



Request for Proposals
Workforce Innovation and Opportunity Act
Out-of-School Youth Healthcare Connections

Request for Proposal Issue Date 9/25/2024
Bidders Conference Questions Deadline 10/8/2024
Bidders Conference 10/10/2024
Notice of Intent Due 10/16/2024
Proposals Due 10/25/2024
Evaluations 10/26/2024-11/22/2024
Anticipated Award Notification 12/18/2024
Anticipated Contract Start 1/1/2025

The Workforce Innovation and Opportunity Act funds this initiative through the Pennsylvania Department of Labor and Industry. Federal funds will finance 100% of the project.

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

SCP a Works and its contracted providers reflect Equal Opportunity Employers/Programs.



SCP a Works Overview and Background

The South Central Workforce Development Board (SCP a Works) comprises the counties of Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York in South Central Pennsylvania. SCP a Works envisions a region where everyone has the opportunity for prosperity and growth. The SCP a Works mission is to unlock the human talent that drives the development of businesses and individuals.

SCP a Works funds employment and training programs across the region that empower job seekers to obtain new skills and career opportunities and allow businesses to build talent pipelines that meet workforce demands. SCP a Works operates six PA CareerLink® sites that serve tens of thousands of PA residents each year, representing an annual workforce investment of nearly \$14M into employment and training programs for youth and adults across South Central PA.

To support the region’s job seekers and businesses most effectively, SCP a Works has outlined several key values that guide the administration of workforce development systems. The following values are embedded in SCP a Works’ programs, investments, services, people, and processes, as well as the values that SCP a Works endeavors to have partners and providers emulate:

- Performance
- Equity
- Flexibility
- Collaboration
- Accountability

Additionally, SCP a Works prioritizes the following in all programs:

- Employer Engagement – Strengthen relationships with the regional business community so that the region’s system can better understand current and projected labor demand, support sector-driven training models, and invest in future workforce development.
- Individual Investment – Connect all job seekers (youth, adults, displaced workers, incumbent workers, etc.) to career pathways and career ladders, aligning education with job opportunities and lifelong learning through the PA CareerLink® system.
- People and Process – Support and foster a healthy environment where all team members can pursue excellence with accountability, openness and transparency, career growth, and professional development while maintaining the values of equity and respect across workforce development initiatives. Incorporate diversity, equity, and inclusive (DEI) frameworks into every aspect of SCP a Works’ business model and investments.

Purpose of RFP

SCP a Works recognizes the Healthcare Industry as one of the top priority industries in the region. Between 2019 and 2023, the South Central region saw a 5.8% increase in healthcare



and social assistance jobs, with roughly 109,000 jobs in 2023 (10% higher than the national average). By 2033, there will be an estimated 126,000 jobs in the healthcare industry. (*Lightcast*)

Out-of-School Youth (also referred to as Opportunity Youth in this RFP) are recognized by the Workforce Innovation and Opportunity Act (WIOA) and SCPa Works as a priority population for workforce and education services. Opportunity Youth (defined in the RFP scope of work section as OSY) often need significant community support and facilitated access to workforce services. Frequently lacking education beyond high school and limited formal work experience, the perception of attainable job opportunities may be limited. Through this RFP, SCPa Works seeks to fulfill employer demand and provide pathways to family-sustaining wages for opportunity youth.

The service provider will ensure compliance with Workforce Innovation and Opportunity Act (WIOA) regulations to improve performance monitoring, increase participant engagement, and enhance customer satisfaction.

Key Applicant Documents

It is highly recommended that applicants familiarize themselves with all relevant laws, directives, and advisories, including but not limited to the following:

- [The Workforce Innovation and Opportunity Act](#)
- [US Dept of Labor Employment and Training Administration; WIOA Related Advisories](#)
- [Pennsylvania Dept of Labor and Industry Workforce System Policies](#)
- [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [SCP a Works Local and Regional Plans](#)
- [Mapping Opportunity Youth Population Density in South Central Pennsylvania](#)
- [14 WIOA Youth Program Elements](#)

Regional Overview and Opportunity Youth Investment Background

SCP a Works recognizes the diverse needs, as well as the often untapped potential, of Opportunity Youth in South Central PA. As a result, significant resources have been invested in research and reporting to identify outreach and ultimately serve Opportunity Youth in the region. In partnership with Knovva Academy, SCP a Works has identified several opportunities for engagement with Opportunity Youth. Below are key findings from the report, [Mapping Opportunity Youth Population Density in South Central Pennsylvania](#), that influenced the development of this RFP. It is recommended that applicants read the report in its entirety.

The South Central Workforce Development Board's Workforce Development Area comprises eight counties: Dauphin, Cumberland, York, Lebanon, Franklin, Perry, Juniata, and Adams. These counties range from extremely rural to suburban and urban. The eight-county region hosts six PA CareerLink® sites, one affiliate, and multiple Community Access Points (CAPs).

Key

Opportunity

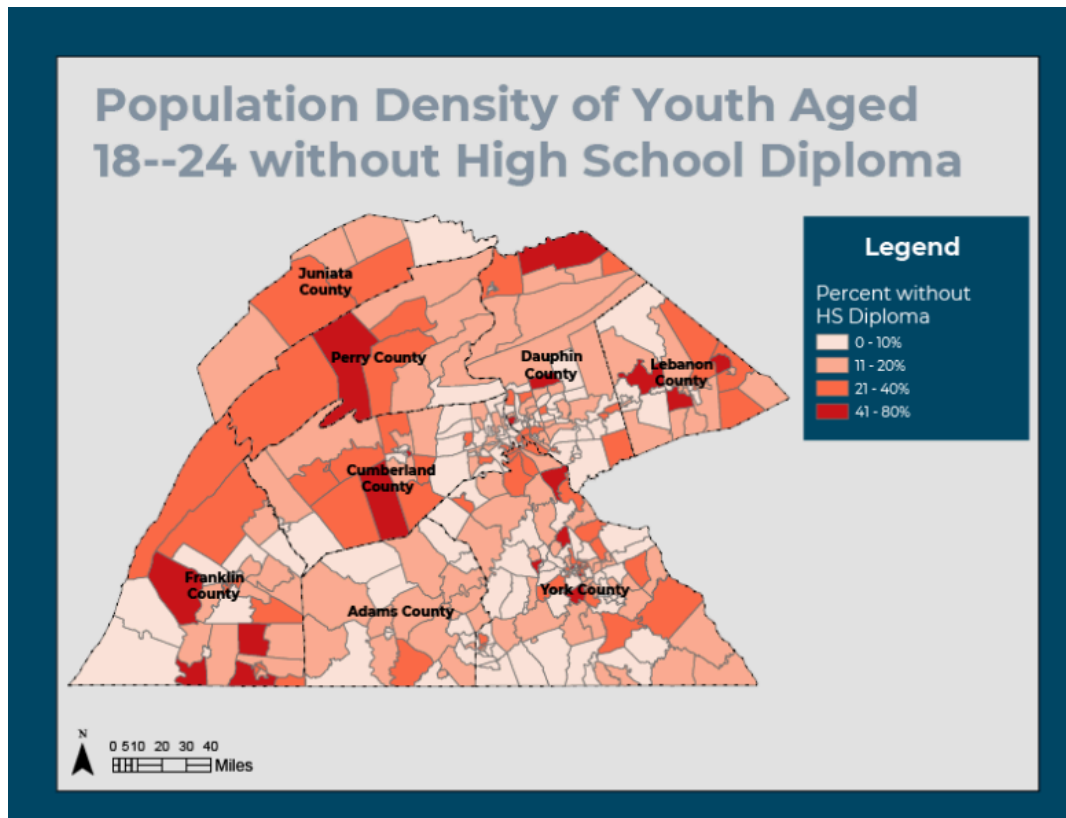
Youth

Data

South Central Pennsylvania in the Context of State and National Comparators

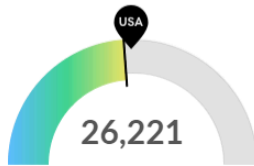
	scPA	PA	US
Population density of youths aged 15—24	12.1%	12.3%	13.2%
Dropout rate	1.5%	1.1%	5.2% ⁴
Population density of youths aged 18—24 without a high school diploma	16.7%	11.6%	11.7%
Unemployment rate	4.3%	3.4%	3.4%
BIPOC population density	15.3%	24.3%	39.9%
Poverty rate	9.2%	12%	12.8%
Households without vehicles	6.1%	10.7%	8.5%

Table 1 reproduced⁵



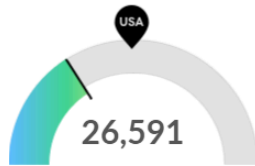
Key Regional Industry Data

Retirement Risk Is About Average, While Overall Diversity Is Low



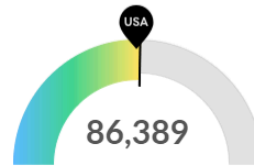
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 28,030* employees 55 or older, while there are 26,221 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 48,029* racially diverse employees, while there are 26,591 here.



Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 84,805* female employees, while there are 86,389 here.

*National average values are derived by taking the national value for Health Care and Social Assistance and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Scope of Work

This RFP aims to serve the target population of eligible Out-of-School Youth (OSY), or Opportunity Youth, within this eight-county region. WIOA defines an OSY as an individual who has the following characteristics:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than age 16 or older than age 24 at the time of enrollment; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An offender;
 - (5) A homeless individual, a homeless child or youth, or a runaway;
 - (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (7) An individual who is pregnant or parenting;
 - (8) An individual with a disability; or
 - (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.



The SCPa Works Opportunity Youth program targets the healthcare industry. The industry includes, but is not limited to, practitioner, technical, and support occupations, which represent 60% of the total jobs in South Central PA.

SCP a Works recognizes the need for career exploration and exposure for Opportunity Youth. Although direct job placement is valuable and necessary, this RFP focuses on career-based training and education initiatives. Rather, the applicant should aim to expose youth to the healthcare industry by establishing career pathways and pipelines with industry professionals and providing the support necessary to engage fully in workforce and education activities.

The selected applicant will be expected to carry out the following activities:

- Establish rapport and co-create work experience opportunities with local employers that focus on career exposure, education/certifications, and overall career pathway development;
- Establish rapport with local service organizations, community members, parents, and youth to engage Opportunity Youth in programming. SCP a Works and the PA CareerLink®;
- Establish a network of Community Access Points to deliver workforce services in specific communities; the selected applicant should plan to utilize and build upon these relationships;
- Develop an Individualized Service Strategy (ISS) with each participant that identifies supportive service needs, career interests and aptitudes, and short and long-term goals;
- Ensure participants are prepared personally and professionally for a paid work experience with an employer. This includes necessary soft skills training and remediation of possible barriers such as transportation and work clothing;
- Conduct career exposure activities such as utilization of virtual reality (technology provided by SCP a Works);
- Monitor all work experience and education opportunities that youth engage in for participation, challenges, and employer feedback; and
- Conduct retention and follow-up services for one year after program exit.

The provider will outline how each element will be incorporated into the program design and service delivery.

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention: activities that lead to completion of a high school diploma or recognized equivalent
- Alternative Secondary Schools and Dropout Recovery Services: assist youth who have struggled in traditional secondary education or who have dropped out of school
- Paid and Unpaid Work Experience: a structured learning experience in a workplace that provides opportunities for career exploration and skill development.
- Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field.

- *Education Offered Concurrently with Workforce Preparation* is an integrated education and training model combining workforce preparation, basic academic and occupational skills.
- *Leadership Development Opportunities* encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.
- *Supportive Services* enable an individual to participate in WIOA activities.
- *Adult Mentoring* is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement.
- *Follow-up Services* are provided following the program's exit to help ensure that youth succeed in employment or education.
- *Comprehensive Guidance and Counseling* provides individualized counseling to participants, including drug/alcohol and mental health counseling.
- *Financial Literacy Education* provides youth with the knowledge and skills necessary to achieve long-term financial stability.
- *Entrepreneurial Skills Training* provides the basics of starting and operating a small business and develops entrepreneurial skills.
- *Services that Provide Labor Market Information* offer employment and labor market information about in-demand industry sectors or occupations.
- *Postsecondary Preparation and Transition Activities* help youth prepare for and transition to postsecondary education and training.

Eligibility Determination and Compliance

It is the provider's sole responsibility to determine participant eligibility prior to the delivery of intensive services. Often, the provider will work with community partners that refer individuals for services. The Title I WIOA Youth provider is responsible for collecting all participant information and documentation and communicating with the individual and community partner the status of the individual's eligibility and status in the program.

Additionally, the provider is responsible for ensuring all compliance requirements are met when determining eligibility, managing participant case files, and case management documentation in the Commonwealth Workforce Development System of Record (CWDS). The SCPa Works Programs, Strategy, and Compliance departments will review case files regularly. While SCPa Works will provide technical assistance and training, it is the expectation that the provider will assume primary responsibility for front-line staff training in all aspects of WIOA Youth policies and program service delivery. All costs determined to be disallowed will be the responsibility of the provider.

Geographical Considerations

This program will serve Dauphin and York counties. If successful, expansion into other SCPa Works counties will be considered.

Award Terms

- *Duration of Contract:* January 1st, 2025 - June 30th, 2025 with the possibility of extension
- *Contract Type:* Cost Reimbursement
- *Renewal Options:* If extended, the option to renew for up to three years based on performance and funding levels
- *Governing Law and Regulations:* The Title I WIOA Youth contract, serving out-of-school youth, shall be governed by and construed by the area where the procuring entity operates. The provider 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:* SCPa Works, with 30-day advance notice to the provider, may modify or terminate the agreement due to, but not limited to, factors such as
 - A. Funding decreases;
 - B. Unsatisfactory performance by the contracted provider;
 - C. Failure to work cooperatively with SCPa Works and the PA CareerLink®;
 - D. Lack of sufficient programmatic services available to customers; and
 - E. Any other reason as directed by SCPa Works.

SCPa Works, with or without notice to the provider, may terminate the agreement due to serious issues such as, but not limited to,

- A. Theft;
 - B. Unallowable use of funds;
 - C. Unsafe acts;
 - D. Breach of confidentiality and HIPAA violations; and
 - E. Activities performed by employees or agents of the provider that are not directly related to the specifications outlined in this RFP and which constitute a breach of this agreement.
- *Indemnification and Insurance:* Except as otherwise approved by SCPa Works in writing, the following provisions shall apply to every policy of insurance that the provider is required hereunder to carry:
 - A. The form, amount, and coverage of each policy, and the insurer under each policy, which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Insurance Company Rating Organization);
 - B. The provider shall require each insurance carrier to deliver its certificate of insurance to SCPa Works and any other party designated by SCPa Works, certifying the applicable insurance provisions herein required;
 - i. Upon the execution, hereof, and
 - ii. At any other time upon SCPa Works' request;
 - C. At least thirty (30) days prior to the expiration of each policy, the provider shall provide SCPa Works with certificates (or copies of policies) of

SCPa WORKS

SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage, a sixty (60) days notice of such action shall be sent via certified mail to SCPa Works;

- D. The provider shall not permit any condition to exist and shall not commit any act or omission that would wholly or partially invalidate any insurance;
- E. SCPa Works shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability; and
- F. The requirements described above also apply to any provider-hired subproviders operating under this contract.

Applicants must provide appropriate insurance and workers' compensation coverage to customers enrolled in work-experience activities prior to the start of work.

Applicants must agree to obey all OSHA, federal, state, county, and local laws and ordinances regarding the requirements of program specifications. Applicants shall also obtain all necessary permits, etc.

Insurance Requirements (includes participants in paid work activities)

General Liability: \$2,000,000 General Aggregate
 \$2,000,000 Products-Completed Operations Aggregate
 \$1,000,000 Personal & Advertising Injury
 \$1,000,000 Each Occurrence
 \$5,000 Medical Expense (any one person)

Auto Liability: \$1,000,000 Combined Single Limit

Workers' Compensation: Statutory

Employers Liability: Bodily Injury by Accident \$500,000.00 Each Accident

Bodily Injury by Disease: \$500,000.00 Each Employee

Bodily Injury by Disease: \$1,000,000.00 Policy Limit

Umbrella Liability: \$1,000,000

Professional Liability: \$1,000,000

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.

B. Staffing and Organizational Requirements

- The selected youth provider is expected to operate programming in York and Dauphin counties within the South Central Workforce Development Area.
- SCPa Works' goal is to create programming that is accessible and responsive to the needs of the communities served. Therefore, it is vital that the provider thoroughly

understands and embraces the Community Access Point model and ensures that staff members are mobile and agile in work locations.

- Staffing levels should be appropriate for the funding amount, and performance metrics should not be excessive.
- The provider is responsible for ensuring proper caseload ratios among staff while considering financial expectations and case fluctuation.
- Applicants must comply with the salary and bonus limitations established by Public Law 109-234 and as outlined in Training and Employment and Guidance Letter (TEGL) 5-06. Failure to comply with this limitation may result in disallowed costs that must be repaid to the fiscal agent. Additional information can be found at www.doleta.gov.
- Staff must be trained in human-centered design and trauma-informed care, focusing on working with Opportunity Youth and networks.

C. Monitoring and Oversight

- The attainment of program standards is measured during on-site monitoring and regularly throughout the duration of the contract. Providers who do not achieve goals or have ineligible expenses must take corrective action to rectify the findings. Failure to achieve program goals could result in the provider being placed on probation, the loss of funding, and termination of the contract.
- On-site monitoring will be conducted at least annually. The provider will submit reports to SCPa Works monthly to monitor and measure statistical progress toward achieving goals. Problems with program performance will initiate more frequent on-site visits.
- Paid work experience sites will be monitored for compliance with Worksite Agreements, training quality, program performance, and grant expectations to measure progress, ensure the reasonable and necessary use of funds, and to achieve success in program goals and deliverables.
- SCPa Works reserves the right to monitor and audit all projects at any time for contractual terms and programmatic issues as well as compliance with accounting procedures, participant utilization, equal opportunity, ADA, and any additional requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, or the Pennsylvania Department of Labor and Industry or any other federal, state or local official. The applicant shall enable SCPa Works' staff to maintain regular, continuing personal contact and communication with participants and agency staff at all program sites.

D. Budget Requirements

- **Funds are limited.** Linkages with existing programs and providers are encouraged and will be necessary to make the program cost-effective. Applicants must describe in the application the capacity to link financially and programmatically with other organizations in the area. Applicants must also describe the linkages, match, and alternate funding. Applicants must provide letters supporting leveraged resources.



Budget

The anticipated award amount for this program will not exceed \$500,000.00, with \$375,000.00 of the award to be used to support paid work experience for participants. Eligible paid work experience expenses that count towards this amount are:

- Wages/stipends paid for participation in a work experience;
- Staff time is spent working to identify and develop work experience opportunities, including staff time spent working with employers to identify and develop work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for work experience.

The selected applicant should be familiar with all WIOA allowable and unallowable costs found at 2 CFR 200, Subpart E. The provider is responsible for any unallowable costs incurred.

SCP a Works will monitor program performance and expenditure rates. If, upon completion, it is determined that the program has demonstrated success or strong potential for future success, SCP a Works may choose to extend the program and award additional funds.

Role of SCP a Works

SCP a Works oversees employment and training programs across the region that empower job seekers to obtain new skills and career opportunities and allow businesses to build talent pipelines to help meet workforce demands. This section outlines SCP a Works' role in supporting the service provider, including administrative and technical support, information access, and other responsibilities for which the service provider will not be responsible.

A. Administrative Support

- **Contract Management:** SCP a Works will manage the contractual relationship with the selected service provider, ensuring compliance with all terms and conditions, monitoring performance, and processing invoices for payment.
- **Reporting and Accountability:** SCP a Works will establish performance metrics and reporting requirements to ensure the service provider's alignment with this RFP's objectives. SCP a Works will also provide oversight, conduct regular reviews, and address performance issues.

B. Technical Support

- **Guidance on Workforce Development Policies and Regulations:** SCPa Works will provide information and policies on federal, state, and local workforce development policies and regulations.
- **Data and Labor Market Information:** SCPa Works will provide relevant labor market information, workforce data, and other resources to assist the service provider in strategic planning.
- **Training:** SCPa Works will provide quarterly training to enhance the service provider’s ability to deliver quality services.

C. Information Access

- **Communication Channels:** SCPa Works will maintain open lines of communication with the service provider, providing updates on policy changes, funding opportunities, and any other information that may impact service delivery.

D. Responsibilities Retained by SCPa Works

- **Strategic Planning and Prioritization:** SCPa Works will be responsible for establishing the strategic direction of workforce development initiatives in the region, including setting priorities, identifying target industries, and allocating resources.
- **Stakeholder Engagement and Partnership Building:** SCPa Works will continue to engage stakeholders across the region, fostering collaboration and partnerships to support the overall workforce development ecosystem.

Performance Metrics and Contract Management

SCPa Works has identified an initial set of metrics to work with the selected service provider to monitor and improve programming throughout the duration of the contract. These metrics may evolve and be adjusted over time if needed. Final metrics will be determined based on the proposed scope of work by the applicant. The service provider must meet all performance metrics under WIOA guidelines and those established by SCPa Works. The service provider must actively participate in meetings to discuss these performance metrics and provide relative data when requested.

Performance Metrics	Goal
# of individuals enrolled	20-40+
# of individuals enrolled in education programs, such as GED or Higher Education	5
# of individuals who receive a credential or diploma	5
# individuals who are placed in paid work experience	20-40+

Performance Metrics	Goal
# of job placements	30
# of individuals/percentage of participants who obtain self-sustaining or family-sustaining employment	75%
Employment rate in second and fourth quarters after employment begins	80%

SCPWorks is dedicated to fostering strong partnerships with service providers and facilitating ongoing communication and proactive collaboration. To ensure effective oversight and support, SCPWorks will implement a comprehensive monitoring process, including the following components:

1. **Monthly Leadership Meetings:** SCPWorks will host monthly in-person leadership meetings to review the service provider’s performance metrics, identify areas needing additional support, and discuss new initiatives to enhance service delivery.
2. **Monthly Participant File Reviews:** The Compliance and Program departments at SCPWorks will conduct monthly reviews of participant files to ensure compliance with program requirements and provide feedback to the service provider for continuous improvement.
3. **Quarterly Training Sessions:** SCPWorks will offer training sessions every quarter or as needed to support the professional development of service provider staff and address any emerging challenges or opportunities.

The contract performance monitoring process outlined in this RFP underscores SCPWorks’ commitment to fostering consistent communication, tracking progress, and promoting collaboration between SCPWorks and the selected service provider. Through these efforts, SCPWorks aims to successfully implement the contract’s goals and maintain high service quality standards for the out-of-school youth population.

A. Communication and Reporting

- The selected provider is required to communicate regularly with SCPWorks, providing updates on progress challenges and any changes in the scope of work or service delivery.
- Required performance reports must be submitted to SCPWorks as specified in the contract and in compliance with applicable local, state, or federal reporting requirements.

B. Progress Tracking and Performance Metrics

- SCPWorks and the selected provider will establish performance metrics and targets to measure the success of the contract and track progress toward achieving its goals.

- The selected provider 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

- SCPa Works will actively collaborate with the selected provider to address challenges and design course corrections throughout the contract.
- SCPa Works may schedule regular meetings, site visits, or conference calls with the selected provider to discuss progress, challenges, and potential adjustments to the scope of work or service delivery approach.
- The selected provider is expected to proactively identify challenges and propose solutions, working closely with SCPa Works to ensure the successful implementation of the contract's goals.

Submission Requirements

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

A. How to Submit

- Quotes must be submitted electronically, in PDF format, in RFP360. Hard-copy proposals will not be accepted. The deadline for submission is the close of business on October 25, 2024.
- To be considered responsive, a proposal must meet all of the criteria outlined in RFP360. Failure to address all requirements of this RFP, to provide required signatures, or to follow the instructions provided in this RFP may result in the proposal not being accepted for consideration.

B. Helpful Tips for Developing a Successful Proposal

- Demonstrate the applicant organization's understanding of the scope of services and requirements outlined in the RFP.
- Provide detailed information on the applicant organization's experience, qualifications, and capacity to deliver the required services.
- Offer innovative solutions and strategies to address the needs of the South Central PA Workforce Development Area.
- Be concise and well-organized, and ensure the proposal is free of grammatical errors.

C. Procedures for Submitting Questions

- Applicants may submit questions regarding the RFP via email to info@scpaworks.org.
- All questions must be submitted within ten (10) business days before the RFP deadline.
- Answers to submitted questions will be compiled and shared with all applicants via RFP360.



Questions and Bidders Conference

All questions must be made in writing and submitted to info@scpaworks.org by October 8, 2024. Answers will be posted at scpaworks.org. SCPa Works may not respond to questions after the due date.

SCPa Works intends to hold a bidders conference on 10/10/2024. However, SCPa Works reserves the right to cancel or reschedule the conference and will send notice via RFP360 and the SCPa Works website if this occurs. The bidders conference will be held virtually, and attendees are asked to register prior to the conference. Questions may be asked during the conference, but SCPa Works reserves the right to reserve answers until after the conference. Questions and answers will be posted in RFP360 and the SCPa Works website after the conference.

Potential applicants are highly encouraged to attend the conference and should view the conference as an opportunity to ask questions, better understand proposal components, and ask clarifying questions.

Timeline

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SCPa Works reserves the right to make changes to the above timeline.

Period of Performance

January 1, 2024-June 30, 2024, with the possibility of extension upon contract evaluation.

Evaluation Criteria and Process

The selection of a provider or providers will be based on the following criteria outlined in the proposal.

1. Demonstrated performance of the effectiveness of the agency or organization in delivering comparable or related program services and activities, including the ability to meet specific program design elements that ensure customers are engaged in appropriate activities;
2. Demonstrated ability to meet performance goals, costs, and quality of services;
3. A record of fiscal accountability and administrative compliance, including well-established financial management systems and controls;
4. Demonstrated depth of understanding of the requirements outlined in this RFP.
5. Demonstrated depth of understanding of the South Central PA region and serving opportunity youth

6. A cohesive, clearly defined plan of services for program participants that aligns with the RFP Scope of Work
7. Inclusion of the plan to establish strong relationships with local employers

Funds awarded under this proposal shall not be used to duplicate facilities or services currently available in the county with or without reimbursement from federal, state, or local sources. Please remember that SCPa Works is looking for the most cost-effective method of delivering the services outlined in this proposal.

SCPa Works will conduct a technical review of proposals to ensure that all technical requirements of the RFP have been met, including all required attachments. Proposals passing the technical review will then be reviewed and scored by the Evaluation Committee and scored.

1. A panel of SCPa Works will review proposals that meet the general criteria established by the RFP. The review panel consists of SCPa Works Board members, staff, and other knowledgeable individuals appointed by SCPa Works. The proceedings of the review panel are confidential. Members of the evaluation panel are not to be contacted by applicants. Applicants who violate this provision are at risk of exclusion from consideration.
2. Through this review and evaluation process, each review panel member will evaluate each proposal to assess the quality of the proposed services and activities.
3. Upon conclusion of the review and evaluation process, the review panel will vote and recommend the selected provider to the Executive Committee of SCPa Works. After the Executive Committee discusses and approves the proposal, a recommendation will be made to the full Board of SCPa Works for approval.
4. Program innovation, integration with internal and external partners, and exceptional customer service are expected.

Notification of Award

1. The final approval of a provider(s) will occur in December 2024. Applicants will be notified in writing of approval or rejection as soon as possible. If necessary, contract negotiations will be performed. Contract negotiations aim to arrive at a common understanding of contract essentials such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract consisting of standard contract provisions will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary.
2. Applicants not selected may request an oral debriefing in writing within five (5) days of receiving a notification letter.

Contract Award

SCPa Works shall award a contract to the responsible and responsive applicant(s) whose proposal is determined to provide the best overall value to SCPa Works regarding its ability to perform the required services, experience, and cost.

Applicants must specify reasons for objection to any part of these terms and conditions and include proposed alternate language in the submitted proposal. Time is of the essence when awarding a contract. A hindrance to the award process due to the extent of proposed modifications may negatively impact SCPa Works' assessment of that proposal.



Each portion of these services must be subcontracted with prior SCPa Works approval. The contract resulting from the award of this RFP will consist of this RFP (which includes SCPa Works and Fiscal Agents General Conditions), the proposal, and any additional information deemed necessary due to the negotiations held with the successful applicant(s).

The successful applicant(s) will be required to enter an agreement with SCPa Works in the form attached hereto as Exhibit A to ensure compliance with the provisions of WIOA, its regulations, applicable laws and regulations promulgated by the Commonwealth of Pennsylvania, and SCPa Works policies, which shall comprise the terms and conditions of the award.

Questions for Providers:

1. Detail the provider organization's experience in working with opportunity youth.
2. Describe the applicant organization's strategy for recruiting and re-engaging out-of-school youth aged 18-24. Detail how the applicant will partner with community stakeholders to reach this population.
3. Explain in detail the applicant organization's philosophy on serving opportunity youth and how the applicant enacts that philosophy in the everyday activities of the applicant's front-line staff.
4. Detail the applicant organization's commitment to Diversity, Equity, Inclusion, and Accessibility.
5. Explain how the applicant organization plans to collaborate with PA CareerLink® centers and educational institutions to support participants. List the specific roles these partners will play in the applicant program.
6. Detail strategies the applicant organization will use to place participants in meaningful employment opportunities, including how the applicant will track and report job placements and retention rates.
7. Detail what mechanisms the applicant organization will implement to ensure clear and effective information exchange among project partners, including service providers and employers.
8. Detail the applicant strategy to implement paid work experiences for both participants and employers.
9. Please share what a participant's experience in the applicant program will look like. Please start with the time of first contact to the completion of a paid work experience and program exit.
10. Provide a detailed budget for the applicant organization's proposed program. List how the funds will be allocated across different cost categories.
11. Detail how the applicant organization will track and report on the performance metrics identified in this RFP. Include what specific data will be collected and how the applicant will ensure its accuracy and relevance.
12. If the applicant organization does not operate similar programming in South Central PA, please explain how the applicant plans to integrate services into the region.

13. Provide information on the applicant organization's corrective actions, disallowed costs, or underperformance in similarly run programming in the past year. Provide details on how the applicant addresses these items and any resolutions.