

Request for Proposals

Workforce Innovation and Opportunity Act

Out-of-School Youth

OSY Program: Contract Period: July 1, 2025 – June 30, 2026

Request for Proposal Issue Date: December 16, 2024

Bidders Conference Questions Deadline: December 30, 2024

Bidders Conference: January 6, 2025

Notice of Intent Due: January 6, 2025

Application Deadline: January 16, 2025

Proposal Review & Recommendation: January 17 - March 27, 2025

Anticipated Award Notification: April 3, 2025

Anticipated Contract Start: July 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. SCPa Works and its contracted providers reflect Equal Opportunity Employers/Programs.

The Opportunity

The South Central Workforce Investment Board seeks a partner(s) to deliver Title I WIOA Youth services to the out-of-school youth (OSY) population. These services will focus on place-based workforce development strategies that meet youth where they are, create engaging program design models, and address the holistic needs of this population. The service provider(s) will effectively develop and deliver quality outreach strategies and services to these youth in the South Central PA region.

SCPa Works Overview and Background

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

SCPa Works taps into federal funding to impact regional employment and training programs that empower job seekers to obtain new skills and career opportunities and to allow businesses to build talent pipelines that meet workforce demands. SCPa 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, SCPa Works has outlined several key values that guide the administration of workforce development systems. The following values are embedded in SCPa Works' programs, investments, services, people, and processes, as well as the values that SCPa Works endeavors to have partners and providers emulate:

- Performance
- Equity
- Flexibility
- Collaboration
- Accountability

Additionally, SCPa 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 SCPa Works' business model and investments.

Purpose of RFP

The South Central Workforce Investment Board seeks partner(s) to deliver Title I WIOA Youth services targeting out-of-school youth (OSY) in South Central Pennsylvania. These services will involve place-based workforce development strategies catering to the unique challenges of serving this population. The service provider(s) will focus on developing and implementing engaging program designs, outreach, and services that meet the holistic needs of youth across the region's diverse counties, which range from rural to suburban and urban.

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.

Opportunity Youth face significant barriers to employment and education. For example, 16.7 percent of youth ages 18-24 in South Central do not have a high school diploma. To address employment and education barriers, SCPa Works currently supports a drive to dual enroll Opportunity Youth in Title I and Title II programming to overcome the barrier of not having a high school diploma while also advancing work experience and skill development. The board has also introduced Virtual Reality (VR) Career Exploration and Paid Work Experience opportunities to expose youth to various employment sectors. Despite dual enrollment and new, innovative programming, maintaining engagement with this population has been challenging. To improve the effectiveness of Opportunity Youth programming, the board seeks a program implementation plan in response to this RFP that fosters greater engagement through a mobile and interactive classroom structure before placing individuals in upskilling opportunities.

Outcome Goals

- Deliver meaningful, accessible, and streamlined outreach to out-of-school youth, increasing enrollment in WIOA OSY programming.
- Provide high-quality case management that results in participant program engagement and goal achievement.
- Connect participants with living wage employment to address current needs while continuing to focus on long-term goal setting and achievement.

Award Terms

- *Duration of Contract:* One year, July 1st, 2025 - June 30th, 2026
- *Contract Type:* Cost Reimbursement

- *Renewal Options:* Option to renew 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 contractor shall be required to comply with all applicable federal, state, and local laws, rules, and regulations, as well as any additional requirements set forth by the procuring entity.
- *Termination and Suspension:* 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 contractor;
 - C. failure to work cooperatively with SCPa Works and the PA CareerLink®;
 - D. lack of sufficient programmatic services available to customers;
 - 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;
- 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 which the Contractor 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. Contractor 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 contractor 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. Contractor shall not permit any condition to exist and shall not commit any act or omission which 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;
 - F. The requirements described above also apply to all subcontractors hired by the contractor to perform work under this contract.

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

Proposers must agree to obey all OSHA, federal, state, county, and local laws or ordinances pertaining to the specification's requirements. Proposers 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

Scope of Work

Purpose

This Request for Proposal (RFP) seeks a qualified Title I WIOA Youth provider(s) to improve outreach and service delivery to our region's out-of-school youth population and embrace SCPa Works' values in all facets of the organization and service delivery. The service provider(s) will also ensure compliance with Workforce Innovation and Opportunity Act (WIOA) regulations, improve performance monitoring, increase participant engagement, and enhance customer satisfaction. The goal is to improve enrollment numbers, work experience opportunities, and upskilling outcomes for the target population.

Services to be Provided

The services provided by the Title I WIOA Youth provider will include the 14 WIOA Program Elements. The following elements must be incorporated into all program designs. 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 have dropped out.
- *Paid and Unpaid Work Experience* is a structured learning experience in a workplace and 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 that combines workforce preparation with 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 program exit to help ensure 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 they need 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

Population to be Served

The target population that this RFP aims to serve is eligible out-of-school youth within our eight-county region. An OSY is 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 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.

Geographical Considerations and Award Amount

SCPa Works' goal is to create programming that is accessible and responsive to the needs of Opportunity Youth within each of the communities in the SCPa Works service area. SCPa Works Community Access Point (CAP) initiative's goal is that Opportunity Youth need not walk more than 15 minutes from a home base to access workforce development services. Therefore, it is vital that the proposer thoroughly understand and embrace this CAP model and ensure staff can be mobile and agile in work locations.

SCPa Works anticipates awarding one provider for OSY services delivered in PA CareerLink® brick-and-mortar locations, and up to three providers with community based services (hybrid or remote work plans optional for community based providers). Interested entities may apply for brick-and-mortar services, community based, or both. We anticipate a total of \$1.5 million in funding available for all contracts. Applicants may apply for up to \$1.5 million.

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 to PA CareerLink® 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, contracted service providers are responsible for all compliance requirements and ensure that these 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 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.

Collaboration and Partnership Development

The PA CareerLink® is a one-stop shop for job seekers and business partners. Many partners make up the services of the PA CareerLink® and are interdependent upon each other for success. The Title I WIOA Youth provider is a mandated partner in the PA CareerLink® workforce system. In support of SCPa Works' extensive network of partners throughout the region, the selected provider is expected to exhibit clear communication, a willingness to collaborate, and responsiveness to inquiries when interacting with mandated and non-mandated partners. The selected provider will be expected to participate in PA CareerLink® teams and events and work collaboratively with partners.

In addition to PA CareerLink® partnerships, the youth provider will actively participate in community partnerships, specifically through Community Access Points. SCPa Works seeks partners that embrace a spirit of community involvement, relationship building, and strategic service delivery models to reach this important population. Traditional service delivery methods are often not effective when serving out-of-school youth. Additionally, one singular agency cannot meet all of the varying needs of youth. Therefore, the applicant will promote, through the response

to this RFP, a plan to innovate, target outreach, build community partnerships, and serve as a thought leader in the out-of-school youth service delivery system in South Central PA. While existing partnerships with community agencies exist, SCPa Works also encourages applicants to pursue partnerships and collaborations independently.

Youth Ambassador Network

The incorporation of individuals with lived experience is vital to program success. While programs that seek to serve communities often fail to incorporate the experiences and knowledge of local community members in service delivery, SCPa Works seeks to remediate this in South Central PA by intentionally incorporating out-of-school youth in the service delivery model. The selected provider will be required to incorporate the South Central PA Youth Ambassador Network into their programming to bring lived experiences to the front lines of service delivery. This Network launched in 2024 and is still in its pilot phase. In its current model, Youth Ambassadors are hired at PA CareerLink® centers, through paid work experience opportunities, to serve as credible messengers and outreach specialists for the OSY population in their communities. Simultaneously, they are mentored by PA CareerLink® staff for a future career in workforce development or human services. SCPa Works is open to the design and implementation of this new and innovative program but recommends the following considerations when developing a proposal for this RFP:

- WIOA 20% Work Experience requirement;
- Community partner input;
- Staffing strategies with career development opportunities that involve Youth Ambassador Network opportunities;
- Virtual versus in-person service delivery, classroom engagement techniques, and strategies; and
- Unique expertise and needs of each community.

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

- Staffing levels should be appropriate for funding amounts, and performance metrics should not be excessive.
- The proposer is responsible for ensuring proper caseload ratios among staff while considering financial expectations and case fluctuation.
- Proposer 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 to work with youth and employment barriers, as well as in human-centered design and trauma-informed care.

C. Monitoring and Oversight

- The attainment of program standards is measured during on-site monitoring and at other times throughout the duration of the contract. Proposers who do not achieve goals or accrue ineligible expenses must provide specific corrective action. Failure to achieve program goals could result in the provider being placed on probation, losing funds, and terminating the contract.
- On-site monitoring will be conducted at least annually. The contractor 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.
- 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 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 Proposer 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. Proposers must describe a capacity to link financially and programmatically with other organizations. Proposers must also describe the linkages, match, and alternate funding. Proposers must provide letters supporting leveraged resources and demonstrate process flow between the proposer and outside agencies.

Role of SCPa Works

SCPa Works oversees 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 for which the service provider will not be responsible.

A. Administrative Support

- **Contract Management:** SCPa Works will manage the contractual relationship with the selected service provider(s), 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(s), 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(s) to monitor and improve programming throughout the duration of the contract. These metrics may evolve and be adjusted over time if needed. The service provider(s) must meet all performance metrics under WIOA guidelines and those established by SCPa Works. The service provider(s) must actively participate in meetings to discuss these performance metrics and provide relative data when requested.

Performance Metric	Data Source <i>Where is this data from?</i>	Data Frequency <i>How often will the data be reviewed?</i>	Responsibility <i>Who is responsible for collecting and reporting this data?</i>
Number of successful enrollments (final number will be determined during contract negotiations)	AdHoc Reports/CWDS, One-Stop Operator	Monthly	Service Provider and One-Stop Operator
Participant Engagement <i>Quality and timely staff-assisted services entered</i>	AdHoc Reports/CWDS	Monthly	Service Provider and SCPa Works
Customer Service <i>Satisfaction of customers engaged, served, or referred</i>	AdHoc Reports/CWDS, One Stop Operator Surveys	Quarterly	Service Provider and One-Stop Operator
Performance Outcomes <i>Meeting Enrollments, MSG, Credentials, Placements, and Hourly Wage Goals</i>	AdHoc Reports/CWDS	Monthly	Service Provider and SCPa Works
Paid Work Experience Placements <i>20% of funds must be spent on Paid Work Experience; this number will be determined upon state notification. Participants may be placed in virtual or in-person experiences</i>	AdHoc Reports/CWDS	Monthly	Service Provider
IEP Completion Rates <i>Individualized Employment Plan will be fully complete, updated appropriately, and closed timely</i>	AdHoc Reports/CWDS	Monthly	Service Provider
Employment Placements	AdHoc Reports/CWDS	Monthly	Service Provider
Employment Retention <i>Ensure participants are still employed at 2nd and 4th quarter retention</i>	AdHoc Reports/CWDS	Quarterly	Service Provider
Youth Ambassador Network <i>Participation, outcomes of collaboration, activities planned</i>	AdHoc Reports/CWDS, Meeting Minutes	Monthly	Service Provider

Contract Management

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 in-person leadership meetings monthly 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 quarterly 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 successfully implement the contract's goals and maintain high-quality service standards for out-of-school youth.

A. Communication and Reporting

- The selected proposer(s) 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 comply with applicable local, state, or federal reporting requirements.

B. Progress Tracking and Performance Metrics

- SCPa Works and the selected proposer(s) will establish performance metrics and targets to measure the contract's success and track progress toward achieving its goals.
- The selected proposer(s) 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 proposer(s) to address challenges and design course corrections throughout the contract's duration.
- SCPa Works may schedule regular meetings, site visits, or conference calls with the selected proposer(s) to discuss progress, challenges, and potential adjustments to the scope of work or service delivery approach.

- The selected proposer(s) 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

Submission Instructions

All proposers 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 Responsive. Hard-copy proposals will not be accepted. The deadline for submission is the close of business on January 16, 2025.
- To be considered in Responsive, a proposal must meet all of the criteria outlined in Responsive. 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 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

- Proposers may submit questions regarding the RFP via email to info@scpaworks.org.
- All questions must be submitted no later than ten (10) business days prior to the deadline of the RFP.
- Answers to submitted questions will be compiled and shared with all proposers via Responsive and SCPa Works website.

Evaluation and Recommendation

Evaluation Criteria

The selection committee will first evaluate and rank responsive RFP submissions on the following selection Evaluation Criteria, weighing factors listed below and assessing that score. An applicant may receive the maximum points, a percentage of the score, or no points at all, depending upon the merit of the proposal, as judged by the selection committee in accordance with:

Service Delivery: The proposer will illustrate a capacity to serve the region with strategic planning across staffing and implementing services for out-of-school youth. The proposer will demonstrate creativity in service delivery and illustrate a robust experience serving this targeted population.

Method of Approach: The proposer will provide past successes, proving that the organization can overcome the challenges presented in this RFP and propose viable solutions. Proposers will provide a proven track record of being an upstanding workforce development partner, maintaining creativity and a proactive strategy in serving youth.

Equity and Economic Mobility Approach: The proposer will provide an understanding of the population served and the different geographic areas comprising the region's eight counties. Applicants will describe a plan to ensure that staff is culturally competent and explain the training that staff are mandated to take. The proposer will demonstrate genuine care for those needing services and will serve those most in need. When confronted with potential programming or service delivery changes that benefit the participants, the proposer will hear that feedback and make appropriate changes. The proposer will be able to describe the implementation of the Youth Ambassador Network. Lastly, the proposer will illustrate a capacity to partner with community organizations to serve the targeted population holistically.

Budget and Resource Allocation: The applicant will be able to demonstrate a strategic and sensible cost allocation plan and extensive experience. The applicant will also illustrate the maximization of funds through internal capabilities and partnerships established throughout the communities in the region served.

EVALUATION CRITERIA	% ALLOCATION
<p><u>Service Delivery</u></p> <ul style="list-style-type: none"> • Identify whether you are proposing to serve OSY through brick-and-mortar locations, community based services, or both. Please be specific with the geographic area you are proposing to serve. Detail how you would design a service delivery model that is flexible and responsive to the needs of youth. • Identify how many youth you are proposing to serve and the anticipated services to be provided to each youth. 	<p>30%</p>

<ul style="list-style-type: none"> • Describe the organization's approach to engaging and supporting out-of-school youth in workforce development initiatives. Highlight any innovative strategies or programs tailored to this demographic. • Detail the experience in designing and implementing career pathways programs for youth, particularly focusing on aligning training with local labor market demands and facilitating career advancement opportunities. • Explain how the organization integrates wraparound support services, such as counseling, transportation assistance, and childcare, to address the holistic needs of out-of-school youth. Share examples of comprehensive support models that have yielded positive outcomes. • Provide example pathways that a youth may take in the program. 	
<p><u>Method of Approach</u></p> <ul style="list-style-type: none"> • Describe the organization's capability in addressing the precise challenges outlined in the RFP. How does the organization intend to augment enrollments within a demographic historically challenging to locate and enroll? In what innovative and strategic ways will the organization navigate the Paid Work Experience Expenditure? How will the organization conduct outreach initiatives targeting rural areas within our region? How will the organization implement engaging, interactive learning environments with Virtual Reality? Furthermore, how does the organization approach educational and employment barriers while meeting performance metrics? Please provide instances of prior achievements in these areas. • Explain how the organization intends to collaborate with SCPa Works to ensure alignment with local workforce priorities and maximize the impact of services provided to out-of-school youth. Include details on communication channels, coordination efforts, and joint planning processes. • Discuss the organization's ability to adapt to changing circumstances and evolving needs of out-of-school youth, as well as any flexibility in program design or service delivery models. Highlight experiences where the organization has successfully adjusted strategies in response to unforeseen challenges or opportunities. 	30%

<ul style="list-style-type: none"> • Describe how the organization will achieve or surpass the performance metrics outlined in this proposal. • Describe how staff will be onboarded and trained. Please detail how continuous staff development is incorporated into your organization. 	
<p><u>Equity and Economic Mobility Approach</u></p> <ul style="list-style-type: none"> • How does the organization integrate equity principles into designing and implementing programs and services for out-of-school youth? Provide examples of strategies or initiatives aimed at reducing disparities and promoting inclusivity. • Describe the approach to understanding and addressing the diverse needs of the target population, including culturally and linguistically appropriate services. How does the organization ensure cultural competence among staff and stakeholders? • Explain how the organization solicits and incorporates feedback from the target population and community stakeholders to inform program planning and decision-making processes. How does the organization prioritize the voices of marginalized or underrepresented groups in these efforts? 	15%
<p><u>Budget and Resource Allocation</u></p> <ul style="list-style-type: none"> • Complete the attached budget and budget justification that outlines anticipated programmatic expenses for serving WIOA-eligible out-of-school youth. Outline the intention to distribute funds across program components such as education, training, support services, and administrative costs. Please be specific. • Describe a strategy for leveraging outside or in-kind support to supplement the allocated financial resources. This may include partnerships with community organizations or other forms of non-monetary assistance. • Explain how the organization plans to monitor and ensure cost-effectiveness and sustainability in delivering services to out-of-school youth. • The budget should reflect whether your organization will serve as the brick-and-mortar provider (expected to deliver services in up to six brick-and-mortar locations) or community based. If proposing to serve both, please submit budgets for each approach. 	25%

Notification of Award

It is expected that final approval of a provider or providers will occur during the month of February 2025. 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. 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

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 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 SCPa Works' assessment of that proposal.

No portion of these services may be subcontracted without 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 as a result of 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.

Schedule

Schedule	
Event	Date(s)
RFP issue date	December 16, 2024
Deadline for questions	December 30, 2024
Bidder's Conference	January 6, 2025 @ 10:00 a.m.
Notice of Intent Deadline	January 6, 2025
Proposals due	January 16, 2025

Proposal Review and Recommendation Period	January 17 - March 27, 2025
Anticipated contract award date	April 3, 2025
Anticipated contract execution date	July 1, 2025