioa](http://www.dol.gov/agencies/eta/wioa) for a more thorough overview of WIOA. All qualified parties interested in submitting a proposal 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.

In many ways, the cornerstone of WIOA is a one-stop service delivery system that meets the needs of dual customers: the job seeker and businesses. One-Stop centers, also known as American Job Centers, include a collection of agencies responsible for providing seamless service delivery to job seekers and businesses. In Pennsylvania, the one-stop system is branded and referred to as "PA CareerLink®". The PA CareerLink® system is measured by its effectiveness, accessibility and continuous improvement, demonstrated by its ability to achieve negotiated performance goals, integrate available services, and meet the workforce development and employment needs of local businesses and job seekers.

There are currently six comprehensive PA CareerLink® centers offering the full range of PA CareerLink® services and seeking to ensure a prosperous region with a fully employed workforce. The North Central PA region also has one affiliate PA CareerLink® site which ensures basic services to job seekers and businesses. In addition to the one-stop centers, PA CareerLink® provides a basic level of assistance and services to customers virtually and in community-based settings through partner agencies that provide access to host locations for staff of PA CareerLink®. The selected bidder must offer all services described in this RFP in a highly collaborative environment at each PA CareerLink® site as well as virtually and in community-based settings throughout the North Central region.

Through this RFP, Workforce Solutions intends to select one provider of Youth, Adult and Dislocated Worker services within the North Central PA region who will be required to deliver the broad range of career, training, and related services defined in this RFP in close coordination with PA CareerLink® partner agencies defined by WIOA, as well as additional partners whose services and resources may benefit customers of the PA CareerLink®. The Youth, Adult and Dislocated Worker programs are defined by Title I of WIOA which is why service providers are often called Title I providers. Title I of WIOA

establishes the framework for providing career and training-related services to many job seekers and businesses at the nation's nearly 2,500 American Job Centers. The term "Title I Provider" may be used interchangeably throughout this RFP with "Youth, Adult, and Dislocated Worker provider".

## **Target Population**

The PA CareerLink® is designed to provide all job seekers and businesses with access to a broad range of information, services, and career opportunities. As such, a diverse range of stakeholders utilize PA CareerLink® to pursue positive educational and employment outcomes. Job seekers come to PA CareerLink® with differing levels of experience, skills, abilities, and barriers to employment seeking career opportunities in various occupations. The successful Title I provider will have demonstrated experience in delivering workforce development services to a similarly diverse population on a comparable scale.

For WIOA Youth, Adult and Dislocated Worker programs, there were approximately 739 active participants in PY 22. The selected Title I provider will be required to serve participants already enrolled in the WIOA Youth, Adult and Dislocated Worker programs as well as grow and expand the reach of the PA CareerLink®.

Additionally, the provider may be asked to focus recruitment, engagement, and service delivery in certain areas or certain population characteristics identified as priority by Workforce Solutions.

## **1.3 Outcome Goals**

The Title I provider must address each of Workforce Solutions' goals below:

- Grow WIOA Youth, Adult, and Dislocated Worker Programs
- Increase Training and Work-Based Learning Opportunities in High Priority Occupations/High Demand Sectors
- Create a Vibrant Workforce Development System
- Build Community Engagement of the Workforce Development System Amongst Partners
- Improve Customer Satisfaction of NCWDB Title I Customers
- Increase Diversity, Equity, and Inclusion
- Improve Digital Literacy Rates
- Increase Use of Virtual Reality Strategies
- Improve program monitoring and evaluation through provision of timely performance data

## **1.4 Award Terms**

### **Availability of Funds**

Funding levels will be unavailable at the issuance of the RFP. Funding is contingent upon the availability of funds and State and Federal authorization in the North Central region. Funding is not guaranteed until the fiscal agent receives Youth, Adult and Dislocated Worker funding. Workforce Solutions reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the US Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes. The funds listed below are estimated and are not a guarantee. They are being provided as a guide for your proposal. Final funding awards will be based upon WIOA funding

allocations, Workforce Solutions priorities, and other factors at the discretion of Workforce Solutions. The actual amount of the contract award will be based on proposed budgets, 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).

Estimated Funds Available Youth: \$324,226

- \* Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA.

- \* Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by WIOA

Estimated Funds Available Adult: \$327,804

Estimated Funds Available Dislocated Workers: \$549,866

- \* Workforce Solutions strongly encourages the development of proposals that leverage existing resources and expand upon successful programming being offered in the community.

### **Performance Period**

The performance period for this award will be July 1, 2024 – June 30, 2024 with the possibility of the agreement being renewed for an additional three (3) years. Under this solicitation, Workforce Solutions reserves the right to renew contractors for an additional three years; PY 25 (July 2025 through June 2026); PY 26 (July 2026 through June 2027); and PY 27 (July 2027 through June 2028) based upon receipt of Title I WIOA allocation, achievement of performance indicators, cost effectiveness, fiscal integrity and compliance with monitoring requirements for WIOA regulations.

### **Contract Award**

Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of state and federal funds and the continued authorization of the WIOA activities in the North Central PA region. Services will commence on July 1, 2024 and end on June 30, 2025 subject to the availability and appropriation of funds.

Any proposal submitted in response to this solicitation is not a legally binding document. However, the contents of the proposal of the successful bidder will become contractual obligations and failure to accept these obligations in a contractual agreement may result in the cancellation of the award. Staff will negotiate and execute contracts with the bidder approved for funding. These discussions will take place after final funding approval and may include such items as budget, cost, program design, service levels, location, target population, projections and clarifications.

### **Program Cost Reimbursement**

Payment related to any agreement resulting from this RFP will be made on a cost-reimbursement basis. This means your organization must have the financial capacity to pay all costs upfront. Workforce Solutions will require an invoice, proof of expenses, and required documentation to process a reimbursement. Workforce Solutions will only reimburse the provider for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the

contract negotiation period. Allowable costs will be determined by all applicable federal, state and local regulations.

## **2. Scope of Work**

The Workforce Innovation and Opportunities Act (WIOA) emphasizes employment and training services to Youth, Adults and Dislocated Workers. The North Central Workforce Development Board DBA Workforce Solutions for North Central PA is currently soliciting proposals to implement WIOA Youth, Adult and Dislocated Worker programming in the North Central PA Workforce Development Area which is comprised of the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. We are looking for a workforce development model that utilizes the concepts of human-centered design to implement innovative, effective and sustainable solutions for our WIOA Youth, Adult and Dislocated Worker populations.

The selected Title I provider's workforce development system model must be able to

1. Grow WIOA Youth, Adult, and Dislocated Worker Programs;
2. Increase Training and Work-Based Learning Opportunities in High Priority Occupations/High demand Sectors;
3. Create a Vibrant Workforce Development System;
4. Build Community Engagement of the Workforce Development System Amongst Partners;
5. Improve Customer Satisfaction of NCWDB Title I Customers;
6. Increase Diversity, Equity, and Inclusion;
7. Improve Digital Literacy Rates;
8. Increase Use of Virtual Reality Strategies; and
9. Improve Program Monitoring and Evaluation through Provision of Timely Performance Data.

## **WIOA Services – Youth, Adult and Dislocated Worker**

### ***WIOA Title I Youth***

The Title I provider will provide comprehensive youth services, as defined by WIOA Section 129 and TEGL No. 21-16, that focus on assisting out-of-school youth (OSY) and in-school youth (ISY) with one or more barriers to prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities. Youth eligible for WIOA services are ages 14-24 with at least one barrier to employment.

### ***Youth Program Elements***

WIOA Section 129(c)(2) describes 14 program elements that youth programs must make available to youth participants:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings or dropout recovery services;
3. Paid and unpaid work experiences with an academic and occupational education component;
4. Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations;
5. Leadership development activities, e.g., community service, peer-centered activities;
6. Supportive services;

7. Adult mentoring;
8. Follow-up services for at least 12-months after program completion;
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling;
10. Integrated education and training for a specific occupation or cluster;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market information about in-demand industry sectors and occupations;
14. Postsecondary preparation and transition activities.

*\* When youth are enrolled in academic or occupational skills training in WIOA programs, they must be assisted in earning an industry recognized credential and demonstrating measurable skills gains.*

*NOTE: All 14 WIOA Youth Program Elements must be made available. However, not all participants are required to receive all 14 WIOA Youth Program Elements. Program elements that a participant will receive will be based on individual needs as determined by Title I staff.*

#### **WIOA Title I Adult and Dislocated Worker**

WIOA §680.10-§680.195 Subpart A describes the delivery of Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act.

WIOA establishes a priority of service with respect to funds allocated for adult employment and training activities. Priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. In addition, veterans receive priority of service in all Department of Labor-funded employment programs.

The Dislocated Worker program is designed to help workers get back to work as quickly as possible while overcoming barriers to employment.

The Title I provider must serve adults 18 years of age and older with career services.

## **2.1 Services to be Provided**

### **Outreach and Recruitment**

The Title I provider will collaborate with PA CareerLink® partners to conduct broad outreach, communication, and recruitment activities on a regular basis, raising awareness of and increasing participation in PA CareerLink®, WIOA Title I services and the larger workforce system. Such activities will be directed toward potential customers and other partners, including job seekers, employers, and community-based organizations, as well as the general public, as appropriate. The Title I provider must ensure such activities are coordinated with the plans and activities of other PA CareerLink® partners and adhere to statewide and local PA CareerLink® guidelines, including standards established by the One Stop Operator and Workforce Solutions, to ensure an integrated and unified system of workforce development. Please refer to Training and Employment Guidance Letter No. 03-23 – Allowable Uses of Funds for Outreach Activities for Federal Formula and Competitive Grant Awards for more information. <https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2023/TEGL%2003-23/TEGL%2003-23-A/TEGL%2003-23.pdf>

Outreach and recruitment activities include but are not limited to the following:

- Collecting information, evaluating data, and conducting research to identify and inform engagement of potential customers, employers, partners, and other stakeholders
- Arranging or participating in information sessions, career or community resource fairs, and job recruitment events at PA CareerLink® centers, partner locations, and in virtual settings
- Participating in creation and distribution of local collateral to increase awareness of WIOA Title I services and PA CareerLink®, including use of PA CareerLink® social media platforms, subject to approval by the One-Stop Operator and Workforce Solutions
- Participating in the design and implementation of activities that target specific audiences for engagement in initiatives of PA CareerLink® and Workforce Solutions
- Tracking the above described activities, and other outreach and recruitment activities and reporting to Workforce Solutions and PA CareerLink® partners

The Title I provider will focus outreach and recruitment activities on creating and maintaining a steady and diverse pipeline of customers utilizing the PA CareerLink® system adequate to meet the needs of employers seeking to utilize PA CareerLink® for candidate sourcing.

The Title I provider will direct all inquiries from or communication with public officials, the media, Workforce Solutions' board members, or related stakeholders to Workforce Solutions.

#### **Remote & Community Based Services**

The Title I provider is committed to increasing access for job seekers and bringing in PA CareerLink® and WIOA Title I services and resources to locations beyond the PA CareerLink® centers.

The Title I provider will work closely with Workforce Solutions to determine strategies for providing information, general assistance and PA CareerLink® services in neighborhood-based locations. Locations may include libraries, partner organizations and other community spaces. Workforce Solutions expects the Title I provider to work closely and maintain positive relationships with partner agencies support the distribution of PA CareerLink® information and resources.

The Title I provider will also support virtual and/or non-traditional hours as methods of participant contact and engagement. The Title I provider will also provide partner agencies with access to on-line resources, webinars, and virtual workshops so that all residents can utilize such resources on demand.

#### **Enrollment and Orientation**

The Title I provider will enroll individuals in WIOA Title I services, as appropriate and according to the enrollment goals defined in this Agreement. The Title I provider must follow WIOA guidelines, state regulations, and Workforce Solutions' policies in making eligibility determinations and facilitating the enrollment process. Enrollment refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents and records have been completed and entered into the Commonwealth Workforce Development System (CWDS). The Title I provider must provide enrollment services for other WIOA programs supported by Workforce Solutions, upon request by Workforce Solutions, on an as needed basis. If an individual is not eligible or prepared for WIOA Title I services, they must be referred to an appropriate vocational, educational or social service agency for assistance, according to their needs.

Workforce Solutions is committed to ensuring an efficient, customer-friendly approach to enrollment for PA CareerLink® and WIOA Title I services, balanced with the need to assess suitability and prepare

customers for participation in WIOA activities. The Title I provider will employ enrollment practices that follow applicable regulations and assess/prepare candidates for WIOA activities, but do not impose unneeded requirements on job seekers and businesses. The enrollment process should be flexible and consist of only reasonable and necessary requirements for job seekers and business, minimizing barriers and streamlining steps to meaningful participation.

The Title I provider will conduct orientation activities regularly to ensure potential and newly enrolled participants are aware of all services and opportunities available through PA CareerLink®, including use of virtual platforms to conduct orientation.

The Title I provider will comply with all federal, state, and local guidance and regulations regarding priority of services and track the number of individuals served that meet each criterion for priority service and related participant outcomes achieved.

### **Career Services**

The Title I provider will deliver high quality WIOA Title I services that create opportunities for economic and career success, and connect job seekers with business-driven placement, education, and training options. The Title I provider will facilitate services with other PA CareerLink® partners, including consideration of co-enrollment, and work with partner organizations in PA CareerLink® sites to promote the development of integrated intake, case management, and reporting.

Every PA CareerLink® customer will have access to a set of employment-related career services. The Title I provider will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their individual skills and needs, providing basic, individualized, and follow-up career services. Basic and individualized career services do not have to follow a sequence; rather, they are defined to allow a varied approach to services that meets the needs of a range of job seekers. In planning and delivering career services, the Title I provider will employ an evidence-based triage process that effectively assesses job seekers to determine and provide the most appropriate career services.

### **Basic Career Services**

Basic career services are universally accessible and must be made available to all individuals seeking employment and training services at PA CareerLink® centers. Generally, these services involve less staff time and involvement. Basic career services include but are not limited to eligibility determinations; outreach, intake and orientation; initial skills assessments; labor exchange services such as job search, placement assistance, and career counseling; provision of information and assistance regarding the labor market, available training programs, unemployment compensation and supportive services; and program referrals.

### **Individualized Career Services**

Individualized career services must be provided when staff determine that such services are required to retain or obtain employment. Generally, these services involve more significant staff time and customization to each individual's needs. Individualized career services include but are not limited to comprehensive and specialized assessments of skill levels and service needs, in-depth interviewing and evaluation to identify employment barriers, customized career counseling, short-term pre-vocational skills, work experiences, etc. These services also include development of an individual employment plan (IEP) to identify appropriate career pathways, employment goals, related objectives, and combination of services for the participant to achieve goals.

**Follow-up Career Services**

The Title I provider must provide follow-up services, in accordance with Workforce Solutions' policy, for WIOA participants who are placed in unsubsidized employment for up to 12 months after the first day of employment. Follow-up services may include but are not limited to: contact to determine work status; counseling regarding the workplace; additional career planning and counseling; staff assisted job search and re-placement assistance; access to additional workshops and job clubs; and referral to supportive services. Follow-up services must include more than just an attempted contact.

**Workshops**

The Title I provider will provide workshops to job seekers at PA CareerLink® sites and participate in or provide support to workshops conducted by PA CareerLink® partner agencies. The Title I provider must also provide workshops online. Workshops will cover but not be limited to: job search and soft skills, such as interviewing techniques, resume preparation, networking, effective communication skills, conflict resolution, computer literacy and job readiness training. The Title I provider must coordinate with other partners at the PA CareerLink® to ensure workshops are coordinated and duplication is reduced.

Additional services may consist of, but are not limited to:

- Group, individual, and career counseling, which may include networking and job clubs
- Short term, pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct
- Internships and work experiences linked to career pathways
- Provision of information and referral to additional services as appropriate including financial literacy services and English language acquisition programs

These and other additional services should be determined appropriate for obtaining and retaining employment as identified through assessment, skill deficiency, or length of unemployment.

**Training Services**

The Title I provider is responsible for implementing an approach to training services in close coordination and consultation with Workforce Solutions that is driven by the needs of local employers and aligned with viable career pathways. Training services emphasis will be on supporting occupational clusters and high priority occupations that are in demand by employers and offer self-sustaining wages.

The Title I provider will:

- Assist participants in navigating the array of training services defined by Section 134(c)(3) of WIOA.
- Identify, refer and develop training opportunities.
- Enroll eligible individuals in WIOA and determine training suitability.
- Ensure training service provision and documentation are accurately entered into the Commonwealth Workforce Development System (CWDS); including coordinating with participants, training providers, or other stakeholders to collect and verify related data and information.
- Remain in regular contact with participants who engage in training as well as training providers, employers, or other stakeholders throughout the training experience to ensure successful engagement, completion of the program, and achievement of desired outcomes.

- Regularly promote and recruit for training programs supported by the broader workforce development system in the North Central region.

**Training Eligibility and Suitability:** The Title I provider must determine eligibility and suitability for training activities before individuals can participate in WIOA –funded training. Suitability relates to a participant’s assessed ability and perceived commitment to attend training activities, successfully complete a training program, and to get and keep employment related to training. Suitability determinations also consider alignment between a training program and the participant’s career goals, expectations, and other factors. The Title I provider must determine suitability through interview, evaluation, or assessment, and in conjunction with career planning. If the Title I provider determines that a participant is not suitable for training activities, the Title I provider must clearly explain why and how the participant can address the factors preventing a positive suitability determination.

The specific process, criteria, and steps used by the Title I provider to determine suitability must be approved by Workforce Solutions and shared with participants, training providers, or other stakeholders upon request. Training suitability determinations must adhere to the guidelines of TEGL 19-16, Workforce Solutions’ policies and other applicable rules and regulations; however, the suitability process should consist of only reasonable and necessary requirements, minimizing barriers and streamlining steps to meaningful training participation.

**Occupational Skills Training:** The Title I provider will not directly provide occupational skills training but will advise participants on available opportunities and assist participants in applying to, enrolling and participating in, and completing training programs. The Title I provider should direct participants toward training programs that are well-aligned with their career objectives, skills, and background; and programs that they are most likely to complete and benefit. The Title I provider will focus efforts on facilitating the Individual Training Accounts (ITA) application and selection process with eligible participants. Training supported by ITAs must be conducted by providers with programs included on the Eligible Training Provider List (ETPL). The Title I provider will maintain a working knowledge of available, effective training programs and advise participants interested in ITA participation accordingly. The Title I provider will follow all required guidance and regulations regarding the use of ITAs, including Workforce Solutions’ policies and ensure customer choice as described in WIOA.

**Work-Based / Employer-Based Training:** The Title I provider will work closely with Workforce Solutions to implement an approach to employer-based training that includes, On-the-Job Training (OJT), Paid Work Experience, and Transitional Jobs that is responsive to the needs of businesses, and is conducted in accordance with WIOA regulations, Workforce Solutions’ policies and other applicable guidance. The Title I provider will also assist in advising participants on available opportunities with skill upgrading and retraining, entrepreneurial training, transitional jobs, job readiness combined with training, adult education and literacy in combination with training, registered apprenticeship and pre-apprenticeship programs as well as other learn-while-you-earn programs. The Title I provider will provide consultation to employers throughout the business engagement process, as appropriate, toward the development of work-based training opportunities that align with Workforce Solutions’ priorities.

## **Additional Services**

The WIOA Title I provider will also be responsible for the following:

### **Supportive Services**

Job seekers commonly face a wide variety of barriers that make it difficult to achieve and retain meaningful employment. The Title I provider will think critically and creatively about how to accommodate job seekers with such barriers and provide and/or connect the job seeker with supportive services, as appropriate.

The Title I provider will provide supportive services in accordance with Workforce Solutions' Supportive Services policy when:

- The participant is registered and receiving WIOA Title I career or training services;
- Supportive services are necessary to enable participation in WIOA services; and
- The participant is unable to obtain similar services from another source.

The Title I provider will build and maintain an effective referral network of service agencies to ensure participants have access to the basic support needed to fully participate in WIOA services. The supports must align with the needs of the individuals with barriers to employment and must have the ability to be tracked.

### **Business Services**

Workforce Solutions believes that the cornerstone of workforce development begins with employers who offer the actual jobs. The Title I provider will work closely with Workforce Solutions and other PA CareerLink® partners and stakeholders to develop, deliver, and coordinate quality business services that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and development talent for the region's economy.

The Title I provider will inform, participate in, and align all business service activities with Workforce Solutions' employer engagement and industry partnership efforts as well as the PA CareerLink® business service teams. Workforce Solutions currently supports two regional Industry Partnerships: Advanced Manufacturing and Healthcare and Social Assistance. These partnerships offer creative and innovative business outreach strategies for its members. Additional partnerships are formed as needed and Workforce Solutions works with all industry sectors. The Title I provider must be able to demonstrate successful outreach strategies, business relationships, job development experience, job placement and retention rates.

The Title I provider will have a clear understanding of industry skill needs; identify appropriate approaches for assisting employers; and employ a joint business services strategy that integrates with all PA CareerLink® stakeholders to ensure coordination and consistency for employers in the North Central region.

Business Services to be performed by the Title I provider will include those defined by 20 CFR §678.435. Business Services are also described in our Local Plan and include but are not limited to:

- Serve as a single point of contact for businesses, responding to all requests in a timely manner
- Provide information and services related to Unemployment Insurance taxes and claims
- Assist with disability and communication accommodations, including job coaches
- Conduct outreach regarding Local workforce system's services and product
- Conduct on-site Rapid Response activities regarding closures and downsizings
- Develop On-the-Job Training (OJT) and Transitional Employment (TE) contracts
- Provide access to labor market information

- Provide customized recruitment and job applicant screening, assessment and referral services
- Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
- Assist with the interpretation of labor market information
- Conduct job fairs
- Develop customized training opportunities to meet specific employer and/or industry cluster needs
- Use of one-stop center facilities for recruiting and interviewing job applicants
- Consult on human resources issues
- Coordinate with employers to develop and implement layoff aversion strategies
- Post job vacancies in the state labor exchange system and take and fill job postings
- Provide information regarding disability awareness issues
- Provide incumbent worker upgrade training through various modalities
- Provide information regarding workforce development initiatives and programs
- Provide information regarding assistive technology and communication accommodations
- Develop, convene, or implement industry or sector partnerships

The Title I provider will conduct all interactions with employers using the highest level of professionalism, responsiveness and customer service. Workforce Solutions places a very high priority on business relationship management and requires the Title I provider to implement business services accordingly.

### **Technological Services**

Technological services are critical to today's workforce. Two such areas are outlined below. The Title I provider must address how they will keep current technological services.

Digital Literacy Skills are defined as the skills associated with using technology to enable users to find, evaluate, organize, create and communicate information. According to America's Digital Skills Divide (Third Way), 90% of the jobs in the United States by 2030 will require digital skills. Without such skills, our workforce cannot compete with today's demands, let alone future demands. The Title I provider must be able to address how digital literacy skills will be at the forefront of addressing the skill needs of job seekers from access to Title I services to incorporation of digital literacy skills for use in the labor market.

Virtual Reality (VR) technology provides a highly immersive experience, making you feel as if you are physically present in a simulated environment. Job seekers can use this technology to experience careers first-hand. While it may not replace the traditional methods of career exploration as site visits, job shadows, or guest speakers, it does allow the job seekers access to a plethora of career exploration opportunities, understanding of job expectancies, and the ability to experience what a working environment "feels" like, all while being done in a safe and engaging way. The Title I provider must be able to address how staff will utilize virtual reality technology in career exploration and skill building activities in addressing the needs of job seekers.

### **Equity Services**

Diversity, equity, inclusion, and accessibility (DEIA) refers to a set of practices intended to ensure people from a broad set of socio-demographic backgrounds are represented and able to thrive in a workforce;

and an organization's actions and services to the public that consider the needs and desired outcomes for all. The Title I provider must address how its programs are providing equitable high-quality skills training, economic supports, and pathways to quality jobs.

### **Workforce Service Delivery Model**

The current workforce development delivery system in the North Central PA region consists of 6 comprehensive centers and 1 affiliate center, ensuring that there is a physical site in each of the counties we serve.

A successful proposal will support the maintenance of this structure that extends across the six (6) counties of the region, maintain a coordinated menu of services with partners to provide comprehensive customer services to employers and workers, incorporate continuous improvement practices to meet and exceed established performance goals, support and utilize the workforce system to guide system services and activities and maximize the utilization of technology to expand the availability of services and activities.

With the increased use of virtual services following the pandemic, Workforce Solutions is open to a delivery system that can provide both in-person and value-added services and result in increased enrollments into WIOA Youth, Adult and Dislocated Worker programs throughout the region while addressing the requirements of WIOA.

The model to be developed for the provision of WIOA Youth, Adult and Dislocated Worker services in the North Central Workforce Development Area, will be guided by the Workforce Innovation and Opportunity Act (WIOA), the Employment and Training Administration (ETA), PA Department of Labor and Industry as well as the North Central Workforce Development Board.

### **Requirements of the WIOA Workforce System will include:**

- A workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment;
- Employer engagement to determine human capital needs and match with skills and abilities;
- Comprehensive outreach and recruitment strategies to engage a diverse range of jobseekers;
- Strategies and practices to reach jobseekers in hard-to-reach neighborhood locations;
- Virtual service delivery options that enable participants to fully participate remotely;
- Use of best practices and career pathways to enhance service delivery to jobseekers;
- A level of contact and engagement with jobseekers that addresses needs and meets outcomes;
- Leveraged technology to support service delivery, innovation and continuous improvement;
- Strong command of data and information systems, including CWDS—the Commonwealth Workforce Development System;
- Development of strategy and policy improvements that can enhance the PA CareerLink® centers, in close collaboration with Workforce Solutions and the One-Stop Operator;
- Tracking and communication of jobseeker activity, employer needs, challenges, and opportunities;
- Participation in meetings as requested by Workforce Solutions.

**The selected provider will be known as the Title I Provider of WIOA Youth, Adult and Dislocated Worker services.**

Core Programs authorized under WIOA:

1. Title I Youth, Adult, and Dislocated Worker;
2. Title II - Adult education and literacy activities;
3. Title III - Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
4. Title IV - Vocational Rehabilitation Act (29 U.S.C. 720 et seq.);

As a core partner of the PA CareerLink®, the Title I provider must have a thorough understanding of each of the programs authorized under WIOA and be able to build and support the services of the one stop system – the PA CareerLink®.

**Additional programs authorized under WIOA:**

- Job Corps program;
- Youth Build program;
- Native American Programs;
- Migrant and seasonal farmworker programs and
- Evaluation and multistate projects.

**PA CareerLink Operator:** Workforce Solutions is responsible for procuring for a One Stop Operator whose role is to coordinate the delivery of partner program services in the local delivery system ensuring a seamless distribution of career services, training services, and other employment-related services provided by required and additional partner programs offered in the local area. This includes coordinating services across multiple PA CareerLink® service locations including virtual and mobile services to ensure uniformity throughout the region. The Title I provider will work closely with the Operator and other partners as well as the Site Administrators for each center as determined by Workforce Solutions.

**The selected provider must have a physical presence within the region's PA CareerLink® centers.**

The Workforce Innovation and Opportunity Act (WIOA) identifies several required one-stop system partners and allows for additional partners to be designated.

The current PA CareerLink® center locations follow. Each center has an assigned **Site Administrator** who are employed by the PA Department of Labor and Industry and oversees the fiscal management, contract development and negotiation, and performance monitoring of the PA CareerLink® centers. The Title I provider will work closely with the Site Administrators to ensure collaboration between all partners in the provision of services to both job seeker and business customers.

Pennsylvania CareerLink® center Cameron County (Affiliate) at Emporium  
135 West 4<sup>th</sup> Street  
Emporium, PA 15834

Pennsylvania CareerLink® center Clearfield County at Clearfield  
1125 Linden Street  
Clearfield, PA 16830

Pennsylvania CareerLink® center Clearfield County at DuBois  
602 West DuBois Avenue Unit #1  
DuBois, PA 15801

Pennsylvania CareerLink® center Elk County at St. Marys  
 245 Depot Street  
 St. Marys, PA 15857

Pennsylvania CareerLink® center Jefferson County at Punxsutawney  
 602 East Mahoning Street  
 Punxsutawney, PA 15767

Pennsylvania CareerLink® center McKean County at Bradford  
 40 Davis Street  
 Bradford, PA 16701

Pennsylvania CareerLink® center Potter County at Coudersport  
 279 Route 6 West  
 Coudersport, PA 16915

## 2.2 Performance Metrics/ Measures/ Indicators

### WIOA Primary Indicators of Performance:

The below WIOA Primary Indicators of Performance are central to the success of Workforce Solutions' effectiveness as a Workforce Development Board. The Title I provider will meet or exceed the following goals for each indicator. Performance across these indicators will be evaluated according to definitions, calculations and guidance from the U.S. Department of Labor, including but not limited to TEGL 10-16, Change 1, PM (Program Memorandum) 17-2, and TAC (Technical Assistance Circular) 17-01, as well as related WIOA guidance and directives from the Pennsylvania Department of Labor & Industry.

WIOA Primary Indicators of Performance Goals for period 07-01-23 to 6-30-24	Youth	Adult	Dislocated Worker
<b>A. Employment 2<sup>nd</sup> Quarter after Exit:</b> Percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (see A-1 for youth).		77%	85%
<b>A-1. Youth Education and Employment Rate 2<sup>nd</sup> Quarter after Exit:</b> Percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit.	68%		
<b>B. Employment 4<sup>th</sup> Quarter after Exit:</b> Percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (see B-1 for Youth)		79%	87%
<b>B-1. Youth Education and Employment Rate 4<sup>th</sup> Quarter after Exit:</b> Percentage of participants who are in education or training activities, or in	69%		

unsubsidized employment, during the fourth quarter after exit.			
<b>C. Median Earnings – 2<sup>nd</sup> Quarter after Exit:</b> The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	\$4,000	\$5,700	\$8,000
<b>D. Credential Attainment:</b> The percentage of participants in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent.	61%	77%	73%
<b>E. Measurable Skills Gain:</b> The percentage of participants in an education or training program who achieve measurable skills gains – documented academic, technical, occupational, or other forms of progress.	55%	69%	79%

## Secondary Performance Metrics

Workforce Solutions has also developed several secondary metrics that align with our desire for a workforce development model that utilizes the concepts of human-centered design to implement innovative, effective and sustainable solutions for our WIOA Youth, Adult and Dislocated Worker populations as discussed at the beginning of this document.

Metric	Data Source	Data Frequency	Responsibility	Review Cadence
<i>Percentage of Participants enrolled from Underrepresented Groups</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i>90% of all OJTs must be in high priority occupations/high demand industries</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i>Percentage of Participants Enrolled in Work Based Learning Opportunities</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs

				for technical assistance.
<i>Strategies Identified to create vibrant workforce system</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i>Number of Engaged Stakeholders/ Number of social media posts/Success Stories</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i># of Persons with Increased Digital Literacy Skills identified by underrepresented group</i>	CWDS Monthly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i># of Participants Using Virtual Reality in CE/Skills Training</i>	CWDS Monthly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i># of DEI Strategies Implemented</i>	CWDS Quarterly Report from Title I Provider	Quarterly	Title I Provider will submit the quarterly report to WDB staff for review.	Quarterly with bi weekly meetings between provider and board staff to discuss any challenges or needs for technical assistance.
<i>Customers served, engaged- Customer Service/ Satisfaction</i>	Surveys	Quarterly or bi-annually	WDB will conduct a survey to measure customer satisfaction	Bi- annual meetings

### 3. Submission

#### 3.1 Submission Instructions

##### Proposal Checklist

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

- Proposal Summary Sheet
- Narrative
- Budget
- Budget Narrative – a line item budget is needed for each category:
  - Youth
  - Adult
  - Dislocated Worker
- Appendix
  - Assurances and Certifications
  - Concurrence of the Collective Bargaining Agreement
  - 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.
  - Examples: Organizational Chart, Resumes, Job Descriptions, Qualifications, Letters of Support, Sample Plans, Tracking and Reporting, Audit Report, etc.

##### Submission Instructions

Proposal should contain a clear and comprehensive response to all requirements and questions in the order contained herein. 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 this RFP are due no later than **3:00 p.m. on March 8, 2024**. Late submissions will not be considered regardless of reason. One hard copy must be sent in a sealed envelope and one electronic copy must be submitted appropriately as follows:

##### Hard Copy:

Donna Hottel, Strategic Planning and Project Manager  
Workforce Solutions for North Central Pennsylvania  
425 Old Kersey Road  
Kersey, PA 15846

##### Electronic Copy:

Submit to Donna Hottel at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org)

Subject Line must read: Workforce Solutions WIOA Youth Adult and Dislocated Worker Proposal

## 3.2 How to Apply

### Summary Sheet – See Attachment A

This form is to be completed by the proposing organization. The proposal summary sheet must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. This form is required but not scored.

### Program Narrative (maximum 10 pages)

#### Staffing:

1. Describe your proposed staffing plan to support the programmatic, administrative and executive components of this program. Attach an organizational chart illustrating all positions with substantive involvement in the proposed program and lines of authority and responsibility. Use this section to clearly describe the organizational chart, including brief job descriptions for each position, what positions will be located at each site and full time/part-time status. Attach staff resumes or minimum qualifications for key positions of your proposed model.
2. Please Note: It is anticipated that the Title I provider will be present in all centers. Remote work will be considered and must be approved by the Workforce Development Board. A clear plan must be presented to Workforce Solutions documenting how all goals, performance metrics, partnering requirements and other components outlined in this RFP will be met in order for remote work to be approved.  
**Include how you will:**
  - a) Attract, employ and retain staff with the knowledge and expertise described in this RFP
  - b) Ensure the highest level of professionalism, competency, and customer service
  - c) Provide quality staff training and professional development relevant to the standards of this RFP
  - d) Maintain regular and clear communication between proposed staff and Workforce Solutions
3. Describe administrative and fiscal capacity to include proven ability to provide fiscal support and oversight, manage resources and personnel and produce timely and accurate reports.
4. What is the ratio of front-line staff to admin staff? Workforce Solutions requires that at least 80% of staff be “front line” staff that serve customers to include job seekers and businesses.

#### Targets/Service Delivery:

##### Job Seekers

1. Describe the services to be offered to job seeking customers including basic, individualized and training services.
2. Identify the frequency and availability of career services.
3. Describe how customers will flow through the service delivery process. Provide a service delivery flow chart.
4. Describe how Virtual Reality will be used in career exploration, skills attainment, and credentialing job seeker customers.
5. Describe the ability to deliver services virtually as well as in-person, to provide customers access to holistic service delivery.
6. Describe innovative strategies to provide services to special populations (e.g. individuals with criminal backgrounds, persons with substance abuse disorder, individuals with basic

skills deficiencies, older workers, limited English speakers, individuals with disabilities, individuals with transportation needs, etc.)

#### **Businesses**

1. Provide up to three (3) current or past examples where your organization has worked with business to identify and address business needs. Explain both the processes used and the outcomes achieved.
2. Describe your strategies for pursuing new business relationships and addressing business workforce needs. Describe how you will reach businesses across the region and across different industries. Identify any tools, data or surveys to be used.

#### **Youth / Young Adults**

1. Describe in detail your outreach and recruitment strategies for engaging and recruiting youth. Include your strategies for both in-school and out-of-school youth.
2. Describe how you will make the 14 WIOA Youth program elements available to participants, including which elements you will directly make available, and which will be available through partnerships.
3. Describe your follow up strategies that will be utilized to assist youth and how they will enhance job retention and growth along career pathways.

#### **Performance Outcomes**

1. Describe strategies that will be utilized to ensure attainment of WIOA negotiated performance goals for youth, adults and dislocated workers.
2. Describe any past performance on WIOA negotiated performance goals.
3. Describe any past and/or current performance measures required of your organization along with other key benchmarks and outcomes such as: total served, total placements to plan, percent of positive exits.
4. Explain your process for internally monitoring your ongoing performance. Describe how you will evaluate and assess both the effectiveness and quality of the program. Identify who will be responsible for data collection, analysis, reporting and general oversight.

#### **Partnerships and Collaboration**

1. Describe your organizational experience in partnering with other organizations to meet the workforce development needs of Youth, Adult and Dislocated Workers as defined by WIOA.
2. Describe your experience with an integrated service delivery model, information sharing, case management of co-enrolled clients, cross training of staff and shared performance and accountability.
3. Describe successes and/or challenges you have experienced in previous collaborative or integrated service delivery models that will contribute to your future success.
4. Describe how you envision effectively collaborating with Workforce Solutions, Operator and partner staff to effectively establish and maintain an effective service delivery model.

#### **Cost / Budget**

##### **Line Item 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.

Each service category must have its own line item budget – Youth, Adult and Dislocated Worker.

### **Budget Narrative** (maximum 2 pages)

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** (maximum 2 pages)

1. Describe your financial management system. 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. Address each bullet below:
  - *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 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” and “Funded in whole or in part by 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.

### **Additional Resources**

The following links are provided as helpful supplementary information:

Local plans and policies available on our website at:

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

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>

Workforce System Policies

<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>

**Other Attachments** — as required or desired. Examples include:

- Organizational Chart
- Resumes, Job Descriptions, and/or Qualifications
- Letters of Support (no more than 5 letters will be accepted)
- Sample Plans
- Sample Forms
- Audit Report

## **4. How We Choose**

### **4.1 Minimum Qualifications**

To ensure the successful implementation of WIOA Title I services, Workforce Solutions has established the following minimum qualifications for providers interested in bidding on this opportunity. These qualifications have been carefully considered to maintain a competitive procurement process while ensuring the selected provider meets essential standards.

- a. Providers must be legally authorized to conduct business in the North Central Workforce Development region.
- b. Providers must not have been debarred, suspended, or otherwise disqualified from doing business with federal, state, or local government agencies.
- c. Providers must have at least three years of experience in workforce development, job training, or a closely related field.
- d. Providers must hold all necessary licenses, certifications, or accreditation required by local, state or federal regulations to provide the specified services under this RFP.

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

- a. Institutions of higher education.
- b. Community organizations.
- c. Non-traditional public schools – e.g., night, adult school, career or technical education school.
- d. Workforce intermediaries.
- e. Business organizations, including Chambers of Commerce.
- f. Labor organizations.
- g. Staffing or talent companies.
- h. 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.

Providers may also identify organizations with which they will collaborate to enhance the project design.

Success providers 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 and the Title I provider shall specify the Title I provider's role.

## 4.2 Evaluation Criteria

All proposals received by the submission deadline will be reviewed by Workforce Solutions for completeness and compliance with this RFP. Proposals passing this initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work, deliver the proposed program, and meet the standards and intended outcomes of this RFP. Bidders may be requested to participate in presentations or discussions with proposal evaluators and other Workforce Solutions Staff, at the full discretion of Workforce Solutions. Workforce Solutions reserves the right to consider information gathered during presentations or discussions with bidders in its evaluation and selection process. Award recommendations of the evaluators will be presented to the North Central Workforce Development Board for final decision.

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

Proposal Review Scoring Rubric		
Evaluation Criteria	Percentage of Total	What your proposal should address
Proposal Summary Sheet		Required but not scored
Staffing / Organization	20%	<b>STAFFING PLAN</b> <ul style="list-style-type: none"> <li>Organizational Chart</li> <li>Substantive Positions</li> <li>Job Descriptions</li> <li>Location</li> <li>Resume/Qualifications</li> </ul> <b>REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Strategy to attract and retain staff</li> <li>Ensure professionalism</li> <li>Ensure training and professional development</li> <li>Clear communication</li> </ul>
Targets / Service Delivery	40%	<b>TARGET POPULATION</b> <ul style="list-style-type: none"> <li>Strategies for Outreach plan – addressing Underrepresented Populations/Target Area</li> <li>Challenges</li> </ul> <b>JOB SEEKERS</b> <ul style="list-style-type: none"> <li>Outreach and Recruitment</li> <li>Enrollment and Orientation</li> <li>Career Services</li> <li>Training Services</li> <li>Supportive Services</li> <li>Follow-Up Services</li> </ul>

		<ul style="list-style-type: none"> <li>• Flow Chart</li> <li>• # Dedicated Staff</li> </ul> <p><b>BUSINESS SERVICES</b></p> <ul style="list-style-type: none"> <li>• Employer Recruitment and Retention</li> <li>• Talent Development Needs</li> <li>• Flow Chart</li> <li>• Partner Engagement</li> <li>• # Dedicated Staff</li> </ul> <p><b>YOUTH AND YOUNG ADULTS</b></p> <ul style="list-style-type: none"> <li>• Program Design addressing recruitment and barriers</li> <li>• 14 Program Elements</li> <li>• # Dedicated Staff</li> </ul>
Performance / Outcomes including past performance if a returning contractor	20%	<ul style="list-style-type: none"> <li>• WIOA Primary Performance Measures</li> <li>• Workforce Solutions Secondary Indicators of Performance</li> <li>• Internal performance monitoring and strategies or improving performance</li> </ul>
Partnerships/Collaboration	10%	<ul style="list-style-type: none"> <li>• Experience/existing partnerships with workforce development partners</li> <li>• Experience with co-enrollment</li> <li>• Plan for collaboration with NCWDB, Operator and Partner staff/agencies</li> </ul>
Cost / Budget	10%	<ul style="list-style-type: none"> <li>• Program costs are appropriate, allowable and reasonable</li> <li>• Leverages funds and /or expands existing successful programs</li> <li>• Accurate</li> <li>• Ability to compliant with GAAP and Office of Management and Budget (OMB) Uniform Guidance</li> <li>• Description of Financial Management System</li> <li>• Bonding</li> <li>• Record Retention</li> <li>• Cost Allocation Plan</li> <li>• Audit</li> <li>• Assurances and Certifications</li> <li>• DOL Financial Management Guide</li> <li>• L&amp;I and WDB related policies</li> </ul>

### 4.3 Selection Schedule

Selection Schedule (all dates are subject to change):

Selection Schedule	
Event	Date
RFP Issue Date	January 4, 2024
Bidder's Conference	<b>Revised: February 2, 2024</b> <del>February 1, 2024</del>
Deadline for Questions	February 7, 2024
Posting of Q&A	February 9, 2024
<b>Proposals Due</b>	<b>March 8, 2024</b>
Potential Bidder Presentation	TBD
Anticipated Award Date	TBD
Anticipated Contract Execution / Start Date	July 1, 2024

### 4.4 Questions

All questions or requests for additional information regarding this RFP must be made in writing to Donna Hottel, Strategic Planning and Project Manager, at [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org) by February 7, 2024 at 3:00 PM. Emails must have the subject line "Questions, Workforce Solutions Youth, Adult and Dislocated Worker proposal. Answers will be posted publicly at [www.workforcesolutionspa.com](http://www.workforcesolutionspa.com). Interested parties are encouraged to check the website frequently for updates. Workforce Solutions is not required to post answers to questions received after February 7, 2024 at 3:00 PM EST.

### 4.5 Bidders Conference

Workforce Solutions intends to conduct a bidder's conference on **February 2, 2024** at 9:00 AM EST via Zoom. Workforce Solutions reserves the right to reschedule or cancel the bidder's conference and will post notice via the Workforce Solutions website if it chooses to do so. All interested parties are highly encouraged to attend the bidder's conference, which should be viewed as a vital opportunity to ask questions, understand proposal requirements, and obtain guidance on the scope and nature of the work required by this RFP.

The bidder's conference will be conducted virtually. Attendees must register no later than January 27, 2024 at 3:00 PM EST by emailing [dhottel@ncwdb.org](mailto:dhottel@ncwdb.org) and including the name of the organization and attendees planning to participate. Emails must have the subject line "Bidder's Conference, Workforce Solutions Youth, Adult and Dislocated Worker proposal". Workforce Solutions will reply to confirm attendance and send instructions regarding how to attend the event.

Questions may be asked during the bidder's conference, but complete answers may not be available until a question/answer document is released or updated following the conference. Interested parties are to submit questions in advance of the bidder's conference, following the guidance provided in the *Questions* section above, no later than 3:00 PM EST on February 7, 2024.

## 4.6 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.

### Availability of Funds

This RFP is being solicited based on anticipated funds. Any awards may be provided only upon the actual availability of Title I of WIOA Adult and Dislocated Worker Funds. Applications that may be approved are not guaranteed funding since the funding for programs is dependent upon Workforce Solutions receipt of funds under the Workforce Innovation and Opportunity Act (WIOA).

### Rejection of Proposals

Workforce Solutions reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing bidders.

#### *Incurring Costs*

Workforce Solutions is not responsible for any costs incurred by bidders prior to the selection of service providers by Workforce Solutions. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

#### *Disclosure of Proposal Contents*

Proposals will be held in confidence and, except for selected proposals, will not be revealed or discussed with competitors. All materials submitted with the Proposal and the Proposal itself, become the property of Workforce Solutions and will not be returned. Workforce Solutions reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

#### *News Releases*

All subcontractors must receive prior written approval from Workforce Solutions for the publication of any news releases.

#### *Disclaimer*

The submission of a proposal to Workforce Solutions does not assure or imply an award of a contract to the organization(s) submitting the proposal.

Workforce Solutions reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

In addition, based on current or proposed legislative activity, Workforce Solutions reserves the right to adjust any conflicting administrative and/or programmatic requirements that may occur prior to or after the contracting process.

#### *Response on Action Taken Regarding Proposal*

All proposals received will receive a response as to the action taken by Workforce Solutions. Bidders may request a briefing on the action taken on the proposal.

#### *Contracting Dates*

Workforce Solutions is soliciting proposals for the period, July 1, 2024 through June 30, 2025. Workforce Solutions may renew awarded agreements beyond June 30, 2024 for up to three additional contract periods. The additional contract periods are renewable at the discretion of Workforce Solutions based on performance of the successful bidder and funds available. Workforce Solutions reserves the option to modify contract on a year to year basis.

#### *Selection of Service Providers*

Priority for selection will be based on the effectiveness of the agency or organization to deliver comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants.

#### *Non-Duplication of Facilities or Services*

Programs represented may not duplicate facilities or services available in the area (with or without reimbursement) from Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve Workforce Solutions performance goals.

#### Required Information:

Bidders must submit their proposal to this RFP which meets the minimum requirements of this RFP. All bidders are required to respond to this RFP exactly as outlined in order for the Workforce Solutions to evaluate all proposals on an equal and timely basis.

#### Minimum Standards

These minimum standards must be met if the proposal is to be further evaluated:

- The proposal was submitted before the closing time and date.
- The proposing organization is not on a Federal or State Debarment List.
- The proposing organization is fiscally solvent.
- The proposing organization has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.
- The person signing the proposal as the submitting officer has the authority to do so.
- The proposing organization agrees to meet all Federal, State, and local Equal Employment Office (EEO) and WIOA program and fiscal compliance requirements.
- The proposal addresses all program requirements of WIOA.
- The successful applicant will identify new ways of rethinking the workforce system.

#### **Protest and Appeals Process**

This Request for Proposal contains an allowance for disputes involving this procurement action. Appeal dispute sources may include, but are not limited to:

- Unfair competition in the decision-making process
- Illegal/improper act or violation of law

Written appeals must be made to Pam Streich, Executive Director, Workforce Solutions. All disputes will be reviewed by the Executive Director and WDB staff with a written response in twenty (20) days. If appealed, Workforce Solutions' decision is final.

## **5. 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.

## **6. 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 the Appendix to ensure a complete and compliant proposal package.

#### **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 contacts/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)

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

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Name of Organization

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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.

## ATTACHMENT A - PROPOSAL SUMMARY SHEET

## ATTACHMENT B - LINE ITEM BUDGET

One line item budget must be submitted for each service category –  
Youth, Adult and Dislocated Worker

## 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



Workforce Solutions for North Central Pennsylvania  
Program Year 2024  
Budget & Modification Request  
Adult

ATTACHMENT B

Subcontractor Name:  
Subcontractor Address:  
Month:

	PROGRAM BUDGET	BUDGET REVISION	PROGRAM DIFFERENCE	INDIRECT BUDGET	BUDGET REVISION	INDIRECT DIFFERENCE
<b>PERSONNEL</b>						
Salaries			\$0.00			\$0.00
Fringe Benefits			\$0.00			\$0.00
Health Insurance			\$0.00			\$0.00
Vision Insurance			\$0.00			\$0.00
Dental Insurance			\$0.00			\$0.00
Short Term Disability			\$0.00			\$0.00
Long Term Disability			\$0.00			\$0.00
Life Insurance			\$0.00			\$0.00
Pension			\$0.00			\$0.00
Workers Compensation			\$0.00			\$0.00
Other			\$0.00			\$0.00
Payroll Taxes			\$0.00			\$0.00
FICA/Medicare			\$0.00			\$0.00
UC Compensation			\$0.00			\$0.00
Total Program Staff Salaries & Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>OPERATIONAL EXPENSES</b>						
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Mileage/Per Diem			\$0.00			\$0.00
Meeting Expense			\$0.00			\$0.00
Conferences/Registrations			\$0.00			\$0.00
Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent			\$0.00			\$0.00
Building Maintenance			\$0.00			\$0.00
Utilities			\$0.00			\$0.00
Insurance			\$0.00			\$0.00
Taxes			\$0.00			\$0.00
Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone			\$0.00			\$0.00
Internet			\$0.00			\$0.00
IT Support			\$0.00			\$0.00
Postage			\$0.00			\$0.00
Various Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies			\$0.00			\$0.00
Printing/Copying			\$0.00			\$0.00
Subscriptions/Dues/Memberships			\$0.00			\$0.00
Furniture/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Furniture			\$0.00			\$0.00
Office Equipment			\$0.00			\$0.00
Computer/IT Equipment			\$0.00			\$0.00
Other Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GL/PL Insurance			\$0.00			\$0.00
Service/Maintenance Agreements			\$0.00			\$0.00
Payroll/ADP			\$0.00			\$0.00
Employee Background Checks			\$0.00			\$0.00
Auditing			\$0.00			\$0.00
Total Operational Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>OTHER PROGRAM EXPENSES</b>						
WEX - Participant Wages			\$0.00			
WEX - Participant Fringe Benefits			\$0.00			
WEX Fee			\$0.00			
Management Fee			\$0.00			
Total Other Program Expenses	\$0.00	\$0.00	\$0.00			
<b>SUPPORTIVE SERVICE FUNDS</b>						
Supportive Service Funds			\$0.00			
<b>TRAINING SERVICES</b>						
Tuition Payments /ITAs			\$0.00			
OJTs			\$0.00			
Other Training:			\$0.00			
Short-term training			\$0.00			
Incentives			\$0.00			
Transitional Jobs			\$0.00			
Total Training Services	\$0.00	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Workforce Solutions for North Central Pennsylvania  
Program Year 2024  
Budget & Modification Request  
WIOA Youth

ATTACHMENT B

Subcontractor Name:  
Subcontractor Address:  
  
Month:

	PROGRAM BUDGET	BUDGET REVISION	PROGRAM DIFFERENCE	INDIRECT BUDGET	BUDGET REVISION	INDIRECT DIFFERENCE
<b>WIOA ISY - WORK EXPERIENCE</b>						
Participant Costs			\$0.00			
Staffing Costs			\$0.00			\$0.00
<b>Total ISY Work Experience</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>WIOA ISY - OTHER TRAINING EXPENSE</b>						
List: Support Services			\$0.00			
			\$0.00			
			\$0.00			
<b>Total ISY Other Training Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>WIOA ISY - OTHER STAFF &amp; OPERATIONAL EXPENSE</b>						
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Salaries			\$0.00			\$0.00
Fringe Benefits			\$0.00			\$0.00
Payroll Taxes			\$0.00			\$0.00
Operational Exp.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel			\$0.00			\$0.00
Facility			\$0.00			\$0.00
Communication			\$0.00			\$0.00
Various Office			\$0.00			\$0.00
Furniture/Equipment			\$0.00			\$0.00
Other Operational			\$0.00			\$0.00
Other Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Work Experience Fee			\$0.00			\$0.00
Management Fee			\$0.00			\$0.00
<b>Total ISY Other Staff &amp; Operational Exp.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>WIOA OSY - WORK EXPERIENCE</b>						
Participant Costs			\$0.00			
OJTS			\$0.00			
Staffing Costs			\$0.00			\$0.00
<b>Total OSY Work Experience</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>WIOA OSY - OTHER TRAINING EXPENSE</b>						
List: Supportive Service Funds			\$0.00			
ITAs			\$0.00			
			\$0.00			
<b>Total OSY Other Training Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>WIOA OSY - OTHER STAFF &amp; OPERATIONAL EXPENSE</b>						
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Salaries			\$0.00			\$0.00
Fringe Benefits			\$0.00			\$0.00
Payroll Taxes			\$0.00			\$0.00
Operational Exp.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel			\$0.00			\$0.00
Meeting Expense			\$0.00			\$0.00
Facility			\$0.00			\$0.00
Communication			\$0.00			\$0.00
Various Office			\$0.00			\$0.00
Furniture/Equipment			\$0.00			\$0.00
GL/PL Insurance			\$0.00			\$0.00
Service/Maint. Agreements			\$0.00			\$0.00
Payroll/ADP			\$0.00			\$0.00
Employee Background Checks			\$0.00			\$0.00
Auditing			\$0.00			\$0.00
Other Program	\$0.00	\$0.00	\$0.00			
Work Experience Fee			\$0.00			
Management Fee			\$0.00			
<b>Total OSY Other Staff &amp; Operational Exp.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>WIOA OSY - INCENTIVE PAYMENTS</b>						
WIOA OSY Incentive Payments			\$0.00			
<b>WIOA ISY - INCENTIVE PAYMENTS</b>						
WIOA ISY Incentive Payments			\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>