



**Request for Proposals**

**For**

**Program Year 2021**

**Open through June 30, 2022**

**to provide**

**SCPA Works**

**Local Innovation Grant**

**In Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York Counties**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**Equal Opportunity Employer/Program**

## **Purpose**

To cultivate innovation within our region, develop non-traditional program partners, and cultivate Industry partnerships, SCPA Works has created the South-Central Innovation grant (SCL-I grant). The SCL-I grant is a strategic effort to encourage area non-profits, businesses, and educational institutions to develop innovative workforce solutions for our community. Our goal is to streamline the procurement process by utilizing an online platform, allowing grant seekers to apply for grants up to \$50,000 (based on funding availability). Each application will be measured against a standard rubric and meet SCPA Works local plan and partnership guidelines.

Successful grant applications will focus on individuals with barriers to employment, Ex-offender community, low literacy, homelessness, disabilities, veterans, pregnant and parenting, underemployed /under-skilled.

## **Background**

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds through any or all of these programs. Selected providers may contract with the SCPa WORKS depending on the availability of funds.

Payment for services will be based on a cost-reimbursement process. Start-up or advanced funds are not available.

## **Eligible Population**

All grants must work with existing SCPA Works partner vendors to ensure participants are enrolled or qualified for a WIOA Adult, DW, WIOA Youth, Youth TANF, and incumbent worker training funding streams.

SCPA works partners will be responsible for direct case management, funds may only be conveyed if participants are attached to an open SCPA Works funding stream.

## **Grant guidelines**

The maximum available fund per project is \$50,000; bidders are encouraged to break down funding ask in a per-person amount, all program expenses should be included in the individual rate.

## **PROGRAM LIMITATIONS**

- In accordance with Federal and State regulations, Innovation Grant funds cannot be utilized to:
  - Provide medical services, including those services reimbursable through Medicaid
  - Provide foster care or residential treatment care to children
  - Acquire capital goods (e.g., buildings, buses, etc.)
  - Purchase program supplies to enhance, beautify, improve the physical appearance of worksites (e.g. mulch, flowers, trees)

- Provide childcare services
- Providing case management and supportive services.(case management provided in partnership with existing SCPa Works vendors)

## **RFP LIMITATIONS**

- The provider/employer is required to maintain independent books, records, payroll, documents, accounting procedures, and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject to at all reasonable times for inspection.
- Reimbursement is based on actual expenditures for the program. The Provider will be expected to have cash flow resources to sustain youth payroll and project operations for at least 30 days. Start-up or advanced funds are not available.
- Responsible for working with partner vendors to ensure all required documentation for case management is complete.
- The Provider will be required to carry liability insurance and secure the persons and estates of eligible individuals against reasonably foreseeable torts that would cause injury or death.
- The Provider will be required to conduct appropriate background checks for individuals/staff working or volunteering with the youth program.
- Funding for programs is anticipated to be available on or after September 1, 2021. Contracts will be awarded for the remainder of the 2021 program year; all funds must be expended by June 30<sup>th</sup>, 2022. RFP may be canceled or modified at any time due to a reduction of Federal, State, or Local funds or a change in regulations.
- Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and/or PII, and specific procedures as required by law. All customer documents must be maintained in secure, locked file cabinets at all times with limited staff access.
- Customer files are considered the property of SCPa Works. Customer files must be provided at the end of the program period or when requested and must be available at all times for review.
- Contracts may be amended or terminated during this period if there is a change in Federal, State, or Agency regulations that apply to the contract; a reduction of Federal, State, or Local funds; unsatisfactory performance by the Provider as determined by SCPa Works; or upon thirty (30) days written notice by either party. If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

## **Who May Apply?**

It is strongly encouraged to partner with other organizations. Proposing contractor(s) considered for services may include, but are not limited to, Local Education Agencies, non-profit organizations, faith and/or community-based organizations, and public organizations. Private companies and industry consortiums may also apply, but the Fiscal Agent reserves the right to refuse payment for any profit deemed excessive by the Fiscal Agent.

## **Technical Assistance**

All questions pertaining to the RFP must be submitted to [info@scpaworks.org](mailto:info@scpaworks.org) only.

## **Response Date**

Proposals that are in response to this RFP are open-ended and will remain open based on fund availability.

RFP will be submitted in its entirety online, SCPa Works Grant Administration portal <https://scpaworks.smapply.io/>. Bidders must register prior to submission.

## **Availability of Funds**

This RFP is being solicited based on anticipated funds. Awards may be provided only upon the actual availability of the requested funds. Applications that may be approved are not guaranteed funding since the funding for programs is dependent upon the Fiscal Agent's receipt of funds. Contractors will receive payment provided the Contractor meets all Federal, State, and local requirements regarding documenting receipts. There are no funds provided upfront. All payments are made within 30 days of receipt of the completed and accurate payment request and reports.

## **Incurring Costs**

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

## **Disclosure of Proposal Contents**

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

## **News Releases**

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

## **Disclaimer**

The submission of a proposal to SCPa Works does not assure or imply an award of a contract to the organization(s) submitting the proposal. The application resulting from these instructions does not commit the Fiscal Agent to pay for any costs incurred in the preparation of this RFP or for any monies spent prior to an award.

The Fiscal Agent reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason. In addition, based on current or proposed legislative activity, the Fiscal Agent reserves the right to adjust any conflicting administrative and/or programmatic requirements that may occur prior to or after the contracting process.

Proposing contractor(s) shall disclose in their submissions any possible conflict of interest arising out of personal or business relationships with SCPa Works. The U.S General Services Administration prohibits the

Fiscal Agent from awarding a contract to a contractor(s) who is excluded from Federal procurement or non-procurement programs. The Fiscal Agent 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. Funding is not granted to Contractor(s) since funding for all programs is dependent upon receipt of money from the Commonwealth of Pennsylvania, Department of Labor and Industry, and/or other Federal or State funds.

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

All proposals submitted will receive a response as to the action taken by the SCPa Works. Bidders may request a briefing on the action taken on their proposal in writing no later than five (5) business days after notification from SCPa Works.

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

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

### **Wage, Labor, and Health and Safety Standards**

Youth employed in work-related activities must be compensated in accordance with applicable law, but not less than the higher the rate specified in the Fair Labor Standards Act of 1938 as amended or the applicable State minimum wage law.

Health and safety standards under Federal and State law, otherwise applicable to working conditions of employees, are equally applicable to working conditions of youth participants engaged in work experience activities under the system. Worker's compensation insurance coverage must be secured for any selected Contractor and for youth participants in work experience to be paid by the Contractor.

### **Equal Opportunity and Nondiscrimination**

The respondent assures, with respect to the operation of the funded services or activity and all agreements or arrangements to carry out funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunities Act, Section 188, and its implementing regulations. *From WIOA Section 188, "No individual shall be excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability or political affiliation or belief."* The United States has the right to seek judicial enforcement of this assurance.

Programs and activities funded in whole or in part with must comply with provisions under the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

## **II CRITERIA FOR SELECTION**

## **A. General Information**

Each proposal will need to provide a qualitative and quantitative response to the RFP. The proposal needs to provide a clear and uncomplicated picture of the services you are proposing to provide. The proposed program's soundness of approach will refer to the ability of the proposer to provide quality training within the scope of the services requested through this RFP in order to meet SCPa Works objectives.

All proposals received will be reviewed and evaluated by a team of qualified Workforce Development Board Members, Program Committee members, and staff of SCPa Works. The recommendations of this Committee will be presented to the Program Committee, SCPa Works Board of Directors, and upon their recommendation, to the Fiscal Agent for approval.

The selection of a contractor or contractors will be based on the following criteria. The effectiveness of the agency or organization in delivering comparable or related training, services, and/or activities based on demonstrated performance in terms of the likelihood of meeting performance goals. Costs and quality of training, and the ability to meet specific program design requirements as demonstrated by past performance, a record of fiscal accountability and administrative compliance, well established financial management systems and controls, quality and qualifications of key staff, experience in the development of competency-based training. In addition, consideration shall be given to demonstrated performance in providing appropriate supportive services, incentives, transportation, etc.

Funds awarded under this proposal shall not be used to duplicate facilities or services currently available in the county or counties with or without reimbursement from Federal, State, or Local sources unless it is demonstrated that such funded services or activities would be more effective or more likely to achieve the overall program performance goals.

## **B. Notification of Award**

Proposing contractors will be notified in writing of their approval or rejection. Awards will be made to the contractor(s) possessing the ability to perform successfully under the program terms and conditions proposed under this RFP. If necessary, contract negotiations will be performed. The purpose of the contract negotiations is to arrive at a common understanding of contract essentials, such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract will then be executed to cover the intended contract period. The selected contractor(s) must be prepared to begin November 01, 2021.

## **C. Compliance with the Law and Conflict of Interest**

The selection of a contractor(s) shall be accomplished in compliance with the WIOA Guidelines and other relevant rules, regulations, and directives. Each contractor is required to comply with all requirements of the current and/or modified Guidelines and their attendant regulations and amendments, and any other applicable Federal, State, and Local laws, regulations, and amendments.

SCPa Works, SCPa Works Program Committee, and any entity or persons, who themselves or whose organization will gain financially as a result of a decision to subcontract a particular function, service, and/or activity of the program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.

**ORGANIZATIONAL ADMINISTRATION: The proposal must include the following:**

- Organizational chart showing the administrative framework of the organization.
- 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 and/or supervision to youth must complete a Child Abuse Clearance Form, Criminal Background Check, and an FBI criminal history background check.

**E. Project Line Item Budget**

All proposing contractors must complete and submit a Project Line Item Budget for Program Year 2021 (September 01, 2021, thru June 30, 2022) using the attached budget form found under Part B of this RFP. 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 a cost comparison. Additionally, proposing contractors must complete and submit a Leveraged Matching Funds Chart using the attached form found under Part B of this RFP.

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 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 usual. Allowable cost principles are established in OMB Circular A-87, A-122, and CFR Part 31.

**F. Assurances and Certifications**

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 the 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.

**G. Compliance Division**

SCPa Works is responsible for reviewing all in-house and contractor operations. The purpose is to evaluate program effectiveness, ensure compliance with mutually agreed goals, to 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 proposed 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. SCPa Works Compliance Division will work closely with the Program Committee to 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.**

## **Records and Reporting**

Training providers will submit the required monthly progress reports to SCPa Works.

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 the 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.



### III. RFP Response section

#### A. Program narrative questions maximum of 500 words per response, any responses longer than 500 words will be disregarded and may impact funding potential.

Any charts included must be easy to read and understandable, as well as be applicable to your work plan. Keep your narratives focused on the work plan and work experiences for our participants. We are not interested in the long and exhaustive histories of your company.

1. Provider name, program name, contact person, address, phone number, and email address.
2. Please provide a description of operational capability, including information on experience in serving the subject demographic.  
\* PDF attachment may be included describing prior year success stories.
3. Describe training and activities provided to develop occupational skills and work readiness. Describe how training activities will be provided, frequency, and how success will be measured. Describe if any certificates, credentials, or academic credits will be earned by the participant.
4. Please describe your planned service area and demographic information that is unique to your region. The information must include a description of the overall economic situation of target participants
5. Please provide a description of cooperative workflow with SCPA Works funded vendor. Please describe the communication process (file work, eligibility, recruitment Etc.).
6. Please describe recruitment efforts, including a detailed plan of recruitment of the target population.
7. Describe what other supportive services will be offered to your participants (e.g. transportation, training/certifications, safety equipment, and supplies). How will case management be provided?
8. All grants must have an employer partnership or Industry partnership with a clearly defined employment trajectory for participants. Please describe the partnership and career pathway including wage progression.
9. Please define the plan, including tangible benchmarks of program success. Include a description of required achievements that will mark participants' completion of activities. (employment, certification, education, wage increase)
10. Describe vocational training opportunities, list a brief description of each training, certifications that can be earned, and why they are relevant to the participant and your region.
11. Please provide a funding ratio; this should include, per participant funding request cost, the ratio of dollars utilized in the direct service of the participant, breakdown of non-direct service costs, and an explanation of participant to service provider ratio.
12. Please provide 3 reference contacts include a phone number, email address, and description of connection to services/organization. (please note each reference will be contacted directly)
13. Please articulate a sustainability plan. This plan should lay out subsequent year funding requirements with a step-down funding plan.
14. Please provide at least three (3) letters of support from partner organizations and companies (PDF attachment) Each letter must include support for the program, a description of partner involvement in the program, as well as a description of any financial and in-kind support.

Contact information for each support letter required.  
15. All applicants must include a letter of support from their local LEO.

**B. Timeline (500 words)**

- Provide a timeline chart (September 1, 2021 –June 30, 2022) so that all activities to be performed can be seen in relation to each other including all administrative and operational activities.

**C. Description of Facility/Facilities and Location 500 words or less**

Description of the organization's facility/facilities and equipment in relation to this proposal. In addition to the PA CareerLink®, describe additional facility/facilities used to deliver the services to participants (i.e. where services will be offered; provide descriptions of the kind of equipment to be used during training, accessibility to public transportation, and address ADA accessibility; whether the proposing agency/consortium is accessible, and if not, what is the plan to become accessible.)

**D. Financial Management (800 words)**

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

Include proof of general and professional liability coverage (attachment)

**ORGANIZATIONAL/FINANCIAL ABILITY AND EXPERIENCE: Please provide a complete description of the following items: (Maximum 500 Words per question)**

1. Type of organization and what the key strengths of the agency are, i.e. the capacity, capability, and experience for operating State and Federally funded employment and training programs and/or program services/activities.
2. 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.
3. Organization's supervisory capacity to manage contractual agreements with SCPa Works.
4. Staff qualified to perform the program(s), services, and/or activities required by SCPa Works.
5. The proposing organization must demonstrate to the Program Committee its capability to manage 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.
6. The method, if any, is used to monitor actual expenditures to budget amounts by cost category and line-item expense.
7. Procedures to ensure the accounting records are supported by source documentation for each transaction.
8. Allowable costs shall be limited to those necessary and reasonable for and directly related to the proper and efficient operation of the project. Any single costs which are properly chargeable to more than one cost category shall be prorated among the appropriate cost categories.