

**Request for Quotes
Workforce Innovation and Opportunity Act (WIOA)
Integrated Education and Training (IET)
Program for Immigrant and Refugee Populations**

Request for Quote Issue Date: August 4, 2025
Bidders Conference Questions Deadline: August 13, 2025
Bidders Conference: August 18, 2025
Proposals Due: September 5, 2025
Evaluations: September 15 - October 10, 2025
Anticipated Award Notification: November 7, 2025
Anticipated Contract Duration: January 1 - December 31, 2026
Funding Amount - Up to \$150,000

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.

Background

The South Central Workforce Development Board, D/B/A SCPa Works, leads the public workforce development system in South Central Pennsylvania, covering Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York Counties. With a mission to unlock the human talent that drives business and individual success, SCPa Works coordinates strategic investments in workforce development that reflect the region's evolving demographics, labor market needs, and equity goals.

SCPa Works represents an annual workforce investment of nearly \$14 million in employment and training programs for youth and adults across the South Central Pennsylvania (PA) region. These investments are made through partnerships with local training providers, employers, educators, and community-based organizations to ensure job seekers and businesses have access to the tools, talent, and opportunities within the communities where the individuals need to thrive.

The South Central PA region continues to experience steady population growth, increasing racial and ethnic diversity, and a rapidly aging workforce. At the same time, significant disparities persist in postsecondary attainment, labor force participation, and access to high-quality employment among historically marginalized populations. These regional dynamics present both challenges and opportunities for innovation in workforce programming.

As outlined in the SCPa Works 2025-2029 Local Plan, SCPa Works is guided by a strategy focused on:

- Connecting individuals to career pathways that lead to in-demand, family-sustaining employment;
- Expanding access to training, credentials, and supportive services for individuals, including justice-impacted individuals, English language learners, and those lacking postsecondary education;
- Building strong partnerships with employers, training providers, and community-based organizations to create responsive, demand-driven workforce solutions;
- Investing in equitable, data-informed approaches that prioritize historically underserved communities, including BIPOC populations and rural residents;
- Preparing for demographic shifts by supporting new entrants to the workforce and older workers navigating career transitions.

SCPa Works takes a holistic view of workforce development, one that aligns an individual's aspirations with employer needs, supports lifelong learning, and strengthens the economic resilience of the entire region. Through targeted initiatives and collaborative partnerships, SCPa Works is committed to advancing a workforce system that is inclusive, future-ready, and grounded in community impact.

Purpose

SCPa Works seeks proposals from qualified organizations to design and implement an Integrated Education and Training (IET) program that serves immigrant and refugee populations within the eight-county region. This initiative aims to equip individuals with the literacy, workforce

preparation, and occupational skills necessary to enter and succeed in high-priority occupations across South Central PA.

According to the U.S. Census Bureau and local labor market data, the South Central PA region has seen a marked increase in foreign-born residents, with York, Dauphin, and Lebanon counties experiencing consistent growth in immigrant and refugee populations. These communities often face unique barriers to employment, including limited English proficiency, lack of recognized credentials, and limited access to training. This RFQ targets entities that support the development of contextualized, employer-informed IET programs that provide a clear pathway to employment and economic mobility for these target populations.

Scope of Work

SCPa Works seeks qualified organizations to design and implement an Integrated Education and Training program funded through Title I Adult and Dislocated Worker funds under WIOA. Programs must support individuals in gaining foundational education, workforce preparation, and occupation-specific skills to enter and advance in high-demand industries.

The target population for this programming includes immigrant and refugee community members who may need foundational support in English language acquisition, digital literacy, and employment readiness to fully participate in the workforce. The goal is to provide a streamlined, accelerated pathway to employment that includes real-time learning, hands-on skill-building, and direct connections to employers.

Under WIOA Sec.134(c)(3)(D), Integrated Education and Training is defined as a service approach that combines three required components delivered concurrently and in a coordinated manner for educational and career advancement:

1. Adult Education and Literacy Activities
2. Workforce Preparation Activities
3. Occupational Skill Training

These components must be delivered together as a unified program leading to a recognized postsecondary credential, employment, or advancement within a career pathway.

Core Program Expectations

Programs must be industry-informed and aligned with high-priority occupations within South Central PA. Programming should be designed with participant success in mind and must incorporate employer input to ensure job relevance. Applicants must clearly outline how the organization will collaborate with employers, training institutions, and adult education providers to create a coherent, supportive, and integrated experience for participants.

Each proposed IET program must include the following components:

- Career Planning and Pathway Development: Each participant should have an Individual Employment Plan (IEP) that maps out a long-term plan toward unsubsidized employment, including opportunities for stackable credentials or advancement. This may also include job shadowing, employer presentations, or mentorship.

- Workforce Preparation: Instruction in employability skills, digital literacy, resume building, interviewing, professionalism, and communication.
- Adult Education and Literacy Activities: Foundational instruction in reading, math, writing, or English language proficiency relevant to the occupational field.
- Occupational Skills Training: Hands-on, industry-specific training that leads to employment in one or more high-priority sectors within the South Central PA region.

Proposals should describe how the program will be structured to support the unique needs of immigrant and refugee participants, including addressing specific challenges faced in the job market. Programs should also include measurable outcomes such as credential attainment, employment placement, and transition into post-secondary training or unsubsidized employment.

Example Program Model

A successful IET program might include a partnership between an adult education provider, a healthcare training organization, and a local employer. Participants attend English instruction three days a week, focused on healthcare-related communication. On the other two days, individuals complete Medical Assistant training aligned with current job openings. Throughout the 12-week program, participants receive digital literacy instruction, career coaching, and mock interviews. Graduates receive support in earning their certifications, participate in employer interviews, and are guided into long-term employment opportunities.

Eligible Populations

Participants enrolled in IET programming must meet WIOA Adult or Dislocated Worker eligibility.

To qualify for services under the WIOA Adult program, participants must:

- Be 18 years of age or older;
- Be authorized to work in the United States
- Registered for Selective Service (if male, if applicable); and
- Meet one or more of the following priority criteria:
 - Low-income individuals;
 - Veteran or spouse of a Veteran
 - Individuals who are basic skills deficient;
 - Individuals who are justice-impacted.

Participants may also be eligible under the Dislocated Worker program if they:

- Have been laid off or terminated and are eligible for or have exhausted unemployment compensation;
- Have received notice of a layoff or plant closure;
- Are displaced homemakers;
- Are self-employed but unemployed due to economic conditions;
- Are long-term unemployed individuals.

Performance and Deliverables

Vendors must be able to track and report on:

- Number of participants enrolled;
- Number of participants completing all components of the IEP program;
- Credentials earned;
- Placement into unsubsidized employment;
- Employment retention in the 2nd and 4th quarters after exit;
- Earnings and wage gains;
- Participant and employer satisfaction.

All data must be reported in accordance with SCPa Works' performance management protocols, the Commonwealth Workforce Development System (CWDS) requirements, and WIOA data requirements.

Regional Labor Market Data & Priority Industries

South Central Pennsylvania's labor market is diverse, with key industries driving job growth across all eight counties. The IET programs funded under this RFQ are required to align with these high-priority industries to maximize employment opportunities for immigrant and refugee participants. Proposals must align with South Central PA's high-priority occupations as identified in SCPa Works' Labor Market Reports (scpaworks.org). Industries of focus include:

- Healthcare
- Manufacturing
- Logistics and Warehousing
- Skilled Trades
- Human Services

These sectors have strong employer demand and career ladder potential. The region has seen significant growth in population diversity, particularly in immigrant and refugee populations in York, Lebanon, and Dauphin Counties. [Source: PA Department of Labor & Industry; SCPa Works LMI Reports]

Programs should reflect regional industry needs while also considering employer demand. Preference will be given to proposals that include employer partnerships or letters of commitment to hire program graduates.

Eligible Applicants

Proposals are welcome from community-based organizations, adult education providers, workforce service providers, training providers, and post-secondary institutions.

Applicants may propose to serve:

- The entire South Central Pennsylvania region (Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York Counties); or
- A specific county or a subset of counties within the region.

Applicants may apply as:

- A single entity delivering all components of the IET program;
- A consortium of organizations that includes an education provider and/or a training provider; or

- A lead agency coordinating service delivery in partnership with subcontractors or collaborators.

SCPa Works may fund a single proposal that demonstrates strong regional capacity, or select multiple proposals based on program quality, geographic coverage, population served, total cost, and alignment with local workforce needs.

Required Partnerships

Strong partnerships are essential to the success of this program. Vendor(s) must demonstrate:

- Formal agreements (MOUs or letters of support) between the lead applicant and the training and education partners;
- Employer engagement that includes input on job readiness skills and potential hiring pathways;
- Coordination with PA CareerLink® centers for co-enrollment and referrals; and
- Referral linkages to key wraparound services such as housing assistance, drug and alcohol treatment. etc.

Vendor Qualifications

All applicants must demonstrate the following:

- Experience serving adult immigrant/refugee populations or English language learners;
- Familiarity with the demographics and employer landscape across SCPa Works' eight-county region;
- Knowledge of WIOA-funded programming and eligibility processes;
- Capacity to coordinate multiple service components and report performance outcomes; and
- Proven partnerships with local employers and training entities.

Project Budget

SCPa Works will operate this program under a cost reimbursement model. This means vendors will be reimbursed for allowable, actual, and documented expenses incurred while delivering services. No funds will be provided in advance.

Proposers must submit a detailed line-item budget and accompanying budget narrative that clearly outlines the anticipated costs of delivering the proposed IET program.

The total available funding for this program is up to \$150,000. SCPa Works may award the full amount to a single proposer or divide funds among multiple proposals.

Budgets should reflect necessary and reasonable costs required to operate a high-quality, compliant program. The budget should be broken down by major cost categories, which may include but are not limited to:

- Personnel: Salaries and wages for staff directly involved in program operations
- Fringe Benefits: Associated costs such as health insurance, payroll taxes, etc.
- Participant Wages/Stipends: Compensation for paid work experience or training participation, if applicable

- Supportive Services: Transportation, childcare, translation services, or other assistance to remove barriers for participants
- Instructional Materials and Supplies: Curriculum resources, assessment tools, and other educational/training materials
- Technology and Equipment: Laptops, hotspots, software licenses, or virtual learning tools necessary to support remote or in-person learning
- Facilities and Utilities: Costs associated with operating physical sites, if not covered elsewhere
- Administrative/Indirect Costs: A clearly defined indirect cost rate or flat amount, if applicable

Proposers should also include a total cost per participant, based on estimated enrollment and expenditures, to help SCPa Works assess the proposed model's cost-effectiveness.

The budget narrative should provide justification for each cost listed in the line-item budget. It must describe:

- How each cost supports the delivery of the IET model;
- The basis for cost calculations (e.g., hourly rates, participant numbers, duration of services);
- Any shared costs with other programs or leveraged funds (e.g., WIOA Title II, employer contributions).

SCPa Works will review budgets for cost-effectiveness, financial reasonableness, and alignment with program outcomes. Proposals that demonstrate effective use of funds while maximizing participant impact will be prioritized. In-kind contributions are not required but recommended. Please outline these in the proposed budget.

Submission Instructions

Proposals must be submitted electronically via the Responsive platform by 9/5/25. Late submissions will not be considered. Questions about this RFQ must be submitted via the Responsive platform. SCPa Works reserves the right to fund one or multiple proposals based on available resources and community need.

To be considered, a proposal must meet all of the criteria set forth in Responsive.

Failure to address all requirements of this RFQ or to follow the instructions provided may result in the proposal not being accepted for consideration.

The selected vendor(s) are required to comply with all state and federal workplace guidance, etc., in relation to allowable expenses included in the cost principles detailed in 2 CFR 200, Subpart E.

Proposal Review

Proposals shall be reviewed and evaluated by SCPa Works' staff based on the following criteria:

- Demonstrated ability and expertise in content areas as identified in this RFQ;

- Qualifications and experience of the respondent in providing support for key functions;
- The extent to which the proposal addresses the goals of this RFQ and clearly describes the Scope of Work;
- Proposed project cost; and
- SCPa Works recognizes the importance of cultural humility and the value of lived experience in effectively serving immigrant and refugee populations. Priority will be given to proposals that demonstrate a deep understanding of the unique needs of these communities, as well as a commitment to delivering services with empathy, respect, and inclusivity.
- Information is provided in the proposal questions.

Award of Contract

Each respondent submitting a proposal will be notified by e-mail of SCPa Works' decision concerning the proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from administering agencies;
- Results of negotiations between the selected vendor and SCPa Works management;
- Continued availability of SCPa Works funds; and
- Approval by SCPa Works Board.

Proposal Questions

1. Describe the organization's experience working with immigrant and refugee populations. (10%)
2. Describe the proposed IET model. How will the organization integrate adult education, workforce preparation, and occupational training? (40%)
 1. How will the program address linguistic, cultural, and systemic barriers faced by the target populations?
 2. Describe the supportive services that will be made available to participants.
 3. How will the organization measure participant success and program effectiveness?
 4. What partnerships (if any) will be leveraged to implement the IET program? Include the roles of each partner and upload subsequent MOUs or letters of support.
3. Identify the industry sector(s) or occupational pathway(s) the program will target and provide labor market justification. (15%)
4. What is the proposed budget, and how will funds be allocated across program components? Please use the attached Budget Form. (25%)
5. Describe a specific challenge that immigrant or refugee individuals face when accessing workforce development services in one or more of the counties the organization intends to serve. How does the proposed program address this challenge? Support the response with local data, direct community feedback, or insights from partners who work with these populations. (10%)