

**Pocono Counties Workforce Development Board
Request for Proposals (RFP) for
Title 1 Career Services**

Under the direction of the Carbon, Monroe, Pike and Wayne County Commissioners and the Pocono Counties Workforce Development Board, we are seeking proposals from providers who are interested in providing Title 1 Career Services in Carbon, Monroe, Pike and Wayne Counties beginning on January 1, 2018. This RFP will be open from October 10, 2017, until November 8, 2017, at 4:00 p.m.

Background: The Pocono Counties Workforce Development Board (PMWDB) is the entity designated by the Carbon, Monroe, Pike and Wayne County Commissioners to provide staff support and act as the administrative entity and the fiscal agent for the operation of Workforce Innovation and Opportunities Act (WIOA) Programs in the Pocono Counties Workforce Development Area. It is the mission of the Pocono Counties Workforce Development Board to serve as the local entity, responsible for the strategic planning and promotion of an effective workforce development system in Carbon, Monroe, Pike and Wayne Counties that responds to local and regional labor market needs.

The Workforce Innovation and Opportunities Act (WIOA)

The Federal Workforce Innovation and Opportunity Act (WIOA) passed in July 2014 and full implementation was required in stages from July 1, 2015 to July 1, 2016. WIOA replaces the Workforce Investment Act (WIA) which had been the primary Federal workforce development law for the past 16 years. The purpose of WIOA is to move toward a higher level of service for employers and job seekers through better alignment of education, economic development and workforce development systems at the state, regional and local levels. WIOA maintains the primary service delivery structure, the nation's network of one-stop career centers (CareerLink® in Pennsylvania), but challenges center Service Providers with higher expectations for partner investments, system leadership, engaging employers, sector strategies, prioritizing services for under-served populations and achieving better performance outcomes. A new emphasis is placed on achievement of credentials that are valued by multiple employers and are stackable toward more advanced certifications and degrees.

All WIOA information throughout this RFP is designated through the guidance provided by the US Department of Labor and the PA Department of Labor and Industry's Bureau of Workforce Development Administration and is subject to change by these funding organizations.

Eligible Applicants

A. Title 1 Career Service Provider

Entities eligible to apply to be the Title 1 Career Service Provider include institutions of higher education, community-based organizations, nonprofit organizations, workforce intermediaries,

private for-profit entities, government agencies, or any interested organization that is not a restricted entity, that can carry out the duties of a Title 1 Career Service Provider, to include nontraditional entities such as chambers of commerce, labor organizations or economic development corporations.

The selected contractors will be accountable to the Pocono Counties Workforce Development Board and the Board of Commissioners of Carbon, Monroe, Pike and Wayne Counties for overall performance of CareerLink® - Pocono Counties and will be required to adhere to all laws and policies of federal, state and local governments that apply to the funding sources.

1. General Information

The Pocono Counties Workforce Development Area is comprised of the Counties of Carbon, Monroe, Pike and Wayne. The Board maintains a comprehensive CareerLink in Carbon and Monroe Counties and two affiliate sites in Pike and Wayne Counties. The initial funding period for the contract to be awarded as a result of this request will be from January 1, 2018, thru June 30, 2018. The initial contract period will be 6 months followed by three one year extensions based on satisfactory programmatic and fiscal performance.

Proposing contractors must submit separate proposals for each of the four counties in which they wish to operate and provide services.

For Example:

Contractor A wishes to operate Adult, Youth, and Dislocated Worker Programs in Carbon, Monroe, Pike and Wayne Counties. The contractor is required to submit 4 complete and separate proposals, one for each county. Contractor A may be selected to operate in one, two, three, or four of the counties, or none of the counties.

Contractor B wishes to operate Adult, Youth, and Dislocated Worker programs in Carbon County only. The contractor will submit one proposal for Carbon County and may or may not be selected.

The Pocono Counties Workforce Development Board will award one contract per county for the delivery of WIOA Title I Adult, Youth and Dislocated Worker Services through the PA CareerLink Centers and/or affiliate sites within each county; of Carbon, Monroe, Pike and Wayne.

Subcontracting of some services is allowed and encouraged to foster partnerships and improve the quality of services to customers. Should two or more organizations wish to submit a joint proposal, one entity must be selected and identified to contract with the Pocono Counties Workforce Development Board while the remaining organizations may subcontract with the lead agency. Proposals must clearly identify the lead agency and partnering agencies and clearly define all intended subcontract arrangements.

B. All Applicants

1. Applicants shall disclose all potential conflicts of interest in their proposal, including but not limited to, relationships with particular training or other service providers.

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 also upon the continued authorization of the Workforce Innovation and Opportunities Act activities in the Pocono Counties Workforce Development Area. Allocations for Work Experience, ITA's, OJT's, Supportive Services and any other direct spending on training services will be allocated to the four counties based on an allocation and funding availability. Additionally, please be advised that any applicable budgetary items relating to profit will be negotiated separately at the time of contracting.

2. General Policies

1. The Board is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
2. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
3. The Board reserves the right to award a contract for any items/services solicited via this RFP in any quantity the Board determines is in its best interest.
4. The Board reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
5. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce area.
6. The Board reserves the right to contact any individual, agency, employer or grantees listed in the proposal, to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
7. The Board reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
8. The Board 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 U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
9. Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
10. No employee, officer, or agent of the Board shall participate in the selection, award or

administration of a contract supported by WIOA funds, if a conflict of interest, or potential conflict, would be involved.

11. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
12. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the Board as a result of a proposer's failure to contract may be recovered from the proposer.
13. A contract with the selected proposer may be withheld, at the Board's sole discretion, if issues of contract or questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The Board may withdraw award of a contract if the resolution is not satisfactory to the Board.

Title I Career Services

Scope of Work

The duties of the Title I Career Services Provider include:

- Providing information on CareerLink® services and staff assisted services for job seekers and business customers enrolling in JobGateway.
- Provision of job search and job placement services to job seeker customers and recruitment services for business customers.
- Provision of information to job seekers regarding local and regional labor market information, high demand occupations, and Career Pathways.
- Assessment of job seeker skills, work experience, and training necessary to assist them in the development and implementation of an individual employment plan.
- Assessment of job seeker barriers to employment, and assistance in directing them to the appropriate partner or other local resource best suited to address these barriers.
- Determination of eligibility and suitability for WIOA Adult, Dislocated Worker, and Youth Program services.
- Provision of information on training service providers and sources of financial aid to job seekers pursuing training necessary to achieve their employment goals.
- Oversight and provision of Individual Training Account, On-the-Job Training, and other employment and training services to WIOA eligible Adult and Dislocated Workers as allowed in Part 680, Adult and Dislocated Worker Activities of the Workforce Innovation & Opportunity Act.
- Oversight and provision of Work Experience, Individual Training Account, On-the-Job Training, and other employment and training services to WIOA eligible In-School

and Out-of-School Youth as allowed in Part 681, Youth Activities of the Workforce Innovation & Opportunity Act.

- Case Management and Follow-up services for all WIOA Adult, Dislocated Worker, and Youth customers.
 - Input of all services and outcomes for WIOA Adult, Dislocated Worker, and Youth customers in the Commonwealth Workforce Development System.
 - Assistance and coordination with other CareerLink® Partners in the provision of services to business customers in the local and regional labor markets, including information and customized business services as allowed under the Workforce Innovation & Opportunity Act.
 - Coordination and collaboration with other CareerLink Partners in developing and providing services to job seeker and business customers in order to leverage available resources and maximize effectiveness of services to customers.
 - Engagement with other local and regional workforce development system entities within the Pocono Counties WDA.
 - Providing information and reports as requested by the Pocono Counties Workforce Development Board on WIOA Program activities and performance.
-
- Access to training services as defined in 20 CFR 680.200.
 - Access to employment and training services as defined under Sections 134 (d) of WIOA.
 - Access to programs and activities carried out by all WIOA One-Stop Partners.
 - Career services available to local businesses, specifically labor exchange services and labor market information.
 - Customized business services including recruitment, job-matching services, as defined in Section 20 CFR 678.435.

Proposals – Title 1 Career Services

- Staffing

- Adequate staffing in each PA CareerLink® and affiliate sites:

Carbon	1 PA CareerLink Administrator 1 Employment Specialist .5 Employment Specialist
Monroe	1 PA CareerLink Administrator 1 Career Services Manager/Deputy Director 1 Career Guidance Manager 1 Workshop Coordinator/CareerLink Specialist 1 Career Services Coordinator 2 Career Counselors/Case Managers 1 Administrative Manager 1 Data Entry Clerk
Pike	1 Director/Site Administrator/Supervisor 1 Career Counselor/WIOA Programs Administrator 1 Job Developer/Administrative Assistant .5 Part-time Job Developer/Career Counselor
Wayne	1 Director of Workforce Development 1 Employment Specialist 1 EARN Specialist .5 Part-time Career Services Coordinator

Copies of job descriptions are available upon request.

- Include a list of all proposed personnel who will be involved in the delivery of the proposed activities.
- Include the minimum requirements for each position proposed.
- Describe plans for transition, as well as how staff turnover and changes will be handled while maintaining integrity of services and contractual obligations.
- Identify any interim staff who will oversee the program and transition while permanent staff is being hired, if applicable.

- Facilities

- The Pocono Counties Workforce Development Board is requesting bidder provide all necessary services in its bid. Cost of current facility is available upon request.
- The successful bidder will be required to hold all building leases, utilities, phone systems, internet, furniture, copiers, cleaning and others as needed for a complete turn-key facility.
- The successful bidder must provide locations for Career Services in the following locations:

PA CareerLink Carbon County, 69 Broadway, Jim Thorpe, PA
PA CareerLink Monroe County, Merchants Plaza, Route 611, Tannersville, PA
Pike County Workforce Development Office, The Shohola Business Center,
837 Route 6, Unit 2, Shohola, PA
Wayne County Job Training Office, Wayne County Courthouse,
925 Court Street, Honesdale, PA

Proposal Format: The proposal must be submitted in the order outlined below:

- a) **Proposal Cover Sheet**
- b) **Proposal narrative** – Follow the order in the Proposal narrative Requirements describe in Proposal Narrative Requirements below, using the same title for section headings.
- c) **Budget and Budget Narrative**

Proposal Narrative Requirements

The following requirements apply”

1. Bidder Eligibility

Demonstrate your organization’s eligibility to participate as a WIOA Title I Service Provider, as described in Eligible Bidders. Please include your organization’s incorporation status if applicable and where incorporated, along with that of any partners or subcontractors included in your proposal.

2. Organizational Capacity

- a. **Alignment with WIOA Program Goals.** Briefly describe your organization’s mission and/or vision. How does it align with this funding opportunity and its goals? Why is your organization in the best position to deliver an innovative Title I Service? How does the proposed program of work align with the economy and workforce needs of the Pocono Counties Workforce Development Area?
- b. **Experience.** Provide examples of types of relevant contracts the bidder has previously entered into, including type of contracting entity, location of the work, and general types of services provided. Include a description of the bidder’s past experience with a Career Service delivery model under WIA/WIOA or similar programs. Describe any major workforce development achievements the organization has experienced outside of WIA/WIOA federal performance standards.

If the organization has previously delivered WIA/WIOA services, or has overseen delivery of WIA/WIOA service contracts, please provide performance data for the most recent two program years available.

- c. Data and Performance Management.** The successful applicant will be responsible for tracking services and outcomes in the state case management Commonwealth Workforce Development System (CWDS) as well as the local data metrics currently under development.

The provider will be accountable for the integrity of the data presented and responsible for ensuring that staff is appropriately trained in the use of these systems. Explain how accountability and integrity will be assured throughout the system for this automation. It is intended that the CWDS data system will serve as the primary information management system for the One-Stop Center and affiliate sites, without external supplementation. However, if it is your intent to supplement this with any other information management system(s), please explain. Explain your understanding of automated management systems and their connection to performance standards.

Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the CWDS.

d. Organizational Structure & Proposed Staff.

- Service Provider should describe your organization, vision, mission, goals and programs offered. Also include the length of time said organization has provided career services and include information to demonstrate the provider has a record of success in operating similar workforce programs, grants or projects.
- Describe your experience serving adults, dislocated workers and youth.
- Outline all workforce programs operated during the last two years.
- If an organization has not provided past Workforce Innovation and Opportunity Act Programs, outline programs that provided similar services in which your organization has been involved over the last two years.
- Describe your plan to ensure your staff is well trained and ready to implement WIOA Services in Pocono Counties.
- Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, chambers of commerce, economic development, etc. and participation of staff on Boards and Committees within Pocono Counties.

3. Program Elements / Implementation Plan

The Pocono Counties Workforce Development Board has established a One-Stop Delivery system that serves as a community resource for both job seekers and employers to increase the efficiency with which the right person is matched with the right job, and to offer an abundance of

career exploration and job readiness resources in a user-friendly, customer-focused, results-driven environment. This system is based on the following WIOA principles:

- Streamlining services.
- Empowering individuals.
- Universal access.
- Increased accountability.
- Strong leadership, oversight and management roles for local Workforce Boards and the private sector.
- Local flexibility.
- Improved youth programs.

In addition the Pocono Counties Workforce Development Board has established the following tenets that must be followed by the successful bidder for the delivery of career services in the Pocono Counties Workforce Development Area.

1. The one-stop(s) and affiliate sites are in a visible location, meet all accessibility standards and presents a professional, well-maintained environment.
2. The provider of career services will provide quality service to all job seekers regardless of age and to all companies regardless of size or industry type, using data as well as customer input to drive both improvement and quality service.
3. The provider will operate efficiently using Lean and/or other system approaches ensuring efficient and effective investment of public funds and resulting in the attainment of WIOA and other grant goals.
4. The provider must partner with the WORKFORCE BOARD to bring in other resources beyond WIOA and must implement services provided through these resources in a seamless fashion to both companies and job seekers.
5. The provider must fully incorporate WIOA-mandated and other community partners in career center operations through integrated staff management and must also provide services at both the center and in the community, and
6. The provider of services will be fully aligned with the WORKFORCE BOARD strategic plan, providing consistent focus on the critical and emerging industries in the region.

a. Population Served. Describe the population to be served (target population and eligibility). Discuss the proposed philosophy, approach and implementation plan for outreach and recruitment of diverse target groups. Address how the provider will serve people with disabilities, Limited English Proficiency, and prioritized populations (i.e., recipients of public assistance, other low-income individuals, Veterans, and individuals who are basic skills-deficient).

Discuss how you would manage your assessment and referral process. How would your agency supervise this function to ensure accuracy? Not all customers will be determined eligible or appropriate, but the program should still address their workforce needs. Describe the process for ensuring these individuals do not “fall through the cracks.”

Discuss varying orientation techniques and the system as a whole. How will you ensure that people who come to the Centers will know about the services and programs available? Discuss how these sessions may be coordinated with other partners in the One-Stop. Propose the content of customer orientation. Include where and how services will be delivered to meet the needs of the target population.

b. Required Elements. The Title 1 Career Services Provider will be responsible for development and on-going functioning of the Pocono Counties Workforce Development Board One-Stop delivery system and center(s). The One-Stop system shall include but not be limited to:

- Provision of career services;
- Access to training services;
- Access to employment and training activities;
- Access to programs and activities carried out by all WIOA one-stop partners;
- Access to data, information, and analysis for the local labor market;
- Provision of job search, placement, recruitment, and employment activities.

Bidders are encouraged to read the WIOA to understand the scope of authorized activities.

Describe how required activities will be provided. Describe creative or innovative ideas you have for career services and how you would implement those ideas (demonstrate knowledge of best practices or evidence-based practices).

- For Information Management, describe your experience in working with a transactional customer database such as the Commonwealth Workforce Development System (CWDS) or another.
- For Marketing and Public Relations, describe how you will develop an overall marketing plan. Include your ideas for marketing the One-Stop delivery system and describe marketing techniques you have used in the past. How will you evaluate the effectiveness of marketing strategies? How will you assist the staff in developing a public image for the center(s) and improve public relations?
- For Workshops and Events, the Career Services provider will be expected to communicate, facilitate and coordinate services with local, state and regional partners as well as to fulfill business service responsibilities that include developing and providing employer and job seeker workshops, hiring events, job fairs, and other related services. Describe your related experiences in these areas. Workshops may be topical (financial literacy, parenting, etc.) or career-related (job search workshops, mock interviews, etc.). Describe the process to ensure that workshops will be relevant and beneficial to clients, as well as the process for determining frequency and timeliness of workshops/events/special programs.

Prepare a time line for full operation of services, assuming full operation of a contract by January 1, 2018. At a minimum, include:

- Hiring of staff;
- Training of staff;
- Preparation of space: electronic access for all staff available, e-mail accounts assigned,

- moving time and readiness to begin functions; and
- Full operation in place; all services functional, all agreements in place.

c. Involvement of Local Employers, Business and Community Resources. If the proposal is from two or more organizations, whether partners or subcontractors, explain how those organizations achieved the coordination necessary to submit the proposal and how that collaborative effort will be maintained throughout service delivery. Describe how services will be coordinated if the organization applying is partnering with another entity or entities to provide the required elements.

Describe your experience in working with industry partnerships and/or sector initiatives. How do you plan to emphasize this in your business plan?

4. Program Outcomes and Deliverables

a. **Performance Measures.** The Pocono Counties Workforce Development Board is required to establish local performance measures in order to evaluate program effectiveness and achieve continuous improvement in the delivery of Workforce Innovation and Opportunity Act programs.

The Pocono Counties Workforce Development Board may negotiate quarterly benchmarks with the career services providers by which contract performance of the provider will be measured. The provider will report performance measures to the Pocono Counties Workforce Development Board on a quarterly basis.

Achievement of measurable Performance Outcomes is a critical expectation of the WIOA Adult, Dislocated Worker, and youth Work Development Service Providers.

Adult

- Employment Rate (2nd quarter after exit)
- Employment Rate (4th quarter after exit)
- Median Earnings (2nd quarter after exit)
- Credential Rate (within 1 year after exit)
- Measurable Skills Gain (real time measure)

Dislocated Worker

- Employment Rate (2nd quarter after exit)
- Employment Rate (4th quarter after exit)
- Median Earnings (2nd quarter after exit)
- Credential Rate (within 1 year after exit)
- Measurable Skills Gain (real time measure)

Youth

- Placement in Employment, Education or Training (2nd quarter after exit)
- Credential Rate (within 1 year after exit)
- Placement in Employment, Education, or Training (4th quarter after exit)
- Median Earnings (2nd quarter after exit)
- Measurable Skills Gain (real Time measure)

b. Managing Performance Outcomes. Discuss your organization's approach to managing performance outcomes, including any additional indicators of performance you have experience managing and believe to be relevant to this RFP.

Describe the strategies to be implemented to ensure federal and state performance standards and local objectives will be achieved. Describe the methods to be used to measure and track success in addressing primary objectives. Describe how quarterly reports will be submitted.

5. Fiscal Accountability & Budget

a. Financial Capacity. Provide a description of the administrative and financial management capabilities of the organization. How will contracted funds be kept separate from other funds? How will financial information be made available for monitoring and auditing purposes? What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project?

Describe your experience with cost reimbursement contracts. How will you provide and fund the start-up costs of the program? Describe how the Bidder's organization will financially support the costs of doing business until an invoice can be submitted and paid by the Board's fiscal agent.

If WIOA costs you incurred were subsequently disallowed as a result of an audit or monitoring review, does your organization have the capacity to repay the disallowed cost(s). From what source?

Provide a copy of the recent audit reports for the bidding entity as an attachment.

Describe any work you are doing or may be proposing to do in addition to this contract.

b. Budget. A budget must be inserted here using the on-line budget forms listed in *Appendix 2*. Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. Please note that while an "other" category is included, cost should be categorized as "other" judiciously. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program.

Appendix 1: Cover Sheet

Carbon _____

Monroe _____

Pike _____

Wayne _____

Applicant Name: _____

Address: _____

Proposed Contact Person: _____

Proposed Contact Title: _____

Telephone/Cell Phone: _____

Website: _____

Total Funding Requested: \$ _____

I hereby certify that the information provided in this submission is accurate.

(Print Name / Title)

Signature

I hereby certify that I am duly authorized to sign contracts on behalf of this organization

(Print Name / Title)

Signature

Appendix 2 - BUDGET

COMPANY NAME **DETAILED BUDGET**
XYZ CORPORATION

POSITION TITLE	ANNUAL SALARY	%OF TIME	TOTAL AMOUNT
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
TOTAL STAFF SALARIES			0
FRINGE BENEFITS			
FICA			0
U.C.			0
W.C.			0
LIFE INS.			0
HEALTH INSURANCE			0
DENTAL			0
PENSION			0
OTHER:			0
			0
TOTAL FRINGE BENEFITS			0
TOTAL STAFF SALARIES & FRINGE			0
OTHER OPERATING COSTS			
RENT			0
PHONE			0
SUPPLIES			0

POSTAGE	0
ADVERTISING	0
UTILITIES	0
COPYING	0
MAINTENANCE	0
TRAVEL	0
INSURANCE	0
DUES	0
OTHER LIST:	0
	0
	0
TOTAL OPERATING	0
GRAND TOTAL	0

Appendix 2 - Click on excel budget worksheet below



RFP_BUDGET.xlsx

Appendix 2: Budget – Title 1 Career Services

- Submission of a detailed budget on provided template as well as a budget narrative. The budget should be calculated and submitted based on an initial six month of services provision effective January 1, 2018 thru June 30, 2018.
- The budget shall clearly identify which costs are programmatic and which costs are administrative. Administrative costs shall be consistent with the cost limits in the WIOA program for the local area.

Budget Narrative: WIOA Title 1 Career Services

- Include staff positions, percentage of time dedicated to each position, proposed wage/salary and justification for including each position in this proposal.
- Attach a copy of your Personnel Policy.
- Describe any anticipated professional development opportunities and how you estimated the costs.
- Identify any in-kind resources/support for the one-stop work beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.

Evaluation and Selection and Review Criteria:

Proposals will be reviewed, scored and evaluated through a review committee, consisting of Workforce Development Board Members and other knowledgeable individuals. The Review Team will make recommendations to the Pocono Counties Workforce Development Board who will select the providers and make final decisions for the Title I Career Service Provider for Adult, Youth and Dislocated Workers Services.

- A committee selected by the Pocono Counties Workforce Development Board will review proposals that meet the general criteria established by the RFP. The review committee consists of Pocono Counties Workforce Development Board members and other knowledgeable individuals identified by the Pocono Counties Workforce Development Board. The proceedings of the review committee are confidential. Members of the review committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.
- Through this review and evaluation process, each member of the review committee will evaluate each proposal to assess quality of the proposed services and activities.
- Upon review and evaluation of proposals, the review committee will then meet to discuss each proposal and to discuss the combined rating sheet that is based on the average scores of each review committee member.
- During the evaluation process, the review committee may at its discretion, request any one or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any question the review committee may have on a proposal. Not all proposers may be asked to make such oral presentations.
- Upon conclusion of the review and evaluation process, the review committee will recommend a provider to the Executive Director of the Pocono Counties Workforce Development Board. The recommendation will be made to the Pocono Counties Workforce Development Board for approval.

Potential Conflict of Interest during the Selection Process

Some Pocono Counties Workforce Development Board members and/or the entities the member represents or is employed by may be eligible to submit a proposal under this RFP.

- If a Pocono Counties Workforce Development Board member participates in discussions regarding the creation, review, or release of this RFP, the member and/or the entity he/she represents or is employed by will be disqualified from submitting a proposal or partnering with a lead applicant on a proposal.
- If a Pocono Counties Workforce Development Board member or the entity he/she represents or is employed by submits a proposal in response to this RFP, and the Pocono Counties Workforce Development Board member subsequently participates in discussion, review, or

evaluation of proposals or the award of a contract to a successful applicant, the member and/or the entity he/she represents or is employed by will be disqualified from being awarded the contract under this RFP or partnering with the successful applicant.

Code of Conduct/Conflict of Interest Policy

The Pocono Counties Workforce Investment Area will adhere to the following code of conduct as well as ensuring that all subrecipients operating within its jurisdiction also adhere to this code when WIOA funds are involved in any type of procurement. It should be noted that these standards apply to any acquisitions of nonexpendable personal property, and for all services and supplies.

These standards provide that the PCWIA shall not:

- Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers; or
- Participate in the selection, award or administration of a procurement subject to this section where, to the individual's knowledge; any of the following has a financial or other substantial interest in any organization which may be considered for award –
 - the officer, employee or agent; any member of his or her immediate family;
 - his or her partner; or a person or organization which employs any of the above with whom any of the above has an arrangement concerning prospective employment; or
 - any WDB members, WDB member's immediate family, or place of business.

Any violations of law or established standards of conduct by the PCWIA or its subrecipients may be subject to penalties, sanctions or other disciplinary actions (such as suspension, termination or civil action to recover money damages), to the extent permissible by Federal, State and local law.

Appeal Process

This Request For Proposal contains an allowance for written appeals 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 Joseph Sebelin, Executive Director, Pocono Counties Workforce Development Board, 76 Susquehanna Street, Suite 1, Jim Thorpe, PA 18229. All disputes will be reviewed by the Executive Director and the Executive Committee with written response in twenty (20) days. If appealed, the WDB will review, and the WDB's decision is final.

Post Award Administration

The Pocono Counties Workforce Development Board will provide technical assistance and perform financial and programmatic monitoring, careful analysis of performance and the review of documentation and reports throughout the length of the contract award.

In addition, an initial six month assessment, and then, at least an annual assessment of the Title 1 Career Service Provider will occur. Such assessment will include, but not limited to: primary indicators of performance of all WIOA core programs, participating partner surveys, other performance measures, consideration of oversight and monitoring activity reports, and will be consistent with PA CareerLink® certification requirements and applicable MOU(s) agreements. The Pocono Counties Workforce Development Board Executive Committee will be responsible for assessment of the Title 1 Career Service Provider, reporting assessment results to the Pocono Counties Workforce Development Board and Local Elected Officials.

Contract Close Out and Record Retention

The sub-recipient must maintain a closeout contract file that includes an official notice of closeout (specify the last invoice date and payment date); all necessary records and appropriate release of liabilities, records, or payments; and the transfer of financial and customer records.

All financial and program records, including any supporting documents, must be retained for at least five (5) years from the date of completion of the agreement, or until a satisfactory audit resolution has been achieved. Failure to maintain adequate documentation may result in disallowed costs. If any litigations, claims or audits are begun prior to the expiration of the five (5) year period, all records shall be retained until those litigations, claims, or audits relating to those records have been resolved

All sub-recipient contracts contain a provision to return participant files to the Pocono Counties Workforce Development Board in the event that the contract is not renewed or the agency goes out of business.

Questions and Bidder's Conference:

- A bidder's conference regarding this RFP will be conducted on October 23, 2017, starting at 1:00 p.m. at the Monroe Campus of Northampton Community College in Keystone Hall, Room 242, at 2411 Route 715, Tannersville, PA
www.northampton.edu/monroe-campus.htm
The meeting is to review the proposal packet and to provide an opportunity for Administrative Staff of the Pocono Counties Workforce Development Board to explain and to answer questions posed by potential bidders. Questions should be emailed to jsebelin@ptd.net or asked at the bidder's conference. Every effort will be made to answer questions submitted. The bidder's conference is for information only and attendance is not mandatory. If you plan to attend the bidder's conference, please send an email to pocsda15@ptd.net and let us know the name of your organization and the name of attendees.
- Questions will be answered by Joseph Sebelin and Keith Ramsay at (570) 325-2462.
- **Submission Format:** Please submit hard copy to: Joseph Sebelin, Executive Director, Pocono Counties Workforce Development Board, 76 Susquehanna Street, Suite 1, Jim Thorpe, PA 18229.
- **Scoring:** Scoring will be based on the following topics: Title 1 – Program Management and Organizational Capacity, Program Design and Service Strategy, Leveraging of Resources and Existing Partnerships, Past Performance and Best Practices, Staffing, Fiscal Management/ Budget and Continuity of Services.
- **Due Date:** Applications are due no later than 4:00 p.m. on November 8, 2017.
- **Start Date:** All program operations will be expected to commence **no later than January 1, 2018.**
- All topics listed for scoring should be addressed

Proposal Submission

To be considered, complete, proposals must be submitted as follows:

One (1) original with signatures plus five (5) additional copies sent to the address listed below and one (1) electronic copy sent to pocsda15@ptd.net. Proposals must be received no later than 4:00 p.m. EST on November 8, 2017.

A log will be maintained indicating the name and address of contractor(s) submitting proposals. The date and time of receipt will be recorded in a log. **Late Proposals will not be considered.**

Proposals must be mailed or hand-delivered to the following address in order to be considered:

Pocono Counties WIA
76 Susquehanna Street, Suite 1
Jim Thorpe, PA 18229

Pre-Award Review Procedures WIOA Title 1 Career Service Provider

The Pocono Counties Workforce Development Board is requesting the following information be submitted by all interested parties to the Request For Proposals for WIOA Title 1 Career Service Provider.

Complete and enclose Attachment A with your WIOA Title 1 Career Service Provider proposal.

Please submit this form prior to or on the day of the Bidder's Conference. You will need to address all questions. Use additional pages if needed.

This form must be completed and submitted to be considered in the review process.

Points Awarded Per Category

Title 1 Career Services Provider

10	Program Management and Organizational Capacity <ul style="list-style-type: none">● The fiscal controls in place for auditing and accountability procedures● Current annual budget● Understand WIOA federal and state training guidelines● Data collection and performance management
25	Program Design and Service Strategy <ul style="list-style-type: none">● Services and activities proposed, including customer flow and integration with other partners and services at the PA CareerLink® - Carbon, PA CareerLink® - Monroe and affiliate sites in Pike and Wayne Counties● All required elements addressed● Assessments or other tools that will be utilized to maximize service delivery listed● Collaboration with industry partnerships, economic development, community-based organizations, other workforce development services, education providers, or other agencies listed.
5	Leveraging of Resources and Existing Partnerships <ul style="list-style-type: none">● Partnerships and the leveraging of additional resources in providing successful services under this proposal listed● Title 1 Services integrated with other programs at the PA CareerLink® - Carbon, PA CareerLink® - Monroe and affiliate sites in Pike and Wayne Counties● Fiscal and in-kind resources that would be leveraged through this proposal
20	Past Performance and Best Practices
5	Staffing
10	Fiscal Management/Budget
<u>10</u>	Continuity of Services
85	

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 by reason of changed circumstances.
4. The Subcontractor assures that it has adequate administrative and accounting controls adequate supervisory and training capacity, and sufficient materials and supplies to fulfill its obligations under the terms of this agreement.
5. Both the Contractor and Subcontractor agree to prohibit their employees from using their positions for a purpose that is, or give the appearance of, being motivated by a desire for private gain for themselves, particularly those with whom they have family, business, or other ties.
6. The Subcontractor cannot subcontract any aspect of this agreement without the written approval of the Contractor.
7. The Subcontractor assures that it will comply fully with the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1974, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to 29 CFR part 34, Copeland Anti-Kickback Act; Davis Bacon Act; Compliance with all applicable standards, orders, or requirements issued under the Clean Air Act, Clean Water Act, Environmental Protection Agency regulations for contracts/grants exceeding \$100,000; Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act; Patent rights; and Copyrights and rights to data.
8. The Subcontractor assures that it is in compliance with their respective State's Unemployment Compensation and Worker=s 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 it will fully comply with the requirements of the Workforce Innovation and Opportunity Act and all Federal and State Regulations.
11. The Subcontractor assures that it will abide by the Pocono Counties WDB 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 Pocono Counties WDB prior to its acquisition. Please contact Pocono Counties WDB 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 Pocono Counties Workforce Investment Area. (A primary obligation of all Workforce Innovation and Opportunity Act personnel, contractors and sub-contractors is 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 organizing.
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 there been concurrence by the appropriate bargaining representatives as to the employment and training activities associated therewith?

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:

Place of Performance (Street Address, City, County, State, Zip Code)

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

Name of Organization

Name and Title of Authorized Signatory

Signature: _____ Date: _____

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

SIGNATURE: _____

TITLE: _____

DATE: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Subcontractor's Name _____

Employer ID Number _____

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

STATE FUNDED CONTRACT CERTIFICATION

This certification is required by Management Directive 215.9, which implements Executive Order 1990-3.

The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible, from participation in this transaction by any State or Federal Department or agency.

FEDERALLY FUNDED CONTRACT CERTIFICATION

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

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

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

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

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

