

**Request for Proposals (RFP) for**

**WIOA Title I Services – Monroe County**

**Pocono Counties Workforce Development Area**

**RFP # 135-24-07**

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| **RFP SUMMARY:** The Pocono Counties Workforce Development Board is seeking innovative programs in Monroe County, PA, to deliver programs utilizing WIOA Title I Adult, Dislocated Worker, or Youth workforce funding within the local area for the Pocono Counties Workforce Development Area. |
|  |
| **RFP ISSUE DATE** | May 7th, 2025 |
| **PROPOSAL DUE DATE** | Ongoing |
| **PROPOSAL****SUBMISSION PROCESS** | Proposals can be submitted by:By Mail: 811 Blakeslee Blvd. Dr. E, Suite 85, Lehighton, PA 18235By Email: workforce@pcwia.org  |
| **RFP WEBSITE** | <https://pcwia.org/rfps/> |
| **RFP OFFICIAL CONTACT**  | Samuel Hellen, Executive Director (484) 464-2494Shellen@pcwia.org  |

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# The Opportunity

## Summary

The purpose of this Request for Proposal (RFP) is to seek qualified subcontractors for innovative WIOA Title I programs in Monroe County, PA, using Adult, Dislocated Worker, or Youth funding. Eligible programs must serve WIOA-eligible populations and align with allowable WIOA Title I activities that serve the needs of Monroe County residents.

Background

**Pocono Counties Workforce Development Board Overview**

The Pocono Counties Workforce Development Board (WDB) is comprised of representatives from private-sector businesses, social services, education, labor, economic development, and community-based organizations.  The purpose of the Board is to provide strategic oversight, direction, and focus to the employment and training services provided to residents and employers of the four counties that comprise the Pocono Counties Workforce Development Area (WDA) – Carbon, Monroe, Pike, and Wayne Counties.

**WIOA Title I Subcontractor Overview**

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

WIOA Title I subcontractors play an important role in the implementation of workforce development programs within Monroe County. The selected provider is crucial in translating workforce development policies into actionable programs that directly benefit job seekers and employers in their communities. They provide the on-the-ground implementation of strategies developed by workforce boards to address local labor market needs and support economic growth. The selected organization partners with the Pocono Counties Workforce Development Board to deliver essential workforce services as outlined within this RFP. The Pocono Counties Workforce Development Board oversees WIOA Title I Adult, Dislocated Worker, and Youth Services to residents and employers through providers within each county. In recent years, the WDA has focused on enhancing the quality and accessibility of workforce development services across the four counties.

**Monroe County Overview**

All subcontracted program providers will work with the WIOA Title I provider in Monroe County, who is a part of the PA CareerLink® system. PA CareerLink® Monroe County is located in Tannersville, PA, and is a local office for workforce training and career services and a member of the American Job Center® network.  This office provides a comprehensive range of employment and career development services for job seekers and employers across. The system is designed to connect job seekers with meaningful employment opportunities while assisting employers in finding qualified candidates to meet their workforce needs.

As of 2024, Monroe County has approximately 164,711 residents and 62,749 jobs, with a median household income of $80,700 as of 2022. According to the labor force breakdown, there are 81,231 potential workers, with 56,127 individuals not in the labor force and 78,074 employed.

**Figure 1**

*Labor Force Breakdown*



As seen in Figure 2, Educational Attainment, 16.3% of Monroe County's residents possess a Bachelor’s Degree (5.1% below the national average), and 9.0% hold an Associate's degree (0.1% above the national average).

**Figure 2**

*Educational Attainment*



Monroe County, PA, has 28,624 millennials (ages 25-39), while the national average for an area of this size is 33,739. Retirement risks are significant in Monroe County, as the national average for an area this size is 50,127 people aged 55 and older, while Monroe County has 60,733 individuals in that age category. Additionally, Monroe County has 10,531 veterans, exceeding the national average of 8,561 for an area this size.

The major industries in Monroe County include traveler accommodations, restaurants, other eating places, and education and hospitals (local government). Key job categories consist of Food Preparation and Serving, Office and Administrative Support, Sales, Healthcare Practitioners, Transportation and Material Moving, Management, and Education Instruction.

For more information on the labor market information or an economic overview, please visit [www.pcwia.org/lmi](http://www.pcwia.org/lmi).

### Problem Statement

The Pocono Counties Workforce Development Area, encompassing Carbon, Monroe, Pike, and Wayne counties, faces significant challenges in delivering effective WIOA Title I services to its diverse population. These challenges include:

1. Addressing the unique needs of a geographically diverse area, including rural, metropolitan, and micropolitan communities.
2. Serving a wide range of populations with varying barriers to employment, including single parents, older adults, and youth.
3. Overcoming persistent obstacles such as limited childcare options, inadequate transportation, and technology gaps.
4. Aligning workforce development services with the evolving needs of local industries, particularly in the manufacturing and hospitality sectors.
5. Improving public awareness and utilization of career pathways across the region.
6. Enhancing the effectiveness of training programs to meet performance goals and increase successful job placements.
7. Strengthening partnerships with employers, unions, and other stakeholders to create more robust workforce development opportunities.
8. Adapting service delivery methods to reach remote areas and underserved populations effectively.

Monroe County specifically has faced unique challenges for Workforce Development:

1. Monroe County has a significant age gap, with a lower-than-average amount of individuals aged 25-39 and a higher-than-average population of individuals 55 or older.
2. There is a significant number of workers that work outside of the county, as the number of workers within the county is higher than the available jobs. In 2023, more than 15,000 residents commuted outside of Monroe County for work.
3. Labor Force Participation within Monroe County has not recovered to pre-pandemic rates, as the labor force participation rate sits at 59.14%, which is lower than the 2019 labor market participation rate of 60.14%.

The Workforce Development Area seeks innovative WIOA Title I programs for Monroe County capable of addressing challenges through innovative strategies, operational excellence, and effective programming for Monroe County residents. The provider must demonstrate the ability to implement comprehensive Adult, Dislocated Worker, and Youth programs that meet performance goals, improve customer satisfaction, and contribute to the overall economic growth of the region.

## Outcome Goals

* Meet Expenditure, Obligation, and Allocation Requirements: The provider will adhere to expenditure, obligation, and allocation guidelines and requirements based on federal, state, and local requirements.
* Achieve Negotiated Performance Metrics: Meet or exceed the performance metrics negotiated with the Pocono Counties WDB, which includes training programs and participants
* Enhance the impact of workforce development activities and services through community and stakeholder outreach, engagement, and promotion.
* Improve service delivery and program effectiveness through staffing and training, increase the number of eligible participants trained, and obtain sustainable employment opportunities.

## Award Terms

* The estimated award for this RFP is determined by Allocations for the Local Workforce Development Area as determined by the Pennsylvania Department of Labor and Industry for Local Workforce Development Boards. The Pocono Counties Workforce Development Area allocation is allocated based on budgeting and an allocation formula for each county within the area as determined by the Chief Local Elected Officials and the Pocono Counties Workforce Development Board.
* Award amounts are not guaranteed, and the allocations or WIOA budget for Program Year 2025 have not been determined or approved by the Pocono Counties Workforce Development Board or Local Elected Officials.
* Duration of Contract: The duration of the contract for services shall be for a fixed period commencing on July 1st, 2025, and ending on June 30th, 2026. This contract shall cover twelve (12) months, with the possibility of renewal based on performance for additional years, through June 30th, 2028. Upon completion of the contract term, a new procurement process may be initiated as deemed necessary.
* Contract Type: Contracts shall be awarded on a cost-plus basis. The selected contractor shall be reimbursed for all allowable and reasonable direct costs incurred during the performance of the contract, plus an agreed-upon fixed fee to cover indirect costs and profit. The fixed fee shall be negotiated at the time of the contract award and shall not be subject to adjustment based on the contractor's actual costs.
* Award Selection: Multiple awards may be given to the WIOA Title I subcontracted programs in Monroe County at the discretion and approval of the Pocono Counties Workforce Development Board. The award selection will be based on the evaluation of proposals submitted in response to the RFP in accordance with the evaluation criteria outlined in the RFP documentation. The award will be made to the offeror responsible whose proposal is determined to be the most advantageous to the procuring entity, considering both technical and cost factors.
* No Renewal Options after June 30th, 2028: It is expressly understood and agreed by the parties that there shall be no renewal options available for the WIOA Title I Provider contract following June 30th, 2028. The procuring entity reserves the right to initiate a new procurement process in 2028 for a subsequent contract term.
* Governing Law and Regulations: WIOA Title I Provider contract shall be governed by and construed in accordance with the laws and regulations of the area in which the procuring entity operates. The contractor shall be required to comply with all applicable federal, state, and local laws, rules, and regulations, as well as any additional requirements set forth by the procuring entity.
* Termination and Suspension: The procuring entity reserves the right to terminate or suspend the contract, in whole or in part, at any time during the contract period, for convenience or for cause, in accordance with the termination and suspension provisions outlined in the RFP and the resulting contract. In the event of termination or suspension, the contractor shall be entitled to receive reimbursement for all allowable and reasonable costs incurred up to the date of termination or suspension, subject to any applicable setoffs or deductions.
* Modifications: No modifications to the terms and conditions of the contract shall be binding unless made in writing and signed by the authorized representatives of both the procuring entity and the contractor. Any requested modifications must be submitted in accordance with the procedures and requirements outlined in the RFP and the resulting contract.
* Indemnification and Insurance: The contractor shall indemnify and hold harmless the procuring entity, its officers, agents, and employees from all claims, losses, damages, or expenses, including reasonable attorney's fees, arising out of or in connection with the contractor's performance of the contract. The contractor shall also maintain sufficient insurance coverage, as specified in the RFP, to protect against any risks associated with the contract's performance.

# Scope of Work

Selected subcontracted provider for Adult, Dislocated Worker, or Youth services in Monroe County, PA, will be responsible for implementing and managing comprehensive workforce development programs that address the unique challenges of the region while meeting federal, state, and local performance requirements. The provider will work collaboratively with the Pocono Counties Workforce Development Board, PA CareerLink® partners, local employers, and community organizations to deliver high-quality services that enhance the economic vitality of Monroe County.

**RFP Amount:** Contract amounts awarded are based on the proposals, budgets, and budget justifications submitted by applicants. The maximum contract amount for these programs is determined at the discretion of the Pocono Counties Workforce Development Board.

\*These allocations are not guaranteed and are estimates based on previous program funding. The WIOA budget for Program Year 2025 has not been determined or approved by the Pocono Counties Workforce Development Board or Local Elected Officials.\*

**Key responsibilities include:**

1. Implement and manage WIOA Title I Adult, Dislocated Worker, and Youth programs in compliance with all applicable regulations.
2. Meet or exceed negotiated performance measures and expenditure requirements.
3. Provide comprehensive case management, career counseling, and training services to eligible participants.
4. Develop and maintain strong partnerships with employers, educational institutions, and community organizations.
5. Implement innovative outreach strategies to address Monroe County's unique demographic and economic challenges.
6. Ensure accurate and timely data management and reporting.
7. Recruit, train, and retain qualified staff to deliver high-quality services.
8. Continuously improve program effectiveness through regular evaluation and adaptation of services.

## Services to be Provided

**The Services provided by selected programs must include:**

**Program Management**

* Outreach and recruitment of eligible participants
* Eligibility Determination and Enrollment
* Comprehensive assessments of skills, abilities, and barriers to employment
* Data entry and management in the Commonwealth Workforce Development System (CWDS)
* Regular reporting on program performance and outcomes
* Financial management and budget tracking
* Compliance monitoring and quality assurance

**Required Follow-Up Services**

* Objective assessment of academic levels, skill levels, and service needs
* Training services, including but not limited to:
	+ Individual Training Accounts (ITAs) for Out of School Youth Eligible Participants
	+ On-the-job training (OJT) for Out of School Youth Eligible Participants
* Development of Individual Service Strategies (ISS)
* Provision of the 14 WIOA Youth program elements
* Work-based learning experiences (minimum 20% of youth allocation)
* Follow-up services for at least 12 months after program completion

**Program and Fiscal Performance Measures:**

* Meet or exceed all negotiated WIOA performance measures for Adult, Dislocated Worker, and Youth programs, including but not limited to: Employment Rate (2nd and 4th Quarter after Exit), Median Earnings, Credential Attainment Rate, Measurable Skill Gains Rate, and any local negotiated performance measures.
* Meet or exceed all Expenditure and Allocation Requirements, including but not limited to: Expenditure and obligation requirements regarding total, operational, and supportive service requirements, as well as any WIOA expenditure or obligation requirements.

**Participant and Program Engagement and Outreach:**

* Serve a negotiated minimum of Adult, Dislocated, or Youth Participants annually.
* Develop and implement innovative outreach strategies and community partnerships
* Establish partnerships with employers and community partners.

**Communication and Collaboration**

* Maintain regular communication with the Pocono Counties WDA staff and PCWDB to discuss operator functions, goals, and performance metrics.
* Collaborate with all PA CareerLink® partners to ensure integrated Service Delivery
* Collaborate with WIOA providers to support the development and execution of integrated service strategies, including sharing best practices and identifying areas for improvement.
* Coordinate services among partners, community-based organizations, and other stakeholders to provide comprehensive support for job seekers and employers.

**Performance Metrics and Continuous Improvement**

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

**Service Delivery**

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

**The Services provided by selected programs can include:**

**Adult and Dislocated Worker Services**

* Eligibility determination and enrollment
* Comprehensive assessments of skills, abilities, and barriers to employment
* Development of Individual Employment Plans (IEPs)
* Career counseling and planning
* Job search assistance and placement services
* Training services, including:
	+ Individual Training Accounts (ITAs)
	+ On-the-Job Training (OJT)
	+ Incumbent Worker Training (IWT)
* Supportive services to address barriers to employment

**Youth Services:**

WIOA Youth programming activities include:Tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

**Youth case management and follow-up services:**

* Outreach and recruitment of eligible youth participants
* Development of Individual Service Strategies (ISS)
* Provision of the 14 WIOA Youth program elements
* Follow-up services for at least 12 months after program completion

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

* Contract Start Date: 07/01/2025.
* Initial Operator Training and Onboarding: Within 30 days of contract start date
* First Quarterly WIOA Performance Meeting: Within 60 days of contract start date.
* Ongoing Quarterly Performance Metrics Meeting: Due 60 days after the end of each quarter
* Annual Program Evaluation and Report: 30 days before the contract anniversary date
* Contract End Date: 06/30/2026 with Possibility of Extension.
* Additional Key Service Aspects will be discussed and reported during each quarterly and yearly contract performance meeting.

The selected vendor should demonstrate experience in workforce development, WIOA Title I Adult, Dislocated Worker, or Youth management, and compliance with WIOA regulations. The contractor should also have a strong commitment to customer service and the ability to collaborate effectively with diverse stakeholders, including government agencies, community organizations, and private sector partners.

### General Requirements

A. Legal Requirements

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

B. Staffing and Organizational Requirements

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

C. Data and Technology Requirements

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

D. Financial and Compliance Requirements

* Insurance requirements must be met, including general liability, workers' compensation, and any other applicable coverage.
* Financial control procedures should be in place to ensure the appropriate use of funds, prevent fraud, and maintain financial accountability.
* Regular financial status reports must be submitted to the PCWDB, detailing expenditures, budget adjustments, and any other relevant financial information. These are due at the 5th business day of the following month of the expenditures.
* Audited financial statements should be provided annually or as requested by the PCWDB.

E. Budget Requirements

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

**Role of the Pocono Counties Workforce Development Area**

The PCWDB (Pocono Counties Workforce Development Board) is an agency responsible for overseeing and implementing workforce development initiatives in the Pocono Counties region. This section outlines the role of the PCWDB in providing this service or program and supporting the vendor, including administrative and technical support, information access, and other responsibilities the PCWDB plans to retain for which the vendor will not be responsible.

**A. Administrative Support**

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

**B. Technical Support**

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

**C. Information Access**

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

**D. Responsibilities Retained by the Pocono Counties Workforce Development Board**

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

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

##  Performance Metrics and Contract Management

### Performance Metrics

The Pocono Counties Workforce Development Board wants to identify metrics to work with the awarded vendor(s) to monitor and improve performance during the contract's life. The Pocono Counties Workforce Development Board has identified initial metrics of interest and looks forward to working with the awarded vendor(s) to add to or refine this list during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful proposer and the Pocono Counties Workforce Development Board prior to the finalization of an agreement between parties and may be adjusted over time as needed.

WIOA Title I Subcontracted Program Providers will be required to meet and/or exceed all performance metrics established by the United States Department of Labor (USDOL), the Pennsylvania Department of Labor and Industry, and the Pocono Counties Workforce Development Board. The Operator must actively participate in performance management activities, including meetings to review performance data, policies, and procedures. The contractor must provide data or information related to service delivery, customer characteristics, and outcomes.

The Pocono Counties Workforce Development Board will also establish additional performance measures, which may include the following:

* Achieve WIOA Title I Performance Outcomes: the provider will meet or exceed the negotiated performance levels for the Pocono Counties Workforce Development Board, as agreed upon with the PA Department of Labor and Industry. The Pocono Counties WDB and all subcontractors are responsible for the performance outcomes. As seen in Table 1, Pocono Counties WDA WIOA Performance Program Year 2024 and 2025, the performance includes five main outcomes.

**Table 1**

*Pocono Counties WDA WIOA Performance PY 2024 and 2025*

|  |  |  |
| --- | --- | --- |
|  | **PY 2024** | **PY 2025** |
| **Adult** |
| Employment Second Quarter after Exit | 71.5% | 72.0% |
| Employment 4th Quarter After Exit | 69.0% | 70.0% |
| Median Earnings Second Quarter After Exit | $7,000 | $7,200 |
| Credential Attainment | 72.0% | 73.0% |
| Measurable Skill Gains | 43.0% | 44.0% |
| **Dislocated Worker** |
| Employment Second Quarter after Exit | 79.0% | 80.0% |
| Employment 4th Quarter After Exit | 79.0% | 80.0% |
| Median Earnings Second Quarter After Exit | $9,400 | $10,000 |
| Credential Attainment | 81.0% | 82.0% |
| Measurable Skill Gains | 42.0% | 44.0% |
| **Youth** |
| Employment Second Quarter after Exit | 64.0% | 66.0% |
| Employment 4th Quarter After Exit | 65.0% | 67.0% |
| Median Earnings Second Quarter After Exit | $4,000 | $4,200 |
| Credential Attainment | 51.0% | 55.0% |
| Measurable Skill Gains | 35.0% | 39.0% |

* + Employment Rate (2nd Quarter after Exit): Measures the percentage of participants who are in unsubsidized employment during the second quarter after exiting the program.  For youth participants, it also includes those in education or training activities.
	+ Employment Rate (4th Quarter after Exit): Similar to the 2nd quarter measure, this indicator tracks the percentage of participants in unsubsidized employment during the fourth quarter after program exit. For youth, it also includes those in education or training.
	+ Median Earnings (2nd Quarter after Exit): This measure calculates the median earnings of participants who are in unsubsidized employment during the second quarter after exiting the program.
	+ Credential Attainment Rate: Measures the percentage of participants who obtain a recognized postsecondary credential or secondary school diploma (or equivalent) during the program or within one year after exit. For those who attain a secondary school diploma, they must also be employed or enrolled in an education/training program leading to a postsecondary credential within one year after exit to be counted
	+ Measurable Skill Gains Rate: Measure tracks the percentage of participants in education or training programs who achieve measurable skill gains. These gains are defined as documented academic, technical, occupational, or other forms of progress toward a credential or employment. There are five types of measurable skill gains, including educational functioning level gains, secondary diploma attainment, transcript/report card progress, training milestone completion, and skills progression.
* Expenditure and Allocation Requirements: The provider will adhere to the following expenditure and allocation guidelines:
	+ Expend or allocate 80% of the obligation by the end of the program year
	+ Compliance with fiscal processes and procedures of the Pocono Counties WDB
* Achieve Negotiated Performance Metrics for Service Delivery: Meet or exceed the performance metrics negotiated with the Pocono Counties WDB, including:
	+ Number of participants served
	+ Activities, services, or training programs conducted for participants
	+ Number of On-the-Job Training (OJT) opportunities created
	+ Number of Incumbent Worker Training (IWT) programs implemented
* Enhance Workforce Development Service Delivery, Impact, and awareness within the Local Area
	+ Increase public awareness of workforce development activities and services through targeted outreach and community engagement activities in collaboration with the Pocono Counties Workforce Development Board
	+ Achieve strong customer satisfaction rates among program participants and local employers.
	+ Increase the number of WIOA Eligible Participants served.
	+ Maintained a fully staffed and training workforce development team, with staff completing required training activities.
* Ensure compliance with all requirements and expectations of subcontractors based on Federal, State, and Local policies and procedures. This includes:
	+ Compliance with all Data Entry and Validation requirements
	+ Following fiscal guidance, processes, policies, and procedures.
	+ Participation and compliance with federal, state, and local monitoring.
	+ Reporting, outreach, and promotion of services to the Pocono Counties Workforce Development Board and Local Elected Officials as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Metric** | **Data Source** | **Data Collection Frequency** | **Data Collection Responsibility** | **Data Review Cadence** |
| WIOA Title I Performance Outcomes | CWIA WIOA Title I Performance Reports, CWDS Reports, WDB Documentation and Tracking | Quarterly | Pocono Counties WDB Administration office.  | Quarterly and yearly reviews with selected contractor.  |
| Expenditure and Allocation Requirements | Invoices, training contracts, fiscal system, CWDS Data. | Monthly  | Pocono Counties WDB Administration Office. Fiscal Management Team.  | Quarterly and yearly reviews with selected contractor.  |
| Negotiated Performance Metrics of Service Delivery  | CWDS Data Reports, Foot Traffic Reports, WDB Contracts, Documentation | Quarterly | Pocono Counties WDB Administration office.  | Quarterly and yearly reviews with selected contractor.  |
| Enhance Workforce Development Services, Impact, and Awareness.  | Subcontractor Reports, Survey Results, Monitoring Reports  | Quarterly, Yearly | Pocono Counties WDB Administration office, Local Monitor, One-Stop Operator, Subcontractor.  | Quarterly and yearly reviews with selected contractor.  |
| Compliance with all requirements and expectations of contractors based on policies and procedures.  | Monitoring and Data Validation, WDB Reports, Reports from Local Monitor, Fiscal Management | Monthly, Quarterly, Monthly | Pocono Counties WDB Administration office, Local Monitor, One-Stop Operator, Subcontractor.  | Quarterly and yearly reviews with selected contractor.  |

### Contract Performance Monitoring

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

To ensure the successful delivery of WIOA Title I services in Monroe County, the Pocono Counties Workforce Development Board (WDB) will implement a robust performance monitoring process. This process will involve regular communication, data sharing, and collaborative meetings with the selected subcontractor to track progress, address challenges, and make necessary adjustments to achieve contract goals.

A. Communication and Reporting

* The selected vendor is required to maintain regular communication with the PCWDB, providing updates on progress, challenges, and any changes in the scope of work or service delivery.
* The Pocono Counties WDB Administration Office will prepare performance reports and conduct performance meetings on a quarterly and yearly basis.
* Performance Reports will be prepared by the Pocono Counties WDB Administration Office from:
	+ WIOA Title I Performance Outcomes
	+ CWDS Participant, Services, and Foot Traffic Data
	+ Fiscal Records (invoices, contracts, etc.)
	+ Other WDB Data Collection and Analysis
* Performance Reports will be prepared by the subcontractor to the WDB Administration Office from:
	+ A summary of services provided during the reporting period.
	+ Progress towards achieving the contract's goals and performance metrics.
	+ Any challenges encountered and proposed solutions.
	+ Any changes in staffing, resources, or other factors affecting service delivery.
* All performance reports will be completed in a format specified by the PCWDB and in compliance with any applicable local, state, or federal reporting requirements.

B. Progress Tracking and Performance Metrics

* The Pocono Counties WDB and the selected vendor will jointly establish performance metrics and targets to measure the success of the contract and track progress toward achieving its goals.
* Performance metrics will include both negotiable and non-negotiable metrics.
* The selected vendor must consistently track and report on these performance metrics, using the data to inform service delivery improvements and course corrections as needed.

C. Collaboration and Course Corrections

* The Pocono Counties WDB will conduct Quarterly and Yearly Review meetings to Review progress toward performance metrics, discuss challenges, and identify corrective actions as needed.
* The PCWDB will actively collaborate with the selected vendor to address challenges and design course corrections throughout the contract's duration.
* The PCWDB may schedule regular meetings, site visits, or conference calls with the selected vendor to discuss progress, challenges, and potential adjustments to the scope of work or service delivery approach.
* The selected vendor is expected to be proactive in identifying challenges and proposing solutions, working closely with the PCWDB to ensure the successful implementation of the contract's goals.

The contract performance monitoring process for the WIOA Title I Provider RFP emphasizes consistent communication, progress tracking, and collaboration between the PCWDB and the selected vendor. Through this process, the PCWDB aims to ensure the successful implementation of the contract's goals and maintain an elevated level of service quality for the Pocono Counties Workforce Development Board.

# Submission Instructions

## Proposal Content

To ensure a complete and comprehensive proposal, proposers must submit a response workbook, any additional attachments as required in the response workbook, and complete all forms found in the Appendix (Section 6) of the RFP. Incomplete proposals may be considered non-responsive and may be disqualified from the evaluation process.

A. Pocono Counties Workforce Development Board RFP Application

Proposers must submit the Response workbook that may include the following information as required for each RFP; executive summary, organizational background, service delivery approach, staffing and resources, high-level budget summary, or performance metrics and outcomes.

B. Budget and Budget Justification

All proposers must submit a line-item budget and budget justification along with the RFP Application and additional Attachments. This includes allowable costs for WIOA Title I Adult, Dislocated, and Youth Services. These costs match the budget and expenditure tracking for WIOA Title I programs. The budget justification provides a detailed explanation of how allocated funds will be used to meet the goals and performance metrics outlined in the RFP. The proposed budget must align with federal, state, and local requirements, ensuring efficient use of resources while achieving program outcomes.

The Budget Justification should be a separate document from the budget, that justifies and aligns the costs included within the line-item budget. The Budget Justification should be comprehensive, detailed, and aligned with the project's goals and objectives.

C. Additional Attachments

Proposers must submit any additional attachments as required and stated in the RFP Application, Budget, and Budget Justification which may include organizational charts, information on staff who will be responsible for required letters of support or references, sample reports, workplans, or other documents that demonstrate the proposer's ability to track and report on performance metrics effectively.

C. Appendix Forms

Proposers must complete all forms found in the Appendix (section 6) of this RFP.

|  |
| --- |
| **PROPOSAL CHECKLIST** |
|  |
| **PROPOSAL SUBMISSION REQUIREMENT** |
| RFP Application Form and workbook completed | ü |
| Proposal Budget and Budget Justification Totals have been reviewed and match the Proposed Totals for WIOA Title I Adult, Dislocated Worker, and Youth |  |
| Budget and Budget Justification matches RFP Total and expenditure allocation requirements in Section 2.2 Performance Requirements. | ü |
| Team Composition: Information about the team members who will be involved in the project, including their roles and qualifications. | ü |
| **PROPOSAL DOCUMENTS** |
| Proposal Narrative: Experience and Technical Competence: The proposer’s background, expertise, and capacity to deliver WIOA Title I services effectively. | Response Workbook |
| Proposal Narrative: Quality of Program Design: The proposer’s approach to service delivery and alignment with the goals outlined in the RFP. | Response Workbook |
| Proposal Narrative: Demonstrated Performance History and Ability to Meet Goals: The proposer’s track record of success in similar programs and their ability to meet performance targets. This section should highlight information on the proposer's organization.  | Response Workbook |
| Proposal Budget | Spreadsheet Budget Template |
| Proposal Budget Narrative | Separate Document |
| **Required Compliance Documents** |
| Grant Application Form | Response Workbook |
| Conflict Disclosure Form | Response Workbook |
| Assurances and Certifications | Signed Form |
| Concurrence of Collective Bargaining | Signed Form |
| Lobbying Certification Form | Signed Form |
| Certification Regarding Drug-Free Workplace | Signed Form |
| Certification Regarding Debarment, Suspension, and Ineligibility | Signed Form |
| W-9  | Completed W-9 Document |

## 3.2 Submission Instructions

To ensure a fair and transparent process, all proposers must adhere to the submission guidelines outlined below. Failure to comply with these instructions may result in disqualification.

A. How to Submit

* Proposals may be submitted electronically to the Pocono Counties Workforce Development Board Office via email at workforce@pcwia.org.
* Proposals may be submitted in person or by mail at the Pocono Counties Workforce Development Board Administrative office at:

811 Blakeslee Blvd Dr. E. Suite 85

Lehighton, PA 18235

B. Helpful Tips for Developing a Successful Proposal

* Clearly demonstrate your understanding of the scope of services and requirements outlined in the RFP.
* Provide detailed information on your organization's experience, qualifications, and capacity to deliver the required services.
* Offer innovative solutions and strategies to address the needs of the Pocono Counties Workforce Development Board.
* Be concise, well-organized, and ensure your proposal is free of grammatical errors.

C. Maximum Page Counts

* The entire proposal, including all attachments and appendices, must not exceed 30 pages.
* The main narrative of the proposal should not exceed 10 pages, excluding cover letter, table of contents, and attachments.

D. Modifications of Submissions

* Any changes to the submitted proposal must be made in writing and submitted before the RFP deadline.
* Modifications must clearly indicate the changes made and reference the specific section(s) being modified.

E. Procedures for Submitting Questions

* Proposers may submit questions regarding the RFP via email to shellen@pcwia.org.
* All questions must be submitted no later than ten (10) business days before the RFP deadline.
* Answers to submitted questions will be compiled and shared with all proposers via email or posted on the PCWDB website at [www.pcwia.org](http://www.pcwia.org).

Adherence to these submission instructions is crucial to ensuring a fair and efficient procurement process. By carefully following these guidelines, proposers can increase their chances of submitting a successful proposal and avoid potential disqualification.

# How We Choose

## 4.1 Minimum Qualifications

To ensure the successful implementation of WIOA Title I Services, the Pocono Counties Workforce Development Board (PCWDB) has established the following minimum qualifications for vendors interested in bidding on this opportunity. These qualifications have been carefully considered to maintain a competitive procurement process while ensuring the selected vendor meets essential standards.

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

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

1. Institutions of higher education, including community colleges and universities, that provide workforce investment activities.
2. Adult education and literacy providers that offer programs under WIOA Title II.
3. Community-based organizations with demonstrated experience and expertise in addressing employment, training, or education needs of individuals with barriers to employment.
4. Organizations serving out-of-school youth.
5. Economic and community development entities.
6. State or local government agencies.
7. Private sector training providers.
8. Labor organizations and joint labor-management organizations.
9. Eligible providers of adult education and literacy activities under WIOA Title II.
10. Organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible Adult, Dislocated, and Youth.
11. Vocational rehabilitation service providers

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

Successful respondents must be able to innovate, design, and develop complex programs with multiple funding sources, achieve, track, and report outcomes, and meet government accounting and expense requirements. The agreement between the Pocono Counties Workforce Development Board and the WIOA Title I Provider shall specify the provider's role.

##  Evaluation Criteria

The selection committee will first evaluate and rank responsive RFP submissions on the following selection Evaluation Criteria and weigh factors listed below and assess that score. A respondent may receive the maximum points, a portion of this score, or no points at all, depending upon the merit of its response, as judged by the selection committee in accordance with:

**Experience and Technical Competence:** This will include a review of the organization’s qualifications, experience, and capacity in program management and as a fiduciary, as documented in the RFP Application.

**Quality of Program Design:** This will include a review of program design, innovative strategies that will be utilized, staffing plan, and financial plan, as documented in the RFP Application.

**Demonstrated Performance History and Ability to Meet Goals:** This will include a review of past performance history and goals and objectives including, without limitation, competency, responsiveness, work quality, and the ability to meet performance goals, as documented in the RFP Application

**Costs, Budget Justification, and Leverage of Funds:** This section will include a review of the Price Proposal’s line-item budget and/or budget narrative, as defined in the RFP Application. This section will also include a review of the cost effectiveness of the proposed budget. Due to the requested services, the Price Proposal will be evaluated on the percentage of administrative costs, including indirect and management fees/profit (if applicable), compared to direct program/participant costs.

|  |  |
| --- | --- |
| **EVALUATION CRITERIA**  | **% ALLOCATION** |
| **Experience and Technical Competence:** This criterion evaluates the proposer’s background, expertise, and capacity to deliver WIOA Title I services effectively.* Relevant Experience: Demonstrated experience in managing WIOA Title I programs or similar workforce development initiatives, including Adult, Dislocated Worker, and Youth Services.
* Staffing and Qualifications: Qualifications of key personnel, including certifications, training, and experience in workforce development.
* Understanding of Local Needs: Evidence of understanding Pocono Counties unique workforce challenges and demographics, including strategies to address barriers such as transportation, childcare, and technology gaps.
 | 25% |
| **Quality of Program Design:** This criterion assesses the proposer’s approach to service delivery and alignment with the goals outlined in the RFP.* Service Delivery Plan: Clarity and feasibility of the proposed plan to deliver services..
* Innovation: Use of innovative strategies to address local challenges, such as engaging eligible participants or leveraging technology to reach participants.
* Alignment with Goals and Strategic Plan: How well the proposed program design aligns with the RFP’s outcome goals, such as achieving performance metrics, meeting expenditure requirements, and enhancing workforce development impact.
* Community Engagement: Plans to build partnerships with employers, educational institutions, and community organizations to strengthen workforce development efforts.
 | 40% |
| **Demonstrated Performance History and Ability to Meet Goals:** This criterion evaluates the proposer’s track record of success in similar programs and their ability to meet performance targets.* Past Performance: Evidence of achieving WIOA or similar program outcomes (e.g., employment rates, credential attainment rates)
* Data Management: Ability to collect, analyze, and report data accurately using systems such as CWDS.
* Compliance History: History of compliance with federal, state, and local regulations in previous contracts.
 | 15% |
| **Costs, Budget Justification, and Leverage of Funds:** This criterion assesses the proposer’s budget plan and ability to maximize resources effectively.* Budget Clarity: Clear Justification for all costs outlined in the proposal
* Cost Efficiency: Evidence that the proposed budget is reasonable and cost-effective while meeting program goals
* Leverage of funds and resources: Ability to leverage additional funding or resources beyond WIOA Allocations to enhance service delivery.
* Expenditure Compliance: Commitment to meeting expenditure, obligation, and allocation requirements. Budget and Budget Justification matches RFP Total and expenditure allocation requirements in Section 2.2 Performance Requirements.
 | 20% |

##  Selection Process, Award, and Protest Procedures

### Selection Schedule

|  |
| --- |
| **Schedule** |
| **Event** | **Date(s)** |
| RFP issue date | May 8th, 2025 |
| **Proposals Due**  | **Ongoing** |
| Anticipated contract award date | June 4th, 2025 |
| Anticipated contract execution date | June 13th, 2025 |
| Anticipated Program start date | July 1st, 2025 |

### 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 Pocono Counties Workforce Development Board.

A. Round One: Responsiveness Review

* In the first round, the Pocono Counties Workforce Development Board (PCWDB) 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 comprising PCWDB members and 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 proposers will be invited to participate in a round three interview or demonstration.

C. Round Three: Interviews, Presentations, or Demonstrations

* In the third round, shortlisted proposers 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 proposer's operational capabilities and service quality.

Award Decision

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

### Protest and Appeals Process

PCWDB reserves the right to reject all proposals received because of this RFP. All proposals received will be retained by PCWDB. PCWDB will notify all applicants as to the acceptance or rejection of proposals, and those not selected will be given an opportunity to file an appeal of their rejection, in writing, within thirty (30) days of the receipt of the rejection letter. Once the appeal has been received, the Executive Director of PCWDB will contact the rejected applicant to explain the appeal process.

# Terms and Conditions

This proposal package must be completed for all class-size funding requests submitted to the Pocono Counties Workforce Development Board (WDB). All proposals must be designed 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 the Pocono Counties Workforce Development Board to award any contract for services or supplies, nor to pay for any costs incurred in preparing this application. The Pocono Counties Workforce Development Board reserves the right to accept or reject any proposals, to negotiate with all applicants, and/or cancel any part of this application package. The Pocono Counties Workforce Development Board 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 Deputy Director of the Pocono Counties WDB 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 the Pocono Counties WDB 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 the Pocono Counties WDB provided there is a mutually agreed need for such assistance.

All contractors must submit a formal close-out package to the Pocono Counties WDA within 30 days of the program's conclusion.

# 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 WIOA Title I 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 WIOA Title I 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 WIOA Title I Provider 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 WIOA Title I services without risk to the PCWDB 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 WIOA Title I 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 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 Development Board. (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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(Signature) (Title) (Date)

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(Union Affiliation)

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(Signature of Chief Administrator)

**CERTIFICATION REGARDING DRUG-FREE**

**WORKPLACE REQUIREMENTS**

1. The Subcontractor certifies that it will or will continue to provide a drug-free workplace by:
	1. Publishing a statement notifying employees that the unlawful manufacture, distribution, 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:
	2. 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;
	3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
	4. 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;
	5. 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;
	6. 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;
	7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
2. The Subcontractor may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
3. 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.

1. 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.
2. 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.
3. 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.
4. 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.