



Request for Proposals
Workforce Innovation and Opportunity Act
Out-of-School Youth Social Impact

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 regional employment and training programs 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

Out-of-school youth (also referred to as Opportunity Youth in this RFP) are recognized by the Workforce Innovation and Opportunity Act and SCP a Works as a priority population for workforce and education services. Opportunity Youth (defined in the RFP scope of work section)



often need significant community support and facilitated access to workforce services. In addition to traditional job readiness services, WIOA recognizes leadership and civic engagement as a primary component of successful youth programming.

Through this RFP, SCPa Works seeks an organization to administer the South Central Social Impact Program. Foundationally, this program will advance opportunities for Opportunity Youth through structured civic engagement, community involvement, and leadership development activities fulfilling the WIOA element *Leadership Development Opportunities*: encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. The applicants will manage a portfolio of host sites that will serve as work experience locations for opportunity youth and provide case management and support for enrolled youth.

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

Key Applicant Documents

It is highly recommended that applicants become familiar with relevant laws, directives, and advisories, including but not limited to:

- [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

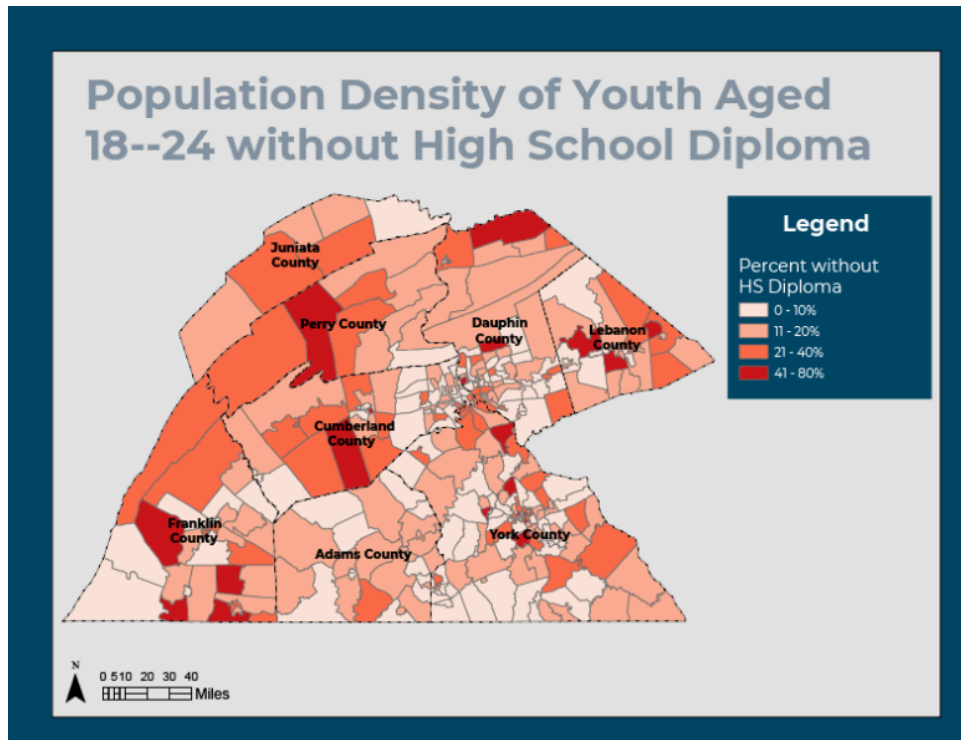
Youth

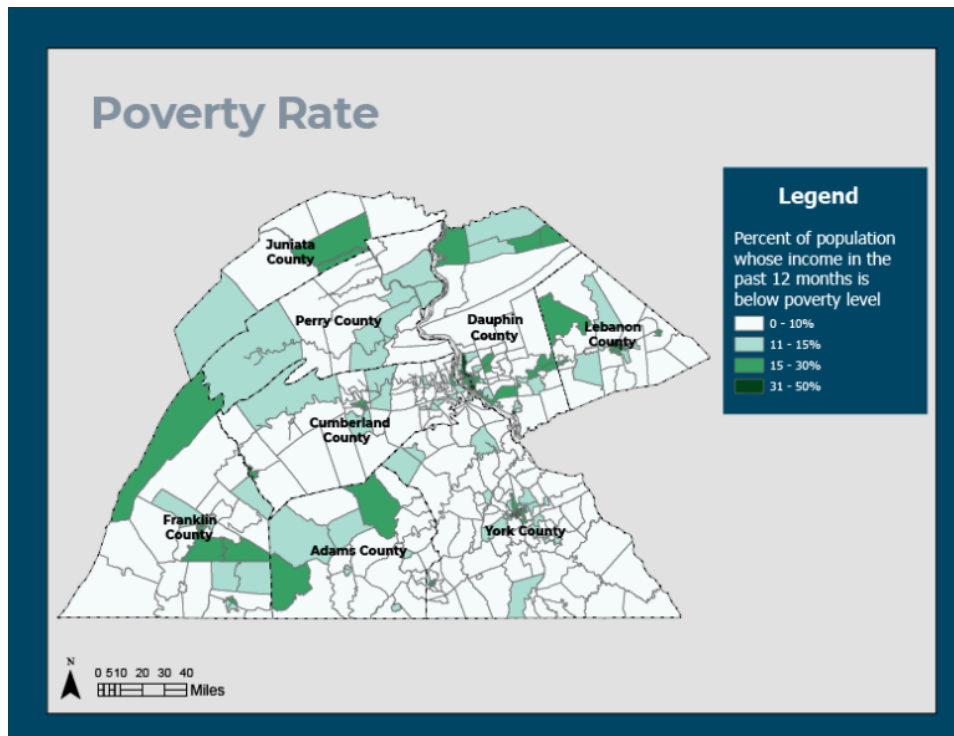
Data

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





Scope of Work

Target Population

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 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.

Background and Evidence

In February 2024, the Biden-Harris Administration held the first-ever Interagency Youth Policy Summit: *Cultivating Possibilities*. “The summit, which was designed and planned in partnership with youth, gave policymakers from federal agencies a chance to hear directly from young people and learn from one another about how to improve policies and programs to ensure that all youth have the opportunity to thrive.” (*hhs.gov*)

The South Central Social Impact Program seeks to reflect the federal investment and dedication to amplifying youth voices by creating an organized, collaborative network of nonprofits, civic organizations, and others dedicated to advancing youth involvement within local communities and preparing individuals for future careers.

Ample research and evidence highlight the importance of service learning opportunities and employment preparation for youth. According to a Habitat for Humanity U.S. Research and Evidence Team brief, service learning opportunities, such as volunteer programs, increase employability by more than 80%, as most hiring managers report that employers are “more likely” to choose a job candidate with volunteer experience. This research found a link between service learning and skill-building, and with every 100 hours of volunteering, the number of reported skills acquired increased by 17%. (*habitat.org*)

Program Design

The South Central Social Impact Program is designed to provide Opportunity Youth with a structured program that allows individuals to meaningfully participate in communities by working alongside a community agency whose goal is to solve or improve an identified issue. Potential community-focused projects targeting youth participation include advancing LGTBQIA+ rights, racial equity, affordable housing, voting access, etc. Successful program execution will require incorporating Opportunity Youth’s voice, agency involvement, dedication to the youth’s experience, peer-to-peer learning, and adult mentorship.

As a community-based project, the applicant should demonstrate an understanding of the local community and economy and have a clear, culturally informed plan for program implementation.

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

Work Experience/Project Host Site Management

- Establish rapport and co-create work experience opportunities with local non-profit, civic, social enterprise, and mission-driven organizations.
- Serve as the primary convener of host agencies. Ensure work site documentation is correct, necessary clearances are obtained, job and project descriptions are accurate,

timesheets/hours are accurately recorded, and payroll and stipend distributions are accurate.

- Establish rapport with local service organizations, community members, parents, and youth to engage Opportunity Youth in programming. SCPa Works and the PA CareerLink® have established a network of Community Access Points to deliver workforce services in specific communities. The applicant should plan to utilize and build upon new and existing community relationships.
- Host sites may be identified before or after youth enrollment in the program. The selected applicant should be prepared to be flexible in determining host sites in the community and be responsive to participant interests and needs.

Participant Case Management

- Manage all enrollment documentation and data entry, adhering to federal, state, and local PII policies.
- Ensure participants are prepared personally and professionally for a paid work experience with an employer. Preparation includes necessary soft skills training and remediation of possible barriers such as transportation and work clothing.
- Monitor all work experience and education opportunities that youth engage in for participation, challenges, and employer feedback.
- Develop an Individualized Service Strategy with each participant that identifies supportive service needs, career interests and aptitudes, and short and long-term goals.
- Conduct in-depth discovery sessions with youth to identify interests and select appropriate project host sites.
- Conduct retention and follow-up services for one year after program exit.
- Ensure proper support for participants' mental and physical health. Ensure staff are appropriately trained in trauma-informed care and utilize culturally responsive teaching and case management practices.
- Support participants in the next steps following program completion. Case management includes job placement, further education or training, etc.
- Participant host site projects should culminate in a final deliverable that can be built upon or utilized to inform the participants of the next steps and future goals.

Eligibility Determination and Compliance

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

Additionally, it is the provider's responsibility to ensure all compliance requirements are met when determining eligibility, managing participant case files, and case management

documentation in CWDS (Commonwealth Workforce Development System of Record). The SCPa Works program, 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

The Opportunity Youth program is a pilot program and will, therefore, be administered in the following counties: Dauphin and York.

Upon successful completion of the contract, SCPa Works may choose to extend the program and include additional counties.

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 in accordance with the laws and regulations of 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 and 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.

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- ***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 before the expiration of each policy, the provider shall provide SCPa Works with certificates (or copies of policies) of 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 all subcontractors hired by the provider to perform work under this contract.

Applicants must provide appropriate insurance and workers' compensation coverage to participants enrolled in work-experience activities before starting work.

Applicants must agree to obey all OSHA, federal, state, county, and local laws or ordinances pertaining to the specification's requirements. Applicants shall obtain all permits, etc., that may be necessary.

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 each of the communities served. Therefore, it is vital that the provider thoroughly understands and embraces our Community Access Point model and ensures that staff members are mobile and agile in varying work locations.
- Applicants may propose co-locating in the PA CareerLink® office or an outside agency.
- Staffing levels should be appropriate for funding amounts, 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.
- The applicant must comply with the salary and bonus limitations established by Public Law 109-234 and 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 youth organization networks.

C. Monitoring and Oversight

- The attainment of program standards is measured at the time of on-site monitoring as well as at other times throughout the contract. The applicants who do not achieve goals or have ineligible expenses will be required to provide specific corrective action. Failure to achieve program goals could result in the provider being placed on probation, loss of funds, and may result in termination of the contract.
- On-site monitoring will be conducted at least annually. The provider will submit reports to SCPa Works monthly to monitor 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.



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- 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 other 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. The applicants must describe the capacity to link financially and programmatically with other organizations in the area. The applicants must also describe the linkages, match, and alternate funding. The applicants must provide letters supporting leveraged resources.

Budget

The anticipated award amount for this program is \$500,000.00. \$375,000.00 of the award must 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 working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the 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 of 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 SCPa Works

SCPa Works is responsible for overseeing employment and training programs across our 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 SCPa Works' role in supporting the service provider, including administrative and technical support, information access, and other responsibilities that the service provider will not be responsible for.

A. Administrative Support

- **Contract Management:** SCPa 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:** SCPa Works will establish performance metrics and reporting requirements to ensure the service provider's alignment with the objectives of this RFP. SCPa Works will 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

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evolve and be adjusted over time if needed. 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	25+
# individuals who are placed in paid work experience	25+
# of host agency sites established	25+
# of individuals/percentage of participants who obtain self-sustaining or family-sustaining employment or enroll in further education	75%
Employment rate in second and fourth quarters after employment begins	80%

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

1. **Monthly Leadership Meetings:** SCPa Works 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 SCPa Works 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:** SCPa Works 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 SCPa Works’ commitment to fostering consistent communication, tracking progress, and promoting collaboration between SCPa Works and the selected service provider. Through these efforts, SCPa Works aims to ensure the successful implementation of the contract’s goals and maintain high standards of service quality for the out-of-school youth population.

A. Communication and Reporting

- The selected provider is required to communicate regularly with SCPa Works, providing updates on progress challenges and any changes in the scope of work or service delivery.



- Required performance reports must be submitted to SCPa Works as specified in the contract and in compliance with applicable local, state, or federal reporting requirements.

B. Progress Tracking and Performance Metrics

- SCPa Works and the selected provider will establish performance metrics and targets to measure the contract's success and track progress toward achieving 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 throughout the contract duration to address challenges and design course corrections.
- 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 end 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 an understanding of the scope of services and requirements outlined in the RFP.
- Provide detailed information on the 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.
- The narrative should be concise, well-organized, and ensure that 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 no later than 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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Anticipated Award Notification 12/18/2024
Anticipated Contract Start 1/1/2025

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 and individual question responses as 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 how the applicant organization will establish strong relationships with local community agencies

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 the technical requirements of the RFP have been met, such as including all required attachments. Proposals passing the technical review will be reviewed 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. The applicants who violate this provision risk 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 recommendation, it 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. It is expected that final approval of a provider or providers will occur during the month of December 2024. The applicants will be notified in writing of an approval or rejection as soon as possible. If necessary, contract negotiations will be performed. The purpose of 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, consisting of standard contract provisions will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary.
2. The applicants not selected may request an oral debriefing in writing. Requests for



debriefing must be made within five (5) days of receiving a notification letter.

Contract Award

SCPWorks shall award a contract to the responsible and responsive applicant(s) whose proposal is determined to provide the best overall value to SCPWorks in terms of ability to perform the required services, experience, and cost.

The applicants must provide details in the proposal regarding the reasons for objection to any part of these terms and conditions and provide alternate language. Time is of the essence when awarding a contract. A hindrance to the award process due to the extent of an applicant's proposed modifications may negatively impact SCPWorks' assessment of that proposal.

No portion of these services may be subcontracted without prior SCPWorks approval. The contract resulting from the award of this RFP will consist of this RFP (which includes SCPWorks and Fiscal Agents General Conditions), the proposal, and any additional information deemed necessary as a result of the negotiations held with the successful applicant(s).

The successful applicant(s) will be required to enter an agreement with SCPWorks 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 SCPWorks policies, which shall comprise the terms and conditions of the award.

Questions for applicant organizations:

1. Detail the organization's experience in working with opportunity youth.
2. Describe the organization's strategy for recruiting and re-engaging out-of-school youth aged 18-24. Detail how the applicant organization will partner with community stakeholders to reach this population.
3. Explain, in detail, the organization's philosophy on serving opportunity youth and how the applicant organization will enact that philosophy in the everyday activities of front-line staff.
4. Explain how the organization will utilize culturally responsive teaching.
5. Detail the familiarity with the South Central Region, specifically York and Dauphin counties, and how the applicant organization plans to incorporate community member's voices and perspectives in program design and delivery.
6. Detail the organization's commitment to Diversity, Equity, Inclusion, and Accessibility.
7. Explain how the organization plans to collaborate with PA CareerLink® centers and educational institutions to support participants. List the specific roles these or other partners will play in the program.
8. Detail what strategies the organization will use to place participants in meaningful employment opportunities, including how the applicant organization will track and report job placements and retention rates.
9. Detail what mechanisms the organization will put in place to ensure clear and effective information exchange among project partners, including service providers, host sites, and employers.

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10. Detail the strategy to implement paid work experiences for both participants and host sites.
11. Please share a participant's experience in the program, starting with the time of first contact and ending with the completion of a paid work experience and program exit.
12. Provide a detailed budget for the organization's proposed program. List how the funds will be allocated across different cost categories.
13. Detail how the organization will track and report on the performance metrics identified in this RFP. Include what specific data will be collected and how the applicant organization will ensure its accuracy and relevance.
14. If the organization is not currently operating similar programming in South Central PA, please explain how the applicant organization plans to integrate services into the region.
15. Provide information on the organization's corrective actions, unallowed costs, or underperformance in similarly run programming in the past year. Detail how the applicant organization addresses these items and any resolutions.