



REQUEST FOR PROPOSALS

For the period July 1, 2017 – June 30, 2020

In School Opportunity Youth Services

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Release Date: August 8, 2017
Due Date: September 18, 2017
by 12:00 p.m. (Eastern Standard Time)

*SCPa Works is an equal opportunity employer.
Auxiliary aids and services are available upon request to persons with disabilities*

Table of Contents

| | |
|---|----------------|
| RFP Intent and Purpose | Page 2 |
| Types of Proposals Solicited | Page 3 |
| Proposed Service Models | Page 3 |
| WIOA Eligibility | Page 6 |
| WIOA Program Elements | Page 7 |
| WIOA Common Measures | Page 8 |
| Technical Assistance | Page 9 |
| WIOA Resources | Page 11 |
| Organizational Requirements | Page 12 |
| Funding Availability | Page 14 |
| Period of Performance and Program Duration | Page 15 |
| Guidelines and Submission Requirements | Page 17 |
| Proposal Format | Page 18 |

REQUEST FOR PROPOSAL (RFP) INTENT AND PURPOSE

SCPa Works is issuing a Request for Proposal (RFP) to seek organizations to serve WIOA eligible in-school youth ages 16-21, residing in Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York Counties to be administered July 1, 2017 through June 30, 2018, supported in part or in whole by funds available from the US Department of Labor Employment and Training Administration in accordance with the Workforce Innovation Opportunity Act (WIOA). SCPa Works is targeting High Schools and School Districts that are most in need of programming. High dropout rates, low standard test scores, high poverty areas, and lack of career awareness and preparation are some of the characteristics that define a High School or District as most in need. Highest priority of funding will be for High Schools and School Districts that have high dropout rates, low PSSA scores, economically disadvantaged graduation rates, and special needs graduation rates. Data regarding individual schools and school districts can be accessed at www.education.pa.gov data and statistics link. This is the data that will be utilized to review and validate the need for programming.

SCPa Works intends to fund either a single or multiple contracts that demonstrate innovative and/or improved approaches for services provided to in-school youth and local youth. SCPa Works is interested in programs that produce positive results and have a measurable impact through programs emphasizing in-school youth service delivery primarily through career and academic bridge programs and pre apprenticeship programs.

Proposals showcasing innovative programs, consistent with WIOA rules and regulations, are highly encouraged. There are no limitations to the types of organizations that may propose for funding. Existing SCPa Works youth contract organizations may apply and will be in competition with all other Respondents.

Services are for continuous, full-year programs and services. All Respondents are required to recruit and serve WIOA- eligible applicants/participants for their programs, enter data into CWDS, and provide a full range of WIOA services until participants exit WIOA programs. Outcomes from services must include a combination of a High School diploma, basic skills improvement (if applicable), nationally-recognized occupational certification/credentials, employment and entry into post- secondary/advanced education.

Contract awards will be based upon the availability of WIOA formula funding to the local area. Funding awarded under the terms of this RFP must only be expended on WIOA-eligible youth residing in the identified counties included in this RFP.

Funding awards will only be for youth program activities that assist at-risk, economically disadvantaged youth to attain the education and/or skills needed to create employment or educational options. Services must be designed and delivered so that they focus on youth career development, career pathways, industry-based learning, educational accomplishment, post-secondary enrollment and job placement.

Potential Respondents are strongly encouraged to carefully read the entire RFP.

Successful Respondents will be expected to remain informed on WIOA regulations and requirements.

Funding offered is subject to availability.

TYPES OF PROPOSALS SOLICITED - IN SCHOOL YOUTH (ISY)

This RFP is seeking Respondents who can:

Provide In-School Youth (ISY) that are most in need of services with career pathways and target industry specific activities, access and entry into post-secondary education and/or occupational/technical skills training in partnership with higher educational institutions, employers, advanced skills training entities, and apprenticeship training that lead to post-secondary degrees and/or industry recognized certifications or employment.

ISY programs need to be based on a 12-month enrollment-to-exit cycle for each youth. SCPa Works will allow youth to be carried forward into a new contract year for continued services not pertaining to follow-up only with approval of SCPa Works.

There is an expectation that services for ISY will be designed in a manner that best meets the needs of the youth in targeted communities. Programs should feature service strategies that balance the needs of youth who would benefit from long-term support with those of youth whose needs are met through more limited interventions (short-term).

Program strategies must offer career pathways, target industry specific activities, post-secondary and careers in partnerships with higher educational institutions, labor organizations and employers that offer long-term self-sufficiency for young people through employment and/or educational services.

TYPE OF PROPOSED SERVICE MODELS SOLICITED

SCPa Works believes the following program designs are in line with current employer demands and will be a stepping stone to prepare ISY for the pipeline to employers in our region.

Career Bridge Programs Description

Bridge training programs are an essential component in a career pathway. They prepare opportunity youth who lack employability skills to enter and succeed in training leading to career pathway employment. Bridge programs seek to enable youth to advance to better paying jobs and to further advance education and training creating a broad foundation for learning for life. Essential partners to make the programs successful include, but are not limited to; PA CareerLink®, community based organizations, community colleges, Career and Technical Centers, employers and employer groups, social service and state agencies. All partners need to have a clear understanding of each other's responsibilities incorporating Memos of Understanding and formalized roles. Successful bridge programming also incorporates transition services that provide opportunity youth with the information and assistance they need in moving to career development and may include academic advising, tutoring, study skills, coaching, and referrals to academic and nonacademic supportive services, i.e. transportation and childcare.

Program Elements

- 1. Recruitment and Assessment**
- 2. Providing Career Development Services**
- 3. Post-Secondary Support**
- 4. Work Based Learning Opportunities**

Academic Bridge Programs Diploma to College Description

The High School diploma is primarily an instrument for certifying that individuals possess the skills and knowledge of High School graduates. The Diploma to College model aims to create programming that emphasizes a high rigor of preparation for post-secondary success and beyond. One principal goal is for participants to place into credit bearing, non-remedial, non-developmental college level courses while earning their diploma. The focus of the model is to prepare students to be successful in their post-secondary pursuits while acquiring their diploma as one supplemental step on their career path. To be successful, program providers will require meaningful partnerships with commitments from post-secondary institutions and additional community stakeholders as necessary.

The diploma to College model is intended to build upon the achievements and infrastructure of existing programs through restructuring and enhancement of services by leveraging research based promising practices, meaningful partnerships, and other critical resources.

Bridging Programs for Education and Employment

Summer Bridge programs typically conducted at community colleges or Career Technology Centers (CTC) are designed for youth who are college-bound but not yet college-ready. Students who are not scoring high enough on a college placement exam would have the opportunity to take college prep courses in the areas in which they need help, most likely in reading, writing, and math, during the summer between their junior and senior years. The college prep courses could be combined with summer jobs provided right on community college campuses giving students a chance to earn and learn.

Pre Apprenticeship Programs

Quality pre-apprenticeship programs contribute to the development of a diverse and skilled workforce by preparing participants to meet the basic qualifications for entry into one or more Registered Apprenticeship programs. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

Pre-apprenticeship is defined by the Employment and Training Administration (ETA) as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). A quality pre-apprenticeship program is one that incorporates the following elements:

- *Approved Training and Curriculum.* Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);

- ***Strategies for Long-Term Success.*** Strategies that increase Registered Apprenticeship opportunities for underrepresented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain admission into an Apprenticeship Program, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
 - Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national Registered Apprenticeship programs;
 - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and
 - Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;
- ***Access to Appropriate Support Services.*** Facilitates access to appropriate support services during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program;
- ***Promotes Greater use of Registered Apprenticeship to Increase future opportunities.*** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;
- ***Meaningful hands-on training that does not displace paid employees.*** Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee, but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols; and
- ***Facilitated entry and/or articulation.*** When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

Pre-apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.

Arts engagement programs leading to and incorporating STEM occupations

STEAM education refers to the areas of science, technology, engineering and mathematics and incorporating the A for the arts – to be successful in technical fields, individuals must also be creative and use critical thinking skills which are best developed through exposure to the arts. STEAM initiatives in afterschool and summer programs are means to encourage, educate and prepare today's youth to pursue careers in STEM-related fields.

Creating programs to engage disabled/special needs population

Entrepreneurship programs including academic, work experience and mentoring

WIOA In-School Youth Eligibility

- A. 14-21 years old and**
- B. Attending compulsory school and**
- C. Low-Income**
 - 1. Family income is at or below the Federal Poverty Income Guidelines, or**
 - 2. Public Assistance Recipient (TANF, SNAP, SSI), or**
 - 3. Homeless, or**
 - 4. Supported Foster Child/Aged out/Out of home placement, or**
 - 5. Individual with a disability (Participant’s income must meet low income guidelines), or**
 - 6. Receives or eligible to receive free or reduced lunch, or**
 - 7. Living in high poverty area**

And must have at least one of the following barriers:

- **Deficient in Basic Literacy Skills; or**
- **Homeless or Runaway; or**
- **In foster care or aged out of home foster care; or**
- **Pregnant/Parenting; or**
- **Offender; or**
- **Individual with a disability; or**
- **An English language learner**

- D. Must be a United States Citizen and**
- E. If male, registered for selective service as required.**

The following table reflects the higher of the combination of the 70 Percent Lower Living Standard Income Level (LLSIL) Guidelines (effective 5/23/17) and the Poverty Income Guidelines (effective 1/26/17). These guidelines are used to determine low income eligibility for the Title I Youth program and the priority of service level for the Title I Adult program. It is also used to determine low income as an employment barrier for all WIOA core programs including the Dislocated Worker program.

| Family Size | Adams, Cumberland, Dauphin, Franklin, Lebanon, Perry and York County Annualized Income Levels | Juniata County Annualized Income Levels |
|--------------------|--|--|
| 1 | \$12,060 | \$12,060 |
| 2 | \$17,752 | \$17,505 |
| 3 | \$24,363 | \$24,031 |
| 4 | \$30,075 | \$29,659 |
| 5 | \$35,495 | \$35,004 |
| 6 | \$41,507 | \$40,930 |
| 7 | \$47,519 | \$46,856 |
| 8 | \$53,531 | \$52,782 |
| | Add \$6,012 for each additional member | Add \$5,926 for each additional member |

WIOA Program Elements

Proposing contractor(s) must be able to demonstrate that they are familiar with the demographic makeup of the SCPa Works Counties, the proposed geographic service area(s) and the service needs of youth residing in the service area(s). If proposing contractor(s) are submitting to serve more than one area of SCPa Works, the areas must be clearly identified in the proposal.

The system referenced above is designed to establish a template to ensure youth have consistent access to the fourteen (14) program elements required by the Workforce Innovation Opportunities Act. Proper documentation of activities and record retention according to WIOA guidelines will be necessary. Responses to this Proposal will need to show a program that will provide:

- 1. Tutoring, study skills and instruction leading to completion of secondary school, including dropout prevention strategies.**
- 2. Alternative secondary school services.**
- 3. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.**
- 4. Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.**
- 5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals.**
- 6. Paid and unpaid work experiences including job shadowing and internships.**
- 7. Occupational skills training.**
- 8. Supportive services (may include transportation, child care, need-related payments that are necessary to participate in activities).**
- 9. Financial Literacy.**
- 10. Entrepreneurial Skills Training.**
- 11. Services that provide labor market information about in demand industry sectors or occupations available in the local area.**
- 12. Activities that help youth prepare for and transition to post-secondary education and training.**
- 13. Conduct follow-up services for not less than 12 months after the completion of participation. (Activities such as alumnae groups or career planning, as well as connection to supportive services and counseling).**
- 14. Summer work experience linked to academic enrichment and occupational learning.**

Note: Follow-up activities must be provided to all students on at least a monthly basis, for those who have successfully and unsuccessfully exited the program, for one calendar year. The purposes of follow-up services include monitoring youth success, re-engaging disconnected youth, mentoring and support. Activities may include contact with students' employers and academic advisors, as applicable.

While not every youth has to participate in each of the program elements (with the exception of 12-month follow-up), each provider must ensure access to all of the elements based on age and circumstances of the participant. If you are partnering with another agency or organization, you will need to provide a letter of support on their letterhead showing their commitment.

WIOA Common Measures and Outcomes

The performance of year-round WIOA Youth programs will be assessed on two levels. The first is in consideration of WIOA Common Measures; the second is against a set of benchmark goals and process measures. It is expected that all WIOA-funded programs will meet and/or contribute to the achievement of the negotiated State performance levels for each of the Youth Common Measures during the current contract period.

Common Measures

| WIOA Performance Measures | Definition | Measure |
|---|---|----------|
| Retention in Employment or Post- Secondary in Second Quarter after Exit | % of participants in unsubsidized employment during the second quarter after exit | 65% |
| Retention in Employment or Post- Secondary in Fourth Quarter after Exit | % of participants in unsubsidized employment during the fourth quarter after exit | 57% |
| Median Earnings Second Quarter after Exit | Median earnings of participants who are in unsubsidized employment during the second quarter after exit | Baseline |
| Credential Attainment Rate | Percentage of participants enrolled in an education or training program who obtain a recognized postsecondary credential, or a secondary school diploma or equivalent during participation or within one year after exit. Participants who obtain a secondary school diploma/equivalent count as positive in the measure only if they obtained unsubsidized employment or are enrolled in training leading to a post-secondary credential within one year after exit. | 70% |
| In Program Skills Gain | Percentage of participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains toward such a credential or employment | Baseline |
| Effectiveness Serving Employers | Effectiveness in recruitment and retention of employers | Baseline |

Baseline indicators represent those measures for which there is not adequate data to make a reasonable determination of an expected level of performance.

Benchmark and Process Measures:

The benchmark and process measures are designed to assess the progress of program efforts toward short and long-term outcomes. They include enrollment, attendance, participant retention and other administrative functions reflecting effective program implementation. Benchmark and process measure will be assessed on a monthly basis.

WIOA requires extensive data collection to validate eligibility, provision of services, and performance. The documentation of efforts and outcomes is critically important. SCPa Works will be responsible for evaluation and reporting to the State. Successful respondents, in turn, will be required to produce timely documentation that clearly tracks youth participation, progress, and outcomes throughout the contract period. No participant may begin a program or be counted as a participant unless full eligibility is determined. Failure to do so will result in unallowable costs.

WHO MAY RESPOND TO THIS SOLICITATION

Eligible Respondents are organizations, which on their own or in partnership with other organizations, have adequate administrative controls and personnel to implement a set of services that fulfill the goals and objectives of this Request for Proposal. Proposing organizations may be incorporated private non-profit organizations, incorporated for-profit organizations, faith-based and public organizations.

All proposed service locations must be accessible to persons with disabilities. Programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

If your proposal involves a subcontract, you must provide a letter of commitment outlining the partnerships and the activities or services that will be provided by each of the proposed Respondents. Respondents may subcontract with sub-groups to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal (i.e. through a detailed MOU/MOA that shows the linkages with specific program elements) and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by SCPa Works prior to the final contract execution and are subject to all conditions and stipulations of WIOA, as well as, State and local procedures.

If your agency is awarded a contract and you choose to subcontract services, you must obtain prior written approval from SCPa Works and must follow all procurement procedures as outlined by SCPa Works when selecting and contracting with subcontractors.

Technical Assistance

A bidder's conference regarding this RFP will be conducted on August 21, 2017 at 10:00 a.m. This conference will be held at SCPa Works Offices at 4201 Crums Mill Road, Suite 200, Harrisburg PA 17112. All questions to be addressed prior to the bidders' conference must be submitted to info@scpaworks.org. All questions must be received by 12:00 p.m. on August 15, 2017

The bidder's conference is for information only and attendance is not mandatory. A written summary of all questions posed, and the response to them, will be posted on SCPa Works website.

Expected Time-Line

The following is the timeline guide for the procurement of services of this RFP.

| | |
|-------------------------------|-----------------------------------|
| Public Notification | August 8, 2017 |
| RFP Issue Date | August 8, 2017 |
| Bidders Conference | August 21, 2017 10:00 a.m. |
| Proposals Due Date | September 18, 2017 |
| Notification of Awards | October 2, 2017 |

The Proposal submission date is a firm date unless changed by SCPa Works with the proper notification.

Response Date

Proposals that are in response to this RFP are due no later than noon on Monday September 18, 2017. Late submissions will not be considered regardless of the reason. All proposals are required to use SCPa Works forms that are provided on our website. Failure to do so may result in the rejection of the proposal and/or reduction of score. One signed original and seven copies of contents of the proposal must be mailed or delivered to the following address:

In School Youth Proposal
SCPa Works
4201 Crums Mill Road, Suite 200
Harrisburg, PA 17112

Note: All proposals must be submitted to the above address in order to be considered.

A log will be maintained indicating the name and address of proposing agencies submitting proposals for the evaluation period. The date of receipt will be recorded. No proposals will be accepted after the date and time indicated above.

Financial Management

When presenting your financial information and budget, the proposing contractor(s) response will need to be clear, uncomplicated and understandable for the review team.

Reasonable Costs Policy

SCPa Works has established that costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation of the proposed Youth Program. If there is any equipment and or technology to be leased or purchased, no matter the quantity or cost, permission must be granted by SCPa Works prior to purchase.

Conflict of Interest

Proposers shall disclose in their submission any possible conflict of interest arising out of personal or business relationships with SCPa Works members.

Suspension and Disbarment

SCPa Works is prohibited from awarding a contract to a contractor who is excluded from Federal procurement and/or non-procurement programs by the US General Services Administration. SCPa Works is prohibited from awarding a contract to any party disbarred, suspended, or otherwise excluded

from or ineligible for participation in Federal Assistance Programs in accordance with the USDOL regulations at 29 CFR Part 98 or debarred by the Commonwealth of Pennsylvania.

Links to WIOA and Commonwealth of Pennsylvania Rules and Regulations

Listed are the resource pages for the Federal WIOA guidelines and cost principles, as well as Workforce Policies and Procedures as defined by the Commonwealth of Pennsylvania.

WIOA resource Page

https://www.doleta.gov/wioa/Final_Rules_Resources.cfm

OMB super circular

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR 230 - COST PRINCIPLES FOR NONPROFIT ORGANIZATIONS (OMB CIRCULAR A-122)

<https://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230/content-detail.html>

Pennsylvania State Workforce Guidance and Resources

<http://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania%27s-Workforce-System-Directives.aspx>

ORGANIZATIONAL/FINANCIAL ABILITY AND EXPERIENCE: Please provide a complete description of the following items:

Type of organization and what the key strengths of the agency are, ie. the capacity, capability, and experience for operating State and Federally funded employment and training programs and/or program services/activities.

Experience of the organization in providing training programs and/or program services/activities as it relates to services you plan to provide under your proposed contract.

Organization's supervisory capacity to manage contractual agreements with SCPa Works.

Staff qualified to perform the program(s), services and/or activities required by SCPa Works.

The proposing organization must demonstrate to SCPa Works its capability to manage WIOA funds or other Federal and/or State funds. The organization must explain how such funds will be administered in accordance with their current operational financial management system. Identify key staff by name and outline qualifications. Describe how you will ensure the limits for the contract are not exceeded.

The method, if any, used to monitor actual expenditures to budget amounts by cost category and line item expense.

Procedures to ensure the accounting records are supported by source documentation for each transaction.

Allowable costs shall be limited to those necessary and reasonable for and directly related to the proper and efficient operation of WIOA services to youth. Any single costs which are properly chargeable to more than one cost category shall be prorated among the appropriate cost categories

Proposing contractor(s) must include the most recent audit report of your organization with your proposal.

ORGANIZATIONAL ADMINISTRATION: The proposal must include the following:

Organizational chart showing the administrative framework of the organization.

Identify staff by including a thorough description of their demonstrated technical competence, skills in management and administration, and professional experience within your organization to accomplish the proposed program training, services and/or activities. Proposing contractor(s) must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with ensuing contract. Proposing contractor(s) selected will be required to assume full responsibility, including all risks and hazards, for all WIOA program training, services and /or activities identified in this RFP.

For each position that will be funded under the proposed project, a detailed job description to include job duties and responsibilities, as well as qualifications, is to be included in an attachment to the proposal. Each staff person who directly provides services to youth must complete a Child Abuse Clearance Form, Criminal Background Check and a FBI criminal history background check.

Project Line Item Budget

All proposing contractors must complete and submit a Project Line Item Budget for Program Year 2017-2018 (July 01, 2017 thru June 30, 2018). This document is available on our website. The Project Line Item Budget will be used to determine the Fixed Unit Charge and will become part of the contract. The Project Line Item Budget is a basis for cost comparison. Additionally, proposing contractors must complete and submit a Leveraged Matching Funds Chart using the attached form.

Proposing contractors must provide a detailed breakdown of all costs between administration and program. Please note that costs/activities shall be limited to those allowable/necessary and reasonable for and directly related to the proper and efficient operation of the proposed program. Training, services and/or activities and must be comparable to the charges for similar Program training, services and/or activities in the area. This process is to be followed for each program year being procured in this RFP. Proposing contractor(s) must fully comply with the requirements of all Federal and State regulations required for WIOA Programs. Allowable cost principles are established in OMB Circular A-87, A-122, and CFR Part 31.

WIOA Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

Assurances and Certifications (Available on SCPa Works website)

- 1. Certification Regarding Drug-Free Workplace Requirements.**
- 2. Certification Regarding Lobbying.**
- 3. Certification Regarding Debarment, Suspension & Ineligibility.**
- 4. Concurrence of Collective Bargaining Agent - If the occupation in which training is to be offered is subject to a collective bargaining agreement, then concurrence must be obtained from the appropriate bargaining representative.**
- 5. Union Comments - All proposing contractors are required to obtain comments regarding the need for this proposed training from applicable Union or collective bargaining units. Such Unions include not only Unions within the proposed training site, but also Unions affiliated with the subject matter of the proposed training program. *For example, a training course for building trades must obtain comments from the building trades union.***

Note: Proposing contractors must complete and sign the three certification forms and the concurrence and Union comments as required. The required forms can be found under Part B of this RFP packet.

Quality Assurance

SCPa Works Compliance Division is responsible for reviewing all in-house and contractor operations. The purpose is to evaluate program effectiveness, insure compliance with mutually agreed goals, offer technical assistance and/or recommendations for corrective action to sub-grantees as deemed necessary. On a periodic basis, SCPa Works Compliance Division will monitor all proposing agencies funded. The visits, announced or unannounced, may include but are not limited to, the following areas: training, fiscal, participant files, administrative records, participants' terminations (plan vs. actual), follow-up, participant responses, monitor's observations, and problem areas. Spot checks of participant files will occur. The SCPa Works Compliance Division will ensure compliance with the parameters set forth by SCPa Works and submitted in the proposal with regards to the proposed narrative and the required performance measures established by SCPa Works.

Note: All proposing contractor(s) must include, with this RFP, a statement certifying that there are no unresolved quality assurance findings at the time of submission of this RFP packet.

Personnel Policies

All proposing contractors must include a statement certifying that they have current personnel policies in place and on file at all times. Such policies should include, but are not limited to, a grievance procedure, list of fringe benefits, holidays, and most importantly, the organization's Equal Opportunity / Affirmative Action (EO/AA) Statement, including the EO/AA statement applicable to persons with disabilities, and compliance with Health Insurance Portability & Accountability Act (HIPPA) of 1996 Regulations.

Proposing contractors must attach a document explaining their Personnel Policies concerning the following:

Description of proposing contractor's complaint process.

Description of proposing contractor's efforts to assure non-discrimination in service provision and staff hiring decisions.

Description of the measures taken to ensure the confidentiality of customer information and HIPPA regulations and ramification for policy violation. Attach a copy of your confidentiality policy.

Explanation of how customers are informed of the grievance policy.

Description of proposing contractor's Sexual Harassment Policy.

In addition to the above, please attach the following:

Copy of proposing contractor's Equal Opportunity Policy Statement

Copy of proposing contractor's Grievance Policy

Note: If a proposing contractor does not have its own grievance procedure, organizations must sign our required grievance statement at the point of final contracting.

Records and Reporting

SCPa Works requires an Annual Report for each program year within 30 days of the completion of this contract which outlines how the bidder connected with youth pursuant to the performance elements in this RFP.

The contractor or contractors selected must demonstrate the ability to be compliant with program(s) reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.

Note: Awarded contractor(s) are required to retain contractual/fiscal records five (5) years from audit and customer case records for five (5) years. If an audit began during the fifth-year period and has not been completed, the customer case record files must be retained beyond the fifth-year period until the audit is complete.

FUNDING AVAILABILITY

Funding for youth programs under this Request for Proposal is contingent upon the availability of Federal and State allocations. As of the RFP's release date, SCPa Works has not been notified of the allocation for local WIOA Youth funds for Program Year (PY) 2017-2018. Since it is unlikely that there will be an increase in youth funding, this solicitation will be a highly competitive procurement process for a limited amount of funding. The type(s) and quality of proposals submitted will determine the amount of funds to be awarded.

Respondents may devise their proposal budgets on the estimated figures below, which represents possible youth services for PY 2017-2018 amounts. These estimates are solely for the purpose of offering guidance and are subject to change based upon the actual allocation(s).

Estimated funding availability for the twelve month period of performance is:

| Funding Stream | Amount |
|--|-----------|
| Workforce Innovation Opportunity Act (WIOA) Youth | \$290,000 |

Budgets proposing less than 10% administrative costs may earn additional points.

Keep in mind, that WIOA youth funds must be applied to provide services to eligible economically disadvantaged In-School youth. Eligible youth are to receive a variety of effective and coordinated activities designed to improve educational, skill competencies and to increase effective connections to employers. These activities and services include opportunities for ongoing mentoring, education and training, career pathways, industry focus, work experience, support services, leadership, citizenship development, and youth incentives.

PERIOD OF PERFORMANCE

Successful Respondents shall demonstrate the expertise to coordinate and operate an integrated youth service delivery system. Respondents shall propose an integrated year round youth program to include a summer youth employment program for youth that meet the eligibility requirements for the proposed funding stream(s).

Successful Respondents shall ensure that all WIOA youth services are provided to every eligible WIOA enrolled youth and that the Fourteen (14) required program elements are accessible to all enrolled youth as needed, either directly, through vendors/sub-contractors, and/or community organizations.

NOTE: Contractors awarded funds under this solicitation will be required to serve those participants currently enrolled and recently closed in order to provide follow-up services in the WIOA Youth Programs as of July 1, 2017.

PROGRAM DURATION

The Respondent(s) selected from this RFP will be awarded a one-year contract for the period covering, October 1, 2017 through June 30, 2018. Proposals should reflect costs and program outcomes covering the contract period, with no expenditures extending beyond June 30, 2018.

SCPa Works, in its sole discretion, reserves the option to extend contracts for two (2) one (1) year periods. In order for SCPa Works to exercise each one year option, the Contractor must meet the performance requirements as specified in the contract. However, SCPa Works is not obligated to exercise the second year contract based on stated performance outcomes as other factors may also be considered.

Successful programs funded through this RFP may be extended for a one-year extension period until June 30, 2019, and then for a second extension period until June 30, 2020, based on effective performance during the previous year and the need for the services, as well as the changing requirements of funding sources.

This RFP may be the only In-School Youth Services RFP issued by SCPa Works during this three-year period of time, depending on the need for services and levels of funding available. This RFP does not commit SCPa Works to award a contract(s) for any of the services identified in the RFP. SCPa Works reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, this RFP if it is in the best interest of SCPa Works to do so.

PROGRAM FUNDING

All funding is contingent on the availability of continued authorization for program activities from our funding source. All items submitted as part of a proposal are subject to modification based upon rules and regulations imposed by funding source(s). The Fiscal Agent is not responsible for any pre-proposal costs incurred prior to the selection of service providers by the Fiscal Agent.

LEVERAGED FUNDING

In order to efficiently use WIOA youth funding and ultimately reach as many young people as possible, it becomes increasingly important to leverage a wide-range of public and private resources to support youth workforce services. Respondents are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources. These in-kind or cash match resources must directly support the proposed program activities and must be documented with a Letter of Commitment from the supporting agency.

Respondents are strongly encouraged to seek and secure additional funding sources in order to augment SCPa Works funding award. Respondents are also encouraged to establish linkages with other community and faith based organizations, the juvenile justice system, the foster care system and other organizations that provide services to youth in the SCPa Works region.

Leveraged funds can be in the form of cash or in-kind services. In-kind services may include services provided to enhance the proposed program at no charge or at a discounted rate. In-kind and cash match resources can support any particular budget item as long as it supports program activities. Cash match is defined as a contribution of funds made available to the Respondents to be used specifically for program activities. Respondents are required to assign a monetary value to any in-kind contributions. Examples of in-kind resources include but are not limited to:

Staff time from lead and/or partner agencies (directly related to services to youth)

Facilities/Infrastructure (where services occur)

Participant expenses (e.g. internship/work experience wages, incentives, stipends, supportive services tuition, books, fees, tools or clothing for employment)

Equipment (directly related to services to youth)

Outreach and/or media support

TYPE OF CONTRACT, METHOD OF PAYMENT AND PAYMENT STRUCTURE

The contract(s) awarded will enter into a cost reimbursement contract. Payment for any contract entered into as a result of this solicitation will be made monthly subject to the receipt of the Contractor's request for payment. Although SCPa Works makes every effort to reimburse invoiced Contractor expenses monthly, selected Respondents must be financially capable of covering costs when necessary.

CONTRACT TERMS AND FINANCIAL CAPACITY

Solicitation regulations provide that awards are to be made to organizations with demonstrated ability, including consideration as to whether the organization has:

Adequate financial resources;

Satisfactory record of integrity, business ethics and fiscal accountability;

Necessary organization, experience, accounting and operational controls.

SCPa Works expects that all Respondents will be capable of operating the solicited program(s) without any payments for at least six weeks from initial implementation of contracts. Cash advances will not be provided. Therefore, successful Respondents must have sufficient resources to await payment/reimbursement.

PROPOSAL GUIDELINES AND SUBMISSION REQUIREMENTS

SUBMISSION GUIDELINES

Any proposal package that does not arrive at the aforesaid address by the aforesaid time and date will not be accepted by SCPa Works and will be returned unread to the Respondent. **LATE PROPOSALS WILL NOT BE CONSIDERED!**

For your convenience in preparing your proposal package, this RFP and attachments are available on our website www.scpaworks.org.

All proposals must be typed in 12 point font, Times New Roman, one (1) inch margins (top, bottom, left and right). Proposals must contain a table of contents and numbered pages.

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. SCPa Works will only contract with the legal entity named in the proposal.

Proposals must follow the instructions as indicated in the RFP. All proposals become public information after contracts are awarded and may be open for public scrutiny, upon request. Proposals become the property of SCPa Works and will not be returned to the Respondent.

Respondents submitting a response to this RFP must be willing and legally able to sign a contract that

will provide a full indemnification and hold harmless to any liability of SCPa Works or its governing bodies for any activities conducted by the Contractor agency. The Contractor will be solely responsible for activities and services performed under the contract.

All requirements stated in this RFP must be met. Contracts awarded as a result of this RFP will be monitored closely for compliance.

PROPOSAL FORMAT, CONTENT AND ORGANIZATION

Respondents shall submit their proposal packages in the following format:

1. Application for Funding

Application for funding is a form for your organization to specify both the name of the organization and authorized contract individuals.

All Respondents must respond to the items below:

2. Organizational Experience /Capabilities (30 Points)

- a. Describe the organization's background, capacity and qualifications that demonstrate the ability to effectively serve the target population, and provide the required programmatic components.
- b. Describe your past experience in operating and serving in-school and/or out-of-school youth, providing industry specific activities, and your experience with youth workforce development program.
- c. Describe your proposed program design. Clearly state what service category (ies) for which the organization is proposing. The description should identify the number of youth to be served, the proposed target population.
- d. Describe the location(s) for where services will be delivered. Include rationale for why this location was chosen and how the target population of youth will access the location. If multiple locations are used, please describe what services are offered in each. Indicate whether the facility in which the proposed program is delivered is handicap accessible and barrier free.
- e. Describe qualifications of key administrative and direct service staff. Provide an organizational chart that depicts what and where positions are required to operate your proposed program design. Provide a narrative description of the organizational chart. Provide a complete list of names and resumes for key program staff from your organization who will be involved in the program. If additional staff will be hired, include a job description for the proposed staff.
- f. Attach letters of support no more than two pages in length that describe the time and nature of the partnership and show in detail how it will enhance your proposed program.
- g. Respondents must provide, at a minimum, three references for the same or similar services provided during the past two (2) years and which demonstrates the Respondent's track record for the proposed services. Respondents are encouraged to provide as many relevant references as

possible. This information should include funding source, name of organization, contact person, title of contact person, contact number(s), a description of the service and program provided, performance requirements, and a report on the Respondent's performance under the contract(s), including absolute numbers and percentages performance standards. Proposals that do not include at least one relevant reference may be eliminated from this competitive procurement process. Proposals that include references that SCPa Works is unable to contact or the provided information cannot be verified by SCPa Works may be eliminated from this competitive procurement process.

3. Proposal narrative – Twenty (20) page limit – excludes applicable attachments (80 Points)

Service Strategies/Scope of Services All Respondents must respond to the items below:

NOTE: Do not respond to any questions by referencing information presented elsewhere in the Respondent's proposal. A response of "will comply" or "see above" or similar statements shall be considered unresponsive. If a response is not appropriate for the type of program you are proposing or a particular question, type "N/A" or "Not Applicable" as your response. (Failure to respond to any section of this RFP may result in the Respondent's proposal being deemed non-conforming and thus eliminated from the competitive procurement process).

- a. Provide a concise and complete summary of your overall proposed program design. Include how the fourteen (14) program elements are incorporated, and your process for determining which elements youth will receive. Describe the partnerships and collaborations your agency has established that will allow you to incorporate all fourteen (14) WIOA elements into your program.
- b. Describe how your organization will identify, recruit the most at-risk, eligible youth including the data and statistics from the School/School District you are proposing to serve.
- c. Demonstrate your organization's understanding of the region, and what specific strategies your organization will be utilizing in recruitment of In-School youth.
- d. Describe your experience collaborating with other community organizations, businesses, school to work organizations (intermediaries) and School Districts in serving at-risk youth and addressing their workforce development needs. Include all partners and their roles.
- e. Provide a client/program flowchart (may include chart as an attachment) and a supporting narrative that describes your program from enrollment to program exit. The flowchart should paint a picture of what your proposed program will look like with the details provided in the narrative.
- f. Describe innovative approaches/strategies in the delivery of educational services that will engage and retain youth that are below academic and skill levels for their age and/or grade level.
- g. Describe the work readiness training including instructional techniques, curriculum, competencies, assessment methods and standards for completion. Describe how work readiness training will be provided in connection to work experiences and job placement services.
- h. Describe how youth progress will be monitored; include data tracking to ensure the youth successfully complete their plan through follow-up services. Describe the process your agency will utilize to execute regular cycles of youth program evaluation. Describe your approach to continuous

improvement.

- i. What strategies will your program use to engage employers and promote the hiring of youth participants? Describe what mechanisms will be utilized to support employers/businesses to ensure positive experiences while working with youth participants.
- j. Identify the industry cluster and occupations within the industry cluster that will be part of the industry specific model. Describe why the industry/occupation(s) were chosen. Provide details on the level of commitment from the community college(s), and/or public and non- profit educational institutions to support the proposed program. Specifically identify schools that will be partners.
- k. Describe how the proposed program design will incorporate a comprehensive introduction to a particular industry, and ensure that youth are well informed about the high wage, high demand occupations in the region. Include the role employers will perform in the program design.
- l. Describe in detail how the proposed program will coordinate the paths identified in this RFP for an in-school youth who is not moving in the direction of pursuing a career, and how will they accomplish the industry specific competencies and outcomes.
- m. What makes your proposed program stand out? Why will young people want to be a part of your program and what techniques will you use to keep them motivated to continue participation until all goals are met?

4. Performance (20 Points)

- a. Describe in detail the proposed plan to attain, maintain, exceed and manage the performance outcomes to ensure the required performance levels are met and that the data is used to achieve continuous improvement.
- b. Describe in detail any additional proposed performance outcomes and the proposed plan to attain them.

5. Budget Information - (50 Points)

- a. The Respondent is expected to clearly outline proposed costs in detail on the Budget Forms. The Respondent must provide separate program and administrative budgets. The Respondent is expected to ensure administrative and indirect costs are properly classified and not exceeding ten percent (10%) of the proposed budget. Administrative/indirect costs (e.g. accounting, auditing, payroll administration costs, insurance, internet, etc.) are the general overhead expense necessary to operate the programs and are not program activities. These costs typically relate to the agency's general executive and administrative functions.
- b. The Respondent must provide a Budget Narrative that justifies each proposed expense included on the Budget Forms in terms of it being necessary, allowable and reasonable. Respondent must show the method of computation.
- c. The Respondent is expected to identify any in-kind resources/support for the service delivery system

beyond what is being requested in the budget. Include each committed or proposed source of funding and the amount of that funding.

- d. For line items listed under “Other” in the budget, the Respondent must clearly correlate proposed costs and outcomes by explaining and justifying the need for proposed costs in the Budget Narrative.
- e. Proposed costs must be allowable as determined by SCPa Works and governing statutes. Allowable costs are those that are reasonable, necessary, and/or required for the program. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under circumstances prevailing at the time the decision was made to incur the costs. Additionally, the cost is reasonable if it is of a type that is generally recognized as ordinary and necessary for the program.

6. Cost Allocation Plan (CAP) (10 Points)

Due to the integrated approach for service delivery in this solicitation, Respondent’s staff will be cost allocated across all applicable funding streams.

A detailed Cost Allocation Plan (CAP) must be submitted with your proposal in accordance with the guidance that can be accessed through the link provided below. The CAP is a document that specifies the allocation methods used for distributing all costs of an organization. A plan for allocating shared costs is required to support the distribution of those costs to grant and non-grant programs. All Respondent’s costs should be included in the plan. Official accounting records must support all costs.

In order for costs to be allowable in Federal grant programs, the costs must be allocable on the basis of benefits received. The requirements and guidance for cost allocation are found in the Office Management and Budget (OMB) Circulars outlining the cost principles (OMB Circular A-122 for nonprofit organizations; OMB Circular A-87 for governmental entities, Code of Federal Regulations (CFR) 45, Subpart B-74 and CFR 48, Subpart 31.2 for profit organizations).

All RFP responses must include the following to be considered complete:

- Application for Funding Assistance
- Organizational Experience
- Program Narrative
- Projected Outcomes Chart/High School/District information
- Assurances and Certifications
- Budget
- Cost Allocation Plan
- Latest Audit
- References
- Letters of Support